



**Village of Suffern**

**RESOLUTION NO. 97 OF 2022**

**ADOPTING THE RECORD OF ACTIVITIES FOR ELECTED AND APPOINTED OFFICIALS**

**WHEREAS**, the Office of the New York State Comptroller requires that the governing body establish the Standard Work Day for reporting days worked to the New York State and Local Employee's 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; and

**WHEREAS**, the New York State and Local Employee's Retirement System Regulation for Reporting Time for Elected or Appointed Officials, Section 315.4, Record of Activities, (b)(5) Completion of the Standard Work Day and Reporting Resolutions, prescribes as a standard work day for elected or appointed official equal to no fewer than six hours nor more than eight hours for each such elected or appointed office or position for the purposes of calculating days worked for those who are enrolled in the New York State and Local Employee's Retirement System; and

**WHEREAS**, officials who begin a new or subsequent term of office are required to complete a three-month record of activities (ROA) within 150 days of the start of the term and submit it to the secretary or clerk of the governing board within 30 days of completion; and

**WHEREAS**, a summary of the three-month record of activities submitted by Village of Suffern officials has been summarized on New York State and Local Retirement System (NYSLRS) Standard Work Day and Report Resolution Form RS 2417-A/B.

**THEREFORE, BE IT RESOLVED**, the Village of Suffern Board of Trustees adopts the record of activities as presented on Form RS 2417-A/B and authorizes the Village Clerk to post form RS 2417-A/B for at least 30 days on the Village of Suffern Website, the Bulletin Board at the entrance of the Village Hall at 61, Washington Avenue, Suffern, NY, and at the entrance of the Office of the Village Clerk in accordance with the requirements of public notice established by the New York State and Local Retirement System.

A motion to approve the foregoing resolution was made by Trustee Corrigan, seconded by Trustee Alpert, with all in favor.

**Adopted:** May 2, 2022