

Received Date

**Standard Work Day and Reporting Resolution for Elected and Appointed Officials**

Employer Location Code

4 0 5 7 7

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

**RS 2417-A**

(Rev.11/19)

BE IT RESOLVED, that the Village of Chestnut Ridge, New York / 40577 hereby established the following standard work days for these titles and will

(Name of Employer) (Location Code)

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

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
<b>Elected Officials:</b>									
Rosario Presti, Jr.		R12013988	Village Mayor	4/1/2013-4/6/2025	6.00	23.00	<input type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>
<b>Appointed Officials:</b>									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

Florence Mandel, Village Clerk, secretary/clerk of the governing board of the Village of Chestnut Ridge, Rockland County of the State of New York, (Name of Secretary or Clerk) (Name of Employer)

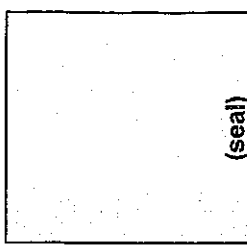
do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 8th day of June, 2022 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Village Clerk of the Village of Chestnut Ridge on this 9th day of June, 2022

*Florence D. Mandel*  
 (Signature of Secretary or Clerk) (Name of Employer)

Affidavit of Posting: I, Florence Mandel, Village Clerk being duly sworn, deposes and says that the posting of the Resolution began on June 9, 2022 and continued for at least 30 days. That the Resolution was available to the public on the: (Date)

- Employer's website at: https://chestnutridgevillage.org/this-monthly-schedule/
- Official sign board at: Village Hall, 277 Old Nyack Turnpike, Chestnut Ridge, NY 10977
- Main entrance Secretary or Clerk's office at: Village Hall, 277 Old Nyack Turnpike, Chestnut Ridge, NY 10977



**Instructions for completing the Standard Work Day and Reporting Resolution**

A	B	C	D	E	F	G	H	I	J
Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Date	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
<b>Elected Officials</b>									
John Smith	0000	R11111111	Highway Superintendent	1/1/2018-12/31/2019	8.00	32.79		Weekly	
Michelle Jones	1111	R11111111	Town Justice	1/1/2018-12/31/2018	6.25		X	Bi-Weekly	X
<b>Appointed Officials</b>									
Joseph Grey	2222	R22222222	Planning Board Member	1/1/2018-12/31/2018	7.00	17.54		Monthly	

- A. Name:** The official's complete first and last name must be included for identification purposes.
- B. Social Security Number:** The last four digits of the official's Social Security Number must be included for identification purposes. For security purposes, the last four digits of the Social Security Number can be omitted from the publicly posted version.
- C. NYSLRS ID:** The official's NYSLRS ID must be included for identification purposes. For security purposes, the NYSLRS ID can be omitted from the publicly posted version.
- D. Title:** All paid elected and appointed officials (who are active members of the Retirement System) and are not paid hourly and do not participate in an employer's time keeping system that consists of a daily record of actual time worked and time charged to accruals must be listed. For the purpose of the regulation, an "appointed official" is someone who is appointed by an elected official, an appointed official or governing board. They hold an office in an organization or government and participate in the exercise of authority. This also includes appointees of elected and appointed officials such as deputies, assistants or confidential secretaries.
- E. Current Term Begin & End Dates:** All officials listed on the Resolution must have a specified Term End date. Leaving this column blank or listing 'Tenure/At Pleasure' is not acceptable. If the official does not have a designated term, the current term for the official who appointed them to the position should be used. If they are appointed by the governing board, the chairman of the board's term should be used.
- F. Standard Work Day:** The minimum number of hours that can be established for a standard work day (SWD) is six, while the maximum is eight. A SWD is the denominator to be used for the days worked calculation; it is not necessarily always the number of hours a person works. For example, if a board member only attends one three-hour boarding meeting per month, you must still establish a SWD between six and eight hours as the denominator for their record of activities (ROA) calculation.
- G. Record of Activities Result\*:** This column must be left blank if an official does not submit their required sample three-month ROA. To determine the average number of days worked per month, you must divide the total number of hours documented on the three-month ROA by three months to get a one-month average number of hours worked. Then, the one-month average number of hours worked must be divided by the SWD to get the average number of days worked per month.
- H. Not Submitted:** This column must be checked if an official has not submitted the required sample three-month ROA within the 150 day requirement, regardless of whether they are being reported by another employer for the same period. If the Retirement System receives such a Resolution, it will contact the official to notify them of the consequences of not submitted the ROA.
- I. Pay Frequency:** This column should be filled in with one of the following options: Annually, Bimonthly, Biweekly, Monthly, Quarterly, Semi-annually or Weekly.
- J. Tier 1:** If the official is a Tier 1 member, this box should be checked. Tier 1 members are not required to keep a ROA.

Once passed, the Resolution must be posted on your public website for a minimum of 30 days or if a website isn't available to the public, on the official sign-board or at the main entrance to the clerk's office. A certified copy of the Resolution and Affidavit of Posting must be filed with the Office of State Comptroller within 45 days of the adoption. The Resolution and Affidavit can be submitted via the *Submit Resolution for Official* link in Retirement Online.

\*To determine the number of days worked to include on the monthly report for the various payroll frequencies, please refer to the Calculating Days Worked instructions available in the 'Reporting Elected & Appointed Officials' section of our website: [http://www.osc.state.ny.us/retire/employers/elected\\_appointed\\_officials/index.php](http://www.osc.state.ny.us/retire/employers/elected_appointed_officials/index.php)



277 OLD NYACK TURNPIKE, CHESTNUT RIDGE, NY 10977 / 845-425-2805 / FAX 845-352-6277

### CERTIFICATION

I, Florence A. Mandel, Village Clerk of the Village of Chestnut Ridge, New York hereby certifies that the attached resolution was duly adopted by the Village of Chestnut Ridge Board of Trustees at a meeting held the 8<sup>th</sup> day of June, 2022.

In witness whereof, I have hereunto  
set my hand and affixed the Corporate  
Seal of the Village of Chestnut Ridge  
this 9<sup>th</sup> day of June, 2022.

Florence A. Mandel  
Village Clerk  
Village of Chestnut Ridge

(seal)

1. **Resolution No. 2022-119:** to adopt the Standard Work Day and Reporting Resolution (RS 2417-A), as required by the Office of the New York State Comptroller, for the office of Village Mayor, and to direct the Village Clerk to post it for 30 days in Village Hall and on the Village website, and upon the passage of 30 days, to file it with the Office of the State Comptroller.

**WHEREAS**, the New York State and Local Employees' Retirement System ("NYSLRS") requires reporting of activities for elected and appointed officials and employees; and

**WHEREAS**, NYSLRS requires an expanded record of work activities in the form of a Standard Work Day and Reporting Resolution (Form RS 2417-A); and

**WHEREAS**, the Village Mayor has duly completed such a Record of Activities and submitted it to the Village Clerk and Village Board of Trustees; and

**WHEREAS**, the Village Board of the Village of Chestnut Ridge is required to review the Record of Activities and approve and adopt the Standard Work Day and Reporting Resolution.

**NOW, THEREFORE, BE IT RESOLVED**, by the Village Board of the Village of Chestnut Ridge as follows:

**Section 1.** All "WHEREAS" paragraphs are incorporated herein by reference.

**Section 2.** The Village Board of Trustees hereby approved the Record of Activities, dated June 2, 2022, as submitted by the Village Mayor and hereby adopts the annexed Standard Work Day and Reporting Resolution (RS 2417-A), as required by the Office of the New York State Comptroller, for the office of Village Mayor.

**Section 3.** The Village Board further authorizes and directs the Village Clerk to post the Standard Work Day and Reporting Resolution for 30 days starting June 9, 2022 in Village Hall and on the Village website, and upon the passage of 30 days, to file it on or about July 10, 2022 with the New York State Office of the State Comptroller.

**Section 4.** The Village Board hereby further authorizes and directs the Mayor, the Village Clerk, and/or the Village Deputy Clerk/Treasurer, to take any and all further actions necessary and convenient to promptly effectuate the foregoing.

**Section 5.** This Resolution shall take effect immediately.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	Yea	Nay	Abstain	Absent	Mtn	Second
Rosario Presti, Jr., Mayor	[ ]	[ ]	[x]	[ ]	[ ]	[ ]
Paul Van Alstyne, Deputy Mayor	[x]	[ ]	[ ]	[ ]	[ ]	[ ]

Chaim Rose, Trustee	[ x ]	[ ]	[ ]	[ ]	[ ]	[ ]
Grant Valentine, Trustee	[ x ]	[ ]	[ ]	[ ]	[ x ]	[ ]
Avrohom Fromovitz, Trustee	[ x ]	[ ]	[ ]	[ ]	[ ]	[ x ]

The Resolution was thereupon duly adopted – 4-0. 1 Abstained.