



Village of Monroe

7 Stage Road, Monroe, NY 10950

Tel: (845) 782-8341 · Fax: (845) 782-3006

Mayor

Alex Melchiorre

Trustees

Debra Behringer

John Karl, III

Joseph Mancuso

Nancy Peifer

Clerk

Kimberly Zahra

Treasurer

845-782-8341 x124

Attorney

Feerick Nugent MacCartney PLLC

Building Department

845-782-8341 x128

Code Enforcement

845-782-8341 x134

Police Department

Darwin Guzman, Chief

845-782-8644

Department of Public Works

845-783-4440

Water Department

782-8341 x122

Planning Board

Gary Parise, Ch.

Zoning Board of Appeals

John Gilstrap

Village Historian

Paul Ellis-Graham

STATE OF NEW YORK)
COUNTY OF ORANGE) ss
VILLAGE OF MONROE)

I, Kimberly Zahra, the Village Clerk of the Village of Monroe, New York, having legal custody of the original records, do hereby attest that the enclosed resolution dated October 20, 2026 is a correct copy of said original, with the original filed in my office:

**STANDARD WORK DAY AND REPORTING RESOLUTION FOR
ELECTED AND APPOINTED OFFICIALS (NYSLRS)**

Witness my hand and seal on this 21st day of October, 2026

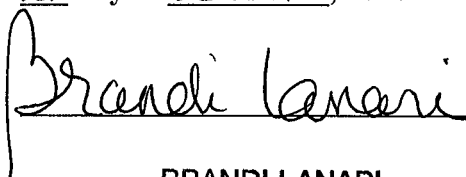


Kimberly Zahra

Village Clerk

Village of Monroe, New York

Sworn to before me this
21st day of October, 2026

 NOTARY

BRANDI LANARI

Notary Public, State of New York

No. 01LA0022542

Qualified in Orange County

Commission Expires: 03/21/2028

Village of Monroe Board of Trustees Meeting Tuesday, October 20, 2026

STANDARD WORK DAY AND REPORTING RESOLUTION FOR ELECTED AND APPOINTED OFFICIALS (NYSLRS):

WHEREAS, the New York State and Local Retirement System requires municipalities to establish a standard workday for elected and appointed officials for reporting purposes; and

WHEREAS, the Board of Trustees of the Village of Monroe must determine the standard workday and reporting requirements for such officials;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Village of Monroe hereby establishes the following as standard workdays 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 record of activities maintained and submitted to the Treasurer:

ELECTED OFFICIALS

<u>TITLE</u>	<u>STANDARD WORKDAY</u>
Mayor	6
Trustees	6

APPOINTED OFFICIALS & EMPLOYEES

<u>TITLE</u>	<u>STANDARD WORKDAY</u>
Village Clerk (FT)	7
Deputy Village Clerk (FT)	7
Treasurer (FT)	7
Deputy Treasurer (FT)	7
Deputy Treasurer (PT)	6
Billing Control Clerk (PT)	6
Account Clerk Typist (PT)	6
Assistant Building Inspector III (FT)	7
Assistant Building Inspector III (PT)	6
Building Inspector III (FT)	7
Clerk to Village Justice (FT)	7
Clerk to Village Justice (PT)	6
Parking Enforcement Officer (FT)	7
Parking Enforcement Officer (PT)	6
Secretary to Police Chief (FT)	7
Dispatcher (FT)	8
Dispatcher (PT)	6

DPW Employees (FT)	8
DPW Employees (PT)	6
Police Officers (FT)	8
Police Officers (PT)	6
Secretary to Police Chief (PT)	6
Planning Board Secretary (PT)	6
Secretary to Zoning Board of Appeals	6

BE IT FURTHER RESOLVED, that the Village Treasurer is hereby authorized and directed to maintain and review records of activities submitted by applicable elected and appointed officials, determine the information necessary for retirement reporting in accordance with NYSLRS requirements, and ensure that the appropriate information is provided for reporting to NYSLRS.

BE IT FURTHER RESOLVED, that this resolution shall be administered in accordance with the applicable requirements of NYSLRS and the Office of the New York State Comptroller.

On a motion by Trustee Peifer, seconded by Trustee Mancuso

Ayes: Trustees Behringer, Karl, Mancuso, and Peifer

Nays: None

Employer Location Code

40216

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev. 12/23)

BE IT RESOLVED, that the Village of Monroe

(Name of Employer)

/ 40216 (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:									
Debra Behringer	8520	R12709690	Trustee	04/01/2024 to 03/31/2028	6	N/A	☒	Bi-Weekly	☐
							☐		☐
							☐		☐
Appointed Officials:									
Kimberly Zahra	4426	R11091731	Village Clerk	04/01/2026 to 03/31/2028	7	N/A	☐	Bi-Weekly	☐
Elizabeth Doherty	5471	R116587833	Village Treasurer	04/01/2026 to 03/31/2028	7	N/A	☐	Bi-Weekly	☐
Elizabeth Doherty	5471	R116587833	Zoning Board Member	04/01/2026 to 03/31/2031	6	N/A	☐	Yearly	☐

I, Kimberly Zahra, Village Clerk, secretary/clerk of the governing board of the Village of Monroe, 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 20 day of October, 2026 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 Village of Monroe on this 20 day of October, 2026,

Kimberly Zahra

(Signature of Secretary or Clerk)

Affidavit of Posting: I, Kimberly Zahra

10/20/2026

(Name of Secretary or Clerk)

and continued for at least 30 days. That the Resolution was available to the public on the:

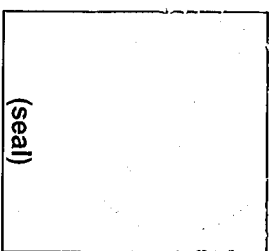
(Date)

Employer's website at: www.villageofmonroe.org

Official sign board at: Village of Monroe

Village of Monroe

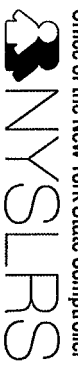
1 2



(seal)

Standard Work Day and
Reporting Resolution for
Elected and Appointed Officials

Received Date



Received Date

Standard Work Day and
Reporting Resolution for
Elected and Appointed Officials

Employer Location Code

400216

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev.12/23)

BE IT RESOLVED, that the Village of Monroe

(Name of Employer)

/ 40216 (Location Code)

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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:									
							☐		☐
							☐		☐
							☐		☐
Appointed Officials:									
Yvette Rosario	6433	R11388394	Associate Village Justice	04/01/2026 to 03/31/2027	6	N/A	☐	Bi-Weekly	☐
Marilyn Karlich	7272	R11529438	Planning Board Member	04/01/2026 to 03/31/2031	6	N/A	☐	Yearly	☐
							☐		☐

I, Kimberly Zahra, Village Clerk

(Name of Secretary or Clerk)

secretary/clerk of the governing board of the Village of Monroe, of the State of New York,

(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 20 day of October, 2026 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 Village of Monroe on this 20 day of October, 2026,

(Name of Employer)

Kimberly Zahra

(Signature of Secretary or Clerk)

Affidavit of Posting: I, Kimberly Zahra

10/20/2026

(Name of Secretary or Clerk)

and continued for at least 30 days. That the Resolution was available to the public on the being duly sworn, deposes and says that the posting of the Resolution began on

(Date)

Employer's website at: www.villageofmonroe.org

Official sign board at: Village of Monroe

Village of Monroe

1

2

(seal)

Employer Location Code

4 0 2 1 6

BE IT RESOLVED, that the Village of Monroe

(Name of Employer)

(Location Code)

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

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

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev.12/23)

Received Date

Standard Work Day and
Reporting Resolution for
Elected and Appointed Officials

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:									
							☐		☐
							☐		☐
							☐		☐
Appointed Officials:									
Nicole Manfredonia	4557	R13284577	PT Count Clerk	04/10/2023 to 08/13/2026	6	N/A	☐	Bi-Weekly	☐
Tina Tripoli	6570	R13447025	FT Count Clerk	11/07/24 - no record date	7	N/A	☐	Bi-Weekly	☐
							☐		☐

I, Kimberly Zahra, Village Clerk, secretary/clerk of the governing board of the Village of Monroe, 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 20 day of October, 2026 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 Village of Monroe on this 20 day of October, 2026,

Kimberly Zahra
(Signature of Secretary or Clerk)

Affidavit of Posting: I, Kimberly Zahra

10/20/2026

(Name of Secretary or Clerk)

and continued for at least 30 days. That the Resolution was available to the public on the:

being duly sworn, deposes and says that the posting of the Resolution began on

☐ Employer's website at: www.villageofmonroe.org

☐ Official sign board at: Village of Monroe

☐ Village of Monroe

1 2

(Seal)



New York State and Local Retirement System

110 State Street, Albany, New York 12244-0001

Received Date

Standard Work Day Resolution for Employees*

Please type or print clearly
in blue or black ink

Employer Location Code

4 0 2 1 6

See Instructions for completing form on reverse side

RS 2418

(Rev.05/22)

BE IT RESOLVED, that the Village of Monroe, Location code 40216, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
FT Deputy Village Clerk	7
PT Deputy Treasurer	6
PT Billing Control Clerk	6
PT Account Clerk Typist	6
FT Building Inspector III	7
FT Assistant Building Inspector III	7
PT Building Inspector III	6
PT Assistant Building Inspector III	6

On this 20 day of October, 2026

Kimberly Zahra
(Signature of Clerk)

Date enacted: 10/20/2026

I, Kimberly Zahra, clerk of the governing board of the Village of Monroe

(Name of Employer)

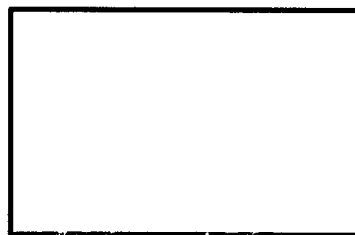
of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 20 day of October, 2026 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I hereunto
Set my hand and the seal of the

Village of Monroe

(Name of Employer)



(seal)

*To be used for all employees. Please list Elected and Appointed Officials on the form Standard Workday and Reporting Resolution for Elected and Appointed Officials (RS2417-A).

For important information and instructions – See Back Page



Received Date

Standard Work Day Resolution for Employees*

Please type or print clearly
in blue or black ink

Employer Location Code

4 0 2 1 6

See Instructions for completing form on reverse side

RS 2418

(Rev.05/22)

BE IT RESOLVED, that the Village of Monroe, Location code 40216, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
PT Secretary to Police Chief	6
PT Police Officers	6
FT Deputy Treasurer	7
PT Parking Enforcement Officer	6
PT Planning Board Secretary	6
PT Secretary to Zoning Board of Appeals	6
PT DPW Employees	6
FT Village Clerk	7

On this 20 day of October, 2026

(Signature of Clerk)

Date enacted: 10/20/2026I, Kimberly Zahra, clerk of the governing board of the Village of Monroe

(Name of Employer)

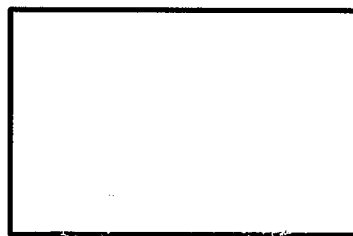
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IN WITNESS WHEREOF, I hereunto
Set my hand and the seal of the

Village of Monroe

(Name of Employer)



(seal)

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Received Date

Standard Work Day Resolution for Employees*

Please type or print clearly
in blue or black ink

Employer Location Code

4 0 2 1 6

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RS 2418

(Rev.05/22)

BE IT RESOLVED, that the Village of Monroe, Location code 40216, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
FT Clerk to Village Justice	7
PT Clerk to Village Justice	6
FT Parking Enforcement Officer	7
FT Secretary to Police Chief	6
FT Dispatcher	8
PT Dispatcher	6
FT DPW Employees	8
FT Police Officers	8

On this 20 day of October, 2026

Kimberly Zahra Date enacted: 10/20/2026

(Signature of Clerk)

I, Kimberly Zahra, clerk of the governing board of the Village of Monroe

(Name of Employer)

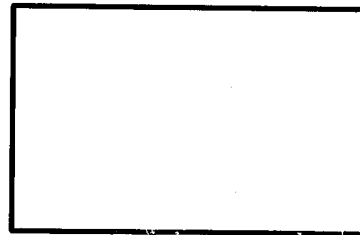
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Village of Monroe

(Name of Employer)



(seal)

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