

**COUNCIL RESOLUTION # 120 OF 2022**

**ADOPTING A STANDARD WORK DAY AND REPORTING RESOLUTION  
FOR ELECTED AND APPOINTED OFFICIALS**

By Councilor Kent

December 1, 2022

**WHEREAS**, the Office of the New York State Comptroller requires that elected and appointed officials must have standard work days in order to determine the correct number of days worked to report to an official in order to obtain service credit for retirement benefits; and

**WHEREAS**, it is necessary that the Auburn City Council establish a standard work day for the City of Auburn's elected officials and must adopt a Resolution in relation thereto; and

**WHEREAS**, this Resolution will set forth the standard work day in accordance with the requirements of the New York State Comptroller's Office; and

**WHEREAS**, the information is set forth on Form RS2417-A entitled "Standard Work Day and Reporting Resolution for Elected and Appointed Officials" setting forth the identity of the officials, their title, standard work day, information regarding the beginning and end date for each elected official's term of office and that each official has submitted a sample 3-month record of activities by specifying each official's ROA results.

**NOW THEREFORE BE IT RESOLVED** that the Auburn City Council does hereby adopt a Standard Work Day and Reporting Resolution for elected and appointed officials as required by the New York State Comptroller's Office and all information is specifically contained in Form RS2417-A which will be filed with the Office of the State Comptroller within fifteen (15) days after the required 30 day posting period ends.

Seconded by Councilor Giannettino

	Ayes	Noes	Excused
Councilor Kent	X		
Councilor Giannettino	X		
Councilor Cuddy			X
Councilor Locastro			X
Mayor Quill	X		
Carried and Adopted	X		

STATE OF NEW YORK     )  
                                      ) SS.:  
COUNTY OF CAYUGA     )

I, CHARLES MASON, Clerk of the City of Auburn, Cayuga County, New York (the “City”), DO HEREBY CERTIFY:

That I have compared the annexed abstract of the minutes of the meeting of the Council of the City (the “Council”), held on the 1<sup>st</sup> day of December, 2022, including the Council Resolution #120 of 2022 contained therein, with the original thereof on file in my office, and the attached is a true and correct copy of said original and of the whole of said original so far as the same relates to the subject matters therein referred to.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the City this 2<sup>nd</sup> day of December, 2022.

A handwritten signature in black ink, appearing to read 'C. Mason', written over a horizontal line.

Charles Mason, Clerk  
City of Auburn, Cayuga County, New York

**Terrence Cuddy**

**Auburn City Councilor**

**January 1, 2022 – March 30, 2022 Work Log - Record of Activities**

**Saturday, January 1, 2022; 10:30am-1:00pm (2.5 hrs.)**

Re-wrote Inaugural speech/Auburn City Council Meeting/Inauguration

**Sunday, January 2, 2022; 10:00am-1:00pm (3 hrs.)**

Reviewed Jan. 6th Agenda - L.E.A.D. Proclamation, Reso #1 Change Order for Landfill Closure; Reso #2 Assessment Exemptions extend 2022 w/o a renewal application; Reso #3 Investment Policy; Reso #4 Procurement & Surplus Policy

**Monday, January 3, 2022; 8:00-11:00pm (3 hrs.)**

Reviewed Jan. 6th Agenda - Reso #5 Adopting Budget Calendar for 2022-2023 FY budget; Reso #6 Adopting Cayuga County Tax Rate City Share of CCC Charges; Responded to calls and emails; read initial email about DEC TMDL 303(d) impaired waterbody list comment period for Owasco Lake

**Tuesday, January 4, 2022; 8:00-10:30pm (2.5 hrs.)**

Reviewed Jan. 6th Agenda - Reso #7 2022-2023 Seymour Library Tax Levy; Reso #8 Wegman's Parking; Resos #9 & #10 appointments to OLWMC and BID; Emailed and called Ginny about TMDL & 303(d) impaired waterbody list and comment period; found and formatted notes from the April 19, 2021 Cayuga Lake draft TMDL

**Wednesday, January 5, 2022; 5:00-7:30pm (2.5 hrs.)**

Called constituent about sewer issue, followed up with email (5-5:30pm); Researched 303(d) draft list for 2022. (5:30-6:00pm); Responded to Ginny's email regarding Owasco Lake Watershed Rules & Regulations, TMDL, and 303(d) list; prepared for Jan. 6th meeting.

**Thursday, January 6, 2022; 4:00-7:00pm (3 hrs)**

City Council meeting (including prep and executive session)

**Friday, January 7, 2022; 4:00-4:15pm; 6:45-9:00pm (2.5 hrs.)**

Met with a constituent about parking garage plowing and salting on top floor (15 min.); Talked to Jimmy for an hour about city business; downloaded current (2020) 303(d) list to compare with 2018 and the proposed 2022 draft 303(d) list.

**Saturday, January 8, 2022; 7:30-8:30pm (1 hr.)**

Planned for the upcoming week, reviewed previous week.

**Sunday, January 9, 2022; 9:00-11:30pm (2.5 hrs.)**

Reviewed Jan. 13th Agenda - MLK Jr. Proclamation; Reviewed Biosolids Update and the Rules and Procedures of the Auburn City Council, prepared for the upcoming meeting

**Monday, January 10, 2022; 3:30-5:30pm (2 hrs.)**

Emailed City Manager, responded to a constituent about parking garage; worked on a draft resolution for Jan. 20th meeting.

**Tuesday, January 11, 2022; 2:30-3:30pm; 8:00-10:30pm (3.5 hrs.)**

Remote meeting regarding tennis programming at public parks in Auburn with USTA Rep. Joe Steger, City of Auburn DPW Director Mike Talbot, ACT Director Shelly Connors, CFL Tennis Pro Jordan Sadowitz; worked on a draft resolution for Jan. 20th meeting.

**Wednesday, January 12, 2022; 3:00-4:00pm; 9:00-11:30pm (3.5 hrs.)**

Meeting with Walt Aikman re: Auburn Conservation Corps concept; Email to City Manager and DMU regarding sewer issue. Fielded phone call regarding stop work order in the Historic District on South Street.

**Thursday, January 13, 2022; 4:00-7:00pm (3 hrs.)**

City Council meeting (including prep and executive session); email sent to BOCES admin and staff re: Auburn Conservation Corps concept

**Friday, January 14, 2022; 4:00-5:00pm (1 hr.)**

Reviewed Jan. 20th Agenda - Reso #11 CDBG Public Hearing

**Saturday, January 15, 2022; 4:00-5:00pm (1 hr.)**

Reviewed Jan. 20th Agenda - Reso #12 HCS ARPA Funds; Reso #13 ARPA DRI Capital Match;

**Sunday, January 16, 2022; 6:00-9:00pm (3 hrs.)**

Reviewed Jan. 20th Agenda - Reso #14 Biosolids Dryer at WWTP; Reviewed Council Rules and Procedures.

**Monday, January 17, 2022; 6:00-8:30pm (2.5 hrs.)**

Reso #15 Continued to review Council Rules and Procedures.

**Tuesday, January 18, 2022; 3:00-4:00pm; 8:00-10:30pm (3.5 hrs.)**

Met with Asst. Corp Counsel Nate Garland re: HRRB issue; Continued to go over Reso #15 Review Council Rules and Procedures; Discussed Reso #16 TMDL for Owasco Lake with Ginny; Watched OLWMC meeting

**Wednesday, January 19, 2022; 3:00-6:00pm; 8:00-10:30pm (5.5 hrs.)**

Visited site of HHRB issue; AIDA Governance Meeting; AIDA Regular meeting  
Finished watching OLWMC meeting; Responded to constituent complaint.

**Thursday, January 20, 2022; 4:00-7:00pm (3 hrs.)**

City Council meeting (including prep and executive session)

**Friday, January 21, 2022; 8:00-11:30pm (3.5 hrs.)**

Worked on communication with Save Owasco Now membership.

**Saturday, January 22, 2022; 4:00-5:00pm; 8:00-11:30pm (4.5 hrs.)**

Reached out to HRRB member to discuss stop work order issue in the historic sites district; Reviewed Jan. 27th Agenda - a.) Chapel House Redevelopment; Worked on communication with Save Owasco Now membership able 303d comment period being extended.

**Sunday, January 23, 2022; 6:00-9:30pm (3.5 hrs.)**

Reviewed Jan. 27th Agenda - b.) 2022-2023 CDBG Annual Action Plan Presentation; c.) Parks Master Plan Update - Tiffany Beebee, Senior Planner and Renee Jensen, Senior Planner; Worked on communication with Save Owasco Now membership able 303d comment period being extended.

**Monday, January 24, 2022; 8:00-10:30pm (2.5 hrs.)**

Continued to review Parks Master Plan Update - Tiffany Beebee, Senior Planner and Renee Jensen, Senior Planner; Worked on communication with Save Owasco Now membership able 303d comment period being extended.

**Tuesday, January 25, 2022; 3:00-4:30pm (1.5 hrs.)**

Worked on communication with Save Owasco Now membership able 303d comment period being extended.

**Wednesday, January 26, 2022; 4:00-6:00pm; 9:00-10:30pm (3.5 hrs.)**

Talked to Jimmy about source water protection, sent out email to SON membership in the evening; discussed issue with Andy Roblee re: the HRRB.

**Thursday, January 27, 2022; 4:00-7:00pm (3 hrs.)**

City Council meeting (including prep and executive session)

**Saturday, January 29, 2022; 5:00-6:00pm; 8:00-9:30pm (2.5 hrs.)**

Reviewed Feb, 3rd Agenda; a.) Black History Month & Harriet Tubman Bicentennial proclamations; b.) Reso 19 Public Hearing Cold War Vet Tax Exempt.; c.) Reso 20. CDBG Action Plan;

**Sunday, January 30, 2022; 6:00-9:00pm (3.5 hrs.)**

Reviewed Feb, 3rd Agenda; c.) Reso 21. APD Body Cam; d.) Reso 22. APD Law Enforcement Victim Specialist;

**Monday, January 31, 2022; 4:00-8:30pm (3 hrs.)**

Constituent responses via phone. AIDA Meeting 5pm; OWLA Zoom Meeting 7pm;

**Tuesday, February 1, 2022; 3:30-4:30pm; 8:00-9:30pm (2.5 hrs.)**

Prepared for meeting Walt Aikman regarding ACC project; Contacted with Jenna Powers regarding possible Planning Board appointment

**Wednesday, February 2, 2022; 3:00-3:45pm (.75 hrs.)**

Walt Aikman ACC project;

**Thursday, February. 3, 2022; 4:00-6:00pm (2 hrs.)**

City Council meeting (including prep)

**Saturday, February 5, 2022; 6:00-9:30pm (1.5 hrs.)**

Reviewed and researched cannabis zoning: time, place and manner for Feb 10th Agenda - a.) Presentation on Marihuana Regulation and Taxation Act: Potential Zoning Implications by Nate Garland, Assistant Corporation Counsel and Stephen Selvek, Deputy Director of Planning and Development

**Sunday, February 6, 2022; 6:00-9:00pm (3 hrs.)**

Reviewed Feb 10th Agenda - b.) Summary of Financial Statements for the Fiscal Year Ended June 30, 2021 by City Comptroller, Rachel Jacobs & Auditors from Inero

**Monday, February 7, 2022; 8:00-9:30pm (1.5 hrs.)**

Corresponded with constituent about recommendation letter for son; Drafted letter to DEC regarding 303(d) List

**Wednesday, February 9, 2022; 6:00-9:30pm; (3.5 hrs.)**

Talked to Jimmy about source water protection, 25 Homes for 25 Families Concept - Building new homes; Rehabbing homes; Prepared for Feb. 10 meeting Insero audit

**Thursday, February 10, 2022; 4:00-9:30pm (5.5 hrs.)**

City Council meeting (including prep & executive session); drafted response to Owasco Town supervisor regarding 303(d) list

**Friday, February 11, 2022; 7:30-8:30pm (1 hr.)**

Discussed 303(d) list in wit Tricia Kerr.

**Saturday, February 12, 2022; 9:00am-12:30pm; 5:30-6:30pm (4.5 hrs.)**

Discussed youth programming ideas with Biran Muldrow, contacted TNR reps about progress, talked to Ginny about 303(d) comment period extension; email Brian Muldrow letter

**Sunday, February 13, 2022; 9:00am-12:30pm; (3.5 hrs.)**

Talked with Mayor Quill on phone; Reviewed Feb 16th. AIDA agenda; Reviewed Feb 17th. Council agenda: a.) Council Resolution #23 of 2022 Approving Submission of the 2020 Annual Action Plan Amendment for the Community Development Block Grant Program and b.) Appt. of Lisa Green to AIDA

**Monday, February 14, 2022; 6:30-9:30pm (3 hrs.)**

Talked with Jimmy re: AIDA presentation and resolution; talked with constituent re: cat issue and neighborhood issues; prepared for AIDA meeting reviewing RYCOE project.

**Tuesday, February 15, 2022; 6:00-8:00pm (2 hrs.)**

Talked with Jimmy re: city issues; reviewed for upcoming AIDA and council meetings;

**Wednesday, February 16, 2022; 4:00-7:00pm (3 hrs.)**

AIDA preparation; Discussion with Roger, AIDA Meeting 5pm; called constituent to update Tuxill Sq.

**Thursday, February 17, 2022; 4:00-7:00pm (3 hrs.)**

City Council meeting (including prep & executive session)

**Friday, February 18, 2022; 3:30-4:00pm (.5 hr.)**

Corresponded w/ Eddie V, re: 303(d) radio interview

**Saturday, February 19, 2022; 9:00am-12:30pm; (3.5 hrs.)**

Reviewed Feb, 24th Agenda; a.) National Parent Leadership proclamation; b.) Landfill Solar Presentation; c.) Chapel House Redevelopment;

**Sunday, February 20, 2022; 9:00am-11:00am; 2:00-2:30pm (2.5 hrs.)**

Reviewed Feb, 24th Agenda; d.) Proposed FY 2022 Strategic Recovery & Capital Plan; e.) 2022 Road Program Presentation; Posted 303(d) appeal to Save Owasco Now FB page

**Monday, February 21, 2022; 1:00-3:30pm (2.5 hrs.)**

Researched 2008 EPA Watershed Handbook and sent excerpts to Tricia Kerr and Ginny Kent.

**Tuesday, February 22, 2022; 7:00-8:00pm (1 hr.)**

Reached out to friends and family to submit letters to the DEC regarding the 303(d) list

**Wednesday, February 23, 2022; 12:30-2:00pm (3 hrs.)**

Prepared for interview w/Eddie V. at WAUB re: 303(d) list;

**Thursday, February 24, 2022; 4:00-7:30pm (3.5 hrs.)**

City Council meeting (including prep & executive session)

**Friday, February 25, 2022; 3:30-5:30pm (2 hrs.)**

Talked with constituents about the cat issue specifically in her neighborhood; corresponded with City staff

**Sunday, February 27, 2022; 12:00-1:00pm; 2:00-3:00pm; 5:00-7:00pm (3 hrs.)**

Organized council files for 2022; Reviewed Mar. 3rd Agenda; Cold War Veterans Tax Exemption; Grant Acceptance Casey Park Skate Park; Land Sale 180 State Street; Appointments to Board of Assessment Review

**Monday, February 28, 2022; 7:00-8:30pm (1.5 hrs.)**

Research application process for USTA grant

**Tuesday, March 1, 2022; 3:00-4:00pm; 7:00-8:30pm (2.5 hrs.)**



Met with Katie Hopkins and Walt Aikman at BOCES re: Auburn Conservation Corps concept; Sign up and register to apply USTA grant

**Wednesday, March 2, 2022; 6:00-8:00pm (1 hr.)**

Responded to constituent via phone re: neighbor issue

**Thursday, March 3, 2022; 4:00-7:00pm (3 hrs.)**

City Council meeting (including prep & executive session)

**Saturday, March 5, 2022; 2:00-3:00pm; 5:00-6:00pm (2 hrs.)**

Continued to organized council files for 2022; USTA grant writing - reached out to Jordan S. instructor fees.

**Sunday, March 6, 2022; 6:00-8:00pm (2 hrs.)**

Reviewed Mar. 10th Agenda; Proclamation on Harriet Tubman, Proclamation on Problem Gambling; Auburn Landfill Solar Presentation

**Tuesday, March 8, 2022; 3:30-4:30pm; 9:00-10:30pm (2.5 hrs.)**

Reviewed Mar. 10th Agenda; Water Rate Presentation; AIDA board appointments

**Thursday, March 10, 2022; 2:30-3:30pm; 4:00-6:30pm (4 hrs.)**

Auburn Conservation Corps Meeting w/ Steve Woodard & Walt Aikman @ BOCES; City Council meeting (including prep)

**Saturday, March 12, 2022; 11:00-12:30pm (1.5 hrs)**

Harriet Tubman Bicentennial kick-Off Celebration at the ERHC

**Sunday, March 13, 2022; 12:00-1:00pm; 1:30-2:30pm (2 hrs.)**

Auburn Ukrainian-American Community Gathering to Support Ukraine - organized by Saints Peter & Paul Rev. Vasyl Colopenic; AOH Shortest St. Patrick's Day Parade

**Monday, March 14, 2022; 4:00-6:00pm; 7:00-9:00pm (4 hrs.)**

Responded to TNR emails; apply for USTA Grant; review AIDA packet and related email; prepared for March 17th City Council Meeting: Sale of Surplus Vehicles, Budget Transfers, CIRP, EHRC Marketing Services, Appt. to HRC;

**Tuesday, March 15, 2022; 8:00-9:00pm (1 hr.)**

Prepare for AIDA Meeting

**Wednesday, March 16, 2022; 4:30-6:00pm (1.5 hrs.)**

AIDA Meeting; Talking w/ K. Walter about nuisance; SAFEPlay USA Certification (Tennis)

**Thursday, March 17, 2022; 3:30-7:00pm (3.5 hrs.)**

SAFEPlay USTA Certification (Tennis); City Council Meeting (including prep & executive session)

**Friday, March 18, 2022; 3:00-3:30pm (.5 hr.)**

Interview with Eddie V. at Finger Lakes Radio Group about Casey Skate Park and tennis programming in the summer.

**Saturday, March 19, 2022; 9:00am -12:00pm (3 hrs.)**

Zoom Meeting: 2022 Bob Brower Owasco Lake Symposium

**Monday, March 21, 2022; 4:00-6:00pm (2 hrs.)**

SAFEPlay USTA Certification and Growing Tennis Togethern Grant Application; Prepared for March 24th Council Meeting; Vietnam Vet Proclamation & Problem Gambling Proclamation; Tabled Reso - 2022-2026 Capital Improvement & Recovery Plan

**Tuesday, March 22, 2022; 6:00-9:00pm (3 hrs.)**

Prepared for March 24th Council Meeting; Vietnam Vet Proclamation & Problem Gambling Proclamation; Watershed Update; Parking Garage Update; Monthly Bar Graph Update.

**Wednesday, March 23, 2022; 6:00-8:00pm (2 hrs.)**

Skate Park Design Community Meeting at ERHC

**Thursday, March 24, 2022; 4:00-7:30pm (3.5 hrs.)**

City Council Meeting (including prep & executive session)

**Friday, March 25, 2022; 4:00-5:30pm (1.5 hrs.)**

Reached out to State Reps regarding NYSSSA being cut from the 2022-2023.

**Monday, March 28, 2022; 9:00-10:00am; 8:00-11:30pm (4.5 hrs.)**

Reached out to State Reps regarding NYSSSA being cut from the 2022-2023; AIDA discussion with colleague

**Tuesday, March 29, 2022; 5:30-7:30pm (2 hrs.)**

Reached out to State Reps regarding NYSSSA being cut from the 2022-2023

**Wednesday, March 30, 2022; 7:00-8:30pm (1.5 hrs.)**

Auburn Firefighters Annual Memorial Service at Willard Memorial Chapel

Total hours on the Record of Activities = 201.75

Number of months used to calculate the Record of Activities = 3 months

Hours in a standard work day = 6

Record of Activities Result, average days worked per month = 11.21

With my signature, I attest to the accuracy of the record provided above for the period of January 1, 2022 through March 31, 2022.

  
Signature

April 4, 2022

Date

Terrence R. Cuddy, City Councilor, City of Auburn, NY

Please type or print clearly  
in blue or black ink

Employer Location Code

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)

BE IT RESOLVED, that the \_\_\_\_\_ / \_\_\_\_\_ 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
Elected Officials:									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
Appointed Officials:									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, \_\_\_\_\_, secretary/clerk of the governing board of the \_\_\_\_\_, 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 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
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 \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
(Name of Employer)

\_\_\_\_\_  
(Signature of Secretary or Clerk)

**Affidavit of Posting:** I, \_\_\_\_\_ 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: \_\_\_\_\_

☐ Official sign board at: \_\_\_\_\_

☐ Main entrance Secretary or Clerk's office at: \_\_\_\_\_

(seal)

### 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
Elected Officials									
John Smith	0000	R11111111	Highway Superintendent	1/1/2018-12/31/2019	8.00	32.79		Weekly	
Michell e Jones	1111	R11111111	Town Justice	1/1/2018-12/31/2018	6.25		X	Bi-Weekly	X
Appointed Officials									
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 a 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)