

TOWN OF WARWICK



Eileen M. Astorino
Town Clerk/Registrar
132 Kings Highway
Warwick, New York 10990-3152
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Fax: (845) 987-1499
clerk@townofwarwick.org

Carolyn Purta, Deputy Town Clerk/Deputy Registrar
Melissa Stevens, Deputy Town Clerk
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Fax: (845) 987-1499

I, EILEEN ASTORINO, Town Clerk of the Town of Warwick, in the County of Orange, State of New York HERE BY CERTIFY that the following resolution #R2022-148 STANDARD WORKDAY AND REPORTING TO NEW YORK STATE AND LOCAL EMPLOYEES' RETIREMENT SYSTEM FOR ELECTED AND APPOINTED OFFICIALS was adopted at the regular meeting of the Town Board of the Town of Warwick duly called and held on Thursday April 14, 2022 have been compared by me with the original minutes as officially recorded in the Town Clerk's Office in the Minute Book of the Town Board and is a true, complete and correct copy thereof and of the whole of said original minutes so far as the same relate to the subject matter.

IN WITNESS, WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Town of Warwick this 15th day of April 2022.

SEAL


Eileen M. Astorino, Town Clerk

#R2022-148 STANDARD WORKDAY AND REPORTING TO NEW YORK STATE AND LOCAL EMPLOYEES' RETIREMENT SYSTEM FOR ELECTED AND APPOINTED OFFICIALS

Motion Supervisor Sweeton, seconded Councilman Gerstner to adopt the following resolution:

BE IT RESOLVED, that the Town Board of the Town of Warwick, New York/30311 hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by this official to the clerk of this body.

ELECTED OFFICIALS:

TITLE	STANDARD WORK DAY	NAME	CURRENT TERM	RECORD Of ACTIVITY
Town Clerk	6.5	Eileen M. Astorino	1/1/22- 12/31/25	21.8
Receiver of Taxes	6.5	Brenda Faulls	1/1/22-12/31/25	19.56
Justice	6.5	Peter Barlet	1/1/22-12/31/25	6.67
Town Councilman	6.5	Kevin Shuback	1/1/22-12/31/25	2.21
Zoning Board	6.5	James Mehling	1/1/20-12/31/23	.42

Motion Carried (5 Ayes, 0 Nays) Supervisor Sweeton declared this resolution duly adopted.

Received Date

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev.11/19)

Employer Location Code
 3 0 3 1 1

BE IT RESOLVED, that the TOWN OF WARWICK

(Name of Employer)

/ 30311 (Location Code)

hereby established the following standard work days for these titles and will

report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYS SLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
EILEEN ASTORINO	0288	R11333935	TOWN CLERK	1/1/2022-12/31/2025	6.5	21.8	<input type="checkbox"/>	BIWEEKLY	<input type="checkbox"/>
BRENDA FAULLS	6682	R10164142	TAX COLLECTOR	1/1/2022-12/31/2025	6.5	19.56	<input type="checkbox"/>	BIWEEKLY	<input type="checkbox"/>
PETER BARLET	1388	R11063970	JUSTICE	1/1/2022-12/31/2025	6.5	6.67	<input type="checkbox"/>	BIWEEKLY	<input type="checkbox"/>
Appointed Officials:									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, EILEEN ASTORINO (Name of Secretary or Clerk) secretary/clerk of the governing board of the TOWN OF WARWICK (Name of Employer) of the State of New York,

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 14 day of APRIL, 2022 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the TOWN OF WARWICK (Name of Employer) on this 15 day of APRIL, 2022.

Affidavit of Posting: I, EILEEN ASTORINO (Signature of Secretary or Clerk) being duly sworn, deposes and says that the posting of the Resolution began on 4/15/2022 (Date) and continued for at least 30 days. That the Resolution was available to the public on the: WWW.TOWNOFWARWICK.ORG (Name of Secretary or Clerk)

Employer's website at: WWW.TOWNOFWARWICK.ORG

Official sign board at: 132 KINGS HWY WARWICK, NY 10990

Main entrance Secretary or Clerk's office at: _____

(seal)



Received Date

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

Employer Location Code
 3 0 3 1 1

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

BE IT RESOLVED, that the TOWN OF WARWICK

/ 30311

(Rev.11/19)

report the officials to the New York State and Local Retirement based on their record of activities: (Name of Employer) / (Location Code) hereby established the following standard work days for these titles and will

Name	Social Security Number	NYS SLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
KEVIN SHUBACK	2369	R10662287	TOWN COUNCILMAN	1/1/2022-12/31/2025	6.5	2.21	<input type="checkbox"/>	BWEEKLY	<input type="checkbox"/>
JAMES MEHLING	6906	R13134401	ZONING BOARD	1/1/2022-12/31/2023	6.5	.42	<input type="checkbox"/>	QUARTERLY	<input type="checkbox"/>
Appointed Officials:									
EILEEN ASTORINO							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, EILEEN ASTORINO, Secretary/Clerk of the governing board of the TOWN OF WARWICK, of the State of New York, (Name of Secretary or Clerk) (Circle one) (Name of Employer)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 14 day of APRIL, 2022 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original. IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the TOWN OF WARWICK on this 15 day of APRIL, 2022. (Name of Employer)

Affidavit of Posting: I, EILEEN ASTORINO, (Signature of Secretary or Clerk) being duly sworn, deposes and says that the posting of the Resolution began on (Name of Secretary or Clerk) and continued for at least 30 days. That the Resolution was available to the public on the: (Date)

Employer's website at: WWW.TOWNOFWARWICK.ORG

Official sign board at: 132 KINGS HWY WARWICK, NY 10990

Main entrance Secretary or Clerk's office at: _____

(seal)



Eileen Astorino

1/1/2022-12/31/2025 Period of Term

Record of Activities Result

6.5 Standard work day

425 Total hours for 3 month period

141.6667 One month average

21.8 Average number of days worked per month

(one month average divided by the Standard Work Day)

Record of Activities

Name Eileen M. Astorino
Title Town Clerk
Employer Town of Warwick

Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
January 1, 2022	Re-organizational Meeting	10:30am	12:00pm	1.5
January 3, 2022	Standard Work day	8:30am	4:00pm	6.5
January 4, 2022	Standard Work Day	8:30am	4:00pm	6.5
January 5, 2022	Standard Work Day	8:30am	4:00 PM	6.5
January 6, 2022	Standard Work Day	8:30am	4:00 PM	6.5
January 7, 2022	Standard Work Day	8:30am	4:00pm	6.5
January 10, 2022	Standard Work Day	8:30am	4:00pm	6.5
January 11, 2022	Standard Work Day	8:30am	4:00pm	6.5
January 12, 2022	Standard Work Day	8:30am	4:00pm	6.5

January 13, 2022	Standard Work Day	8:30am	4:00pm	6.5
January 16, 2022	Standard Work Day	8:30am	4:30pm	7
January 18, 2022	Standard Work Day	8:30am	4:00pm	6.5
January 19, 2022	Standard Work Day	8:30am	4:00pm	6.5
January 20, 2022	Standard Work Day Town Board Meeting	8:30am 6:00pm	4:00pm 11:00pm	6.5 4.5
January 21, 2022	Standard Work Day	8:30am	4:30pm	7
January 24, 2022	Standard Work Day	8:30am	4:00pm	6.5
January 25, 2022	Standard Work Day	8:30am	4:00pm	6.5
January 26, 2022	Standard Work Day	8:30am	5:00pm	7.5
January 27, 2022	Standard Work Day	8:30am	4:00pm	6.5
January 28, 2022	Standard Work Day	8:30am	4:00pm	6.5
January 31, 2022	Standard Work Day	8:30am	4:00pm	6.5
February 1, 2022	Standard Work Day	8:30am	4:00pm	6.5
February 2, 2022	Standard Work Day	8:30am	4:00pm	6.5
February 3, 2022	Standard Work Day	8:30am	4:00pm	6.5
February 4, 2022	Standard Work Day	8:30am	1:00pm	4.5
February 7, 2022	Standard Work Day	8:30am	4:00pm	6.5

February 8, 2022	Standard Work Day	8:30am	4:00pm	6.5
February 9, 2022	Standard Work Day	8:30am	4:00pm	6.5
February 10, 2022	Standard Work Day Town Board Meeting	8:30am 6:30pm	4:00pm 11:00pm	6.5 4.5
February 11, 2022	Standard Work Day	8:30am	4:00pm	6.5
February 14, 2022	Standard Work Day	8:30am	4:00pm	6.5
February 15, 2022	Standard Work Day	8:30am	5:00pm	7.5
February 16, 2022	Standard Work Day	8:30am	4:00pm	6.5
February 17, 2022	Standard Work Day	8:30am	4:00pm	6.5
February 22, 2022	Standard Work Day	8:30am	4:00pm	6.5
February 23, 2022	Standard Work Day	8:30am	4:00pm	6.5
February 24, 2022	Standard Work Day	8:30am	4:00pm	6.5
February 25, 2022	Standard Work Day	8:30am	4:00pm	6.5
February 28, 2022	Standard Work Day	8:30am	4:00pm	6.5
March 1, 2022	Standard Work Day	8:30am	4:00pm	6.5
March 2, 2022	Standard Work Day	8:30am	4:00pm	6.5
March 3, 2022	Standard Work Day	8:30am	4:00pm	6.5
March 4, 2022	Standard Work Day	8:30am	4:00pm	6.5

March 7, 2022	Standard Work Day	8:30am	4:00pm	6.5
March 8, 2022	Standard Work Day	8:30am	4:00pm	6.5
March 9, 2022	Standard Work Day	8:30am	4:00pm	6.5
March 10, 2022	Standard Work Day Town Board Meeting	8:30pm 6:30pm	4:00pm 10:30pm	6.5 4
March 11, 2022	Standard Work Day	8:30am	4:00pm	6.5
March 14, 2022	Standard Work Day	8:30am	4:00pm	6.5
March 15, 2022	Standard Work Day	8:30am	5:00pm	7.5
March 16, 2022	Standard Work Day	8:30am	4:00pm	6.5
March 17, 2022	Standard Work Day	8:30am	4:00pm	6.5
March 18, 2022	Standard Work Day	8:30am	4:00pm	6.5
March 21, 2022	Standard Work Day	8:30am	4:00pm	6.5
March 22, 2022	Standard Work Day	8:30am	5:00pm	7.5
March 23, 2022	Standard Work Day	8:30am	4:00pm	6.5
March 24, 2022	Standard Work Day Town Board Meeting	8:30am 7:00pm	4:00pm 11:00pm	6.5 4
March 25, 2022	Standard Work Day	8:30am	4:00pm	6.5
March 28, 2022	Standard Work Day	8:30am	4:00pm	6.5
March 29, 2022	Standard Work Day	8:30am	4:00pm	6.5

March 30, 2022	Standard Work Day	8:30am	4:30pm	7
March 31, 2022	Standard Work Day	8:30am	4:00pm	6.5
April 1, 2022	Standard Work Day	8:30am	4:00pm	6.5
Add New Row				
Update Total				425

To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.

Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.

With my signature, I attest to the accuracy of the record provided above.

Eileen M. Astorino
Signature

4-1-2022
Date

Brenda Faulis

1/1/2022-12/31/2025 Period of Term

R10164142

Record of Activities Result

Recertification

6.5 Standard work day

381.5 Total hours for 3 month period

127.1666667 One month average

19.56 **Average number of days worked per month**

(one month average divided by the Standard Work Day)



Please type or print clearly
in blue or black ink

Received Date

Recertification of the Record of Activities

RS 2419

(Rev. 09/18)

NYSLRS ID

R 1 0 1 6 4 1 4 2

Social Security Number [last 4 digits]

XXX-XX-6682

Retirement System [check one]

Employees' Retirement System (ERS)

Police and Fire' Retirement System (PFRS)

I, Brenda Faulls, certify that I completed a 3-month record of activities for the term that began 2018 for my position as Receiver of Taxes. I attest that the record of activities maintained for the above named term is still representative of my hours worked and that my responsibilities have not substantially or materially changed. My current term begins on January 2022 and ends on Dec. 2025.

Brenda Faulls
Signature of Member

March 31, 2022
Date

Employer Location Code: 30311

NOTE: A record of activities and any certification based upon such record shall not be valid for more than eight years from the date of the taking of office for which the record of activities was initially maintained.

Please keep this form on file in your records and submit a copy to NYSLRS only upon request.



RECEIVER OF TAXES

2018 JANUARY		FEB	MARCH	
1 Monday		Thursday	7 Thursday	8.5
2 Tuesday		9 Friday	8 Friday snow	6.5
3 Wednesday		9		
4 Thursday	snow	6.5		
5 Friday		9 Monday	7 Monday snow	6.5
6		Tuesday	7 Tuesday	
7		Wednesday snow	6.5 Wednesday	8
8 Monday		9 Thursday	7 Thursday	
9 Tuesday		7 Friday	8 Friday	7.5
10 Wednesday		6.5		
11 Thursday		6.5		
12 Friday		7 Monday	7 Monday	7
13		Tuesday	Tuesday snow	
14		Wednesday	7.5 Wednesday	7.5
15 Monday	holiday	Thursday	Thursday	
16 Tuesday		8 HOLIDAY	Friday	8
17 Wednesday	snow	6.5		
18 Thursday		6.5		
19 Friday		6.5 HOLIDAY	Monday	8
20		Tuesday	7 Tuesday	
21		Wednesday	7 Wednesday snow	6.5
22 Monday		7 Thursday	7 Thursday	
23 Tuesday		7 Friday	7.5 Friday	6.5
24 Wednesday		6.5		
25 Thursday		7		
26 Friday		8 Monday	7 Monday	7
27		Tuesday	7 Tuesday	7
28		Wednesday	9 Wednesday	7
29 Monday		8	Thursday	8
30 Tuesday		6	Friday	Holiday
31 Wednesday		9		
	0	155.5	116.5	0
TOTAL	381.5			109.5

SUBMITTED BY BRENDA FAULLS
 April 3, 2018

Peter Barlet

1/1/2022-12/31/2025 Period of Term

R11063970

Record of Activities Result

Recertification

6.5 Standard work day

6.67 Average number of days worked per month

(one month average divided by the Standard Work Day)



New York State and Local Retirement System
110 State Street, Albany, New York 12244-0001

Please type or print clearly
in blue or black ink

Received Date

Recertification of the Record of Activities

RS 2419

(Rev. 09/18)

NYSLRS ID

3 5 6 1 7 6 0 - 4

Social Security Number [last 4 digits]

XXX-XX-1 6 8 8

Retirement System [check one]

Employees' Retirement System (ERS)

Police and Fire' Retirement System (PFRS)

R 11063970

I, Peter D. Barber, certify that I completed a 3-month record of activities for the term that began Jan 1, 2022 for my position as Town Justice. I attest that the record of activities maintained for the above named term is still representative of my hours worked and that my responsibilities have not substantially or materially changed. My current term begins on Jan 1, 2022 and ends on Dec 31, 2026.

Peter D. Barber
Signature of Member

March 25, 2022
Date

Employer Location Code: 30311

NOTE: A record of activities and any certification based upon such record shall not be valid for more than eight years from the date of the taking of office for which the record of activities was initially maintained.

Please keep this form on file in your records and submit a copy to NYSLRS only upon request.



Kevin Shuback

1/1/2022-12/31/2025 Period of Term

R10662287

Record of Activities Result

6.5 Standard work day

43 Total hours for 3 month period

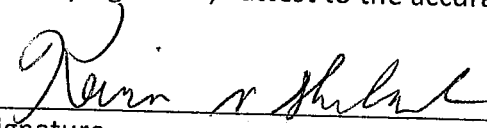
14.33333333 One month average

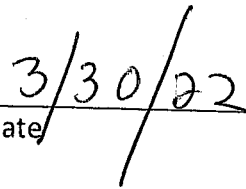
2.21 Average number of days worked per month

(one month average divided by the Standard Work Day)

Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.

With my signature, I attest to the accuracy of the record provided above.


Signature


Date

James Mehling

1/1/2022-12/31/2023 Period of Term

R13134401

Record of Activities Result

6.5 Standard work day

8 Total hours for 3 month period

2.66666667 One month average

0.42 Average number of days worked per month

(one month average divided by the Standard Work Day)

Calculate the days worked to put on your monthly report:

ROA Result

0.42

Pay Period Frequency

Quarterly

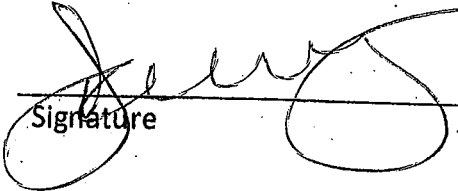
Calculate

Days Worked to Report:

1.26

Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.

With my signature, I attest to the accuracy of the record provided above.

 _____
Signature

4/1/2022
_____ Date