RESOLUTION OF THE TOWN BOARD

TOWN OF ULSTER

Resolution Establishing Standard Work Day for Elected Officials

Date: May 21, 2026

WHEREAS, Regulation 315.4 of the New York State and Local Retirement System requires the Governing Body of the town to establish a Standard Workday and Reporting System for all elected and appointed town officers that were elected or appointed after August 12, 2009, and WHEREAS, persons affected are those that are enrolled in the New York State Retirement System as either Tier 2, 3, 4, 5 or 6 members, and

WHEREAS, the persons affected are those that receive monetary compensation for their duties and do not use the town's Time Clock nor use Time Sheets to document their work hours; now therefore be it

RESOLVED, that six (6) hours is established as the Standard Workday for Town Council positions, and be it further

RESOLVED, that the recording of time worked consists of a three month Time/Work log and/or a one-time Recertification of a prior Time/Work log that shall be created and maintained by the affected worker; and be it further

RESOLVED, that once passed, this Resolution shall be posted on the Town's Website and the Official Sign Board for a period of at least 30 days; and be it further

RESOLVED, that the Ulster Town Clerk shall submit a certified copy of the Resolution and affidavit of its posting to the Office of State Comptroller within 15 days after the posting period ends; and be it further

RESOLVED, that once the three month time period Time/Work log is completed, the affected person shall sign and submit their Time/Work log to the Ulster Town clerk; and be it further

RESOLVED, that the governing Body of the Town shall utilize the Time/Work logs to calculate the percentage of the Standard Workday worked over the 3 month time period and report the findings to the New York State and Local Retirement System so that the New York State and Local Retirement System may determine pension credits; and be it further

RESOLVED, that the Ulster Town Clerk shall retain the Time/Work logs submitted for a period of ten years. Elected or Appointed Officers affected by regulation 2 NYCRR 315.4:

Name	Title	Term of Office	Record of Activities
Laura Hartmann	Town Councilwoman	1/1/2026-12/31/2028	12.74

MOTION: Councilman Schatzel
SECOND: Councilwoman DeGroodt

ROLL CALL VOTE:
Supervisor James E Quigley 3rd: YES
Councilman Michael Schatzel YES
Councilwoman Laura Hartmann YES
Councilwoman Maryann DeGroodt: YES

CARRIED