

**Business of the Village Board
Village of Saranac Lake**

SUBJECT: NYS Retirement System

Date: 9-22-2025

DEPT OF ORIGIN: Village Manager

Bill # 133 -2025

DATE SUBMITTED: 9-17-2025

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED:

AMOUNT
BUDGETED:

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT:

Resolution establishing standard workday for elected and appointed officials as required by and reported to the NYS Retirement System

MOVED BY: Ryan SECONDED BY: Brunette

VOTE ON ROLL CALL:

MAYOR WILLIAMS

yes

TRUSTEE RYAN

yes

TRUSTEE WHITE

yes

TRUSTEE SCOLLIN

absent

TRUSTEE BRUNETTE

yes

**RESOLUTION ESTABLISHING STANDARD WORKDAYS FOR ELECTED AND
APPOINTED OFFICIALS FOR RETIREMENT SYSTEM REPORTING**

WHEREAS, the New York State and Local Employees' Retirement System (NYSLRS) require the governing body of each participating employer to establish, by resolution, a standard workday for each elected and appointed official for the purpose of retirement reporting, pursuant to NYCRR 315.4, attached, and

WHEREAS, the standard workday is used by NYSLRS to calculate service credit for elected and appointed officials who are members of the retirement system, and

WHEREAS, officials must submit a Record of Activities (ROA) unless they are paid hourly, per diem, or have a set work schedule, and

WHEREAS, the Village of Saranac Lake is required to adopt and submit a resolution establishing standard workdays and reporting the number of days worked for such officials to the Office of the State Comptroller (OSC).

THEREFORE, BE IT RESOLVED, that the Village Board of Trustees of the Village of Saranac Lake hereby establishes the following as standard workdays for the listed elected and appointed officials and will report on the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by the officials per the attached RS 24171-A.

BE IT FURTHER RESOLVED, that a copy of this resolution shall be posted on the official website of the Village of Saranac Lake and/or the village bulletin board for at least 30 days, and that a certified copy shall be filed with the Office of the State Comptroller as required by law.



Regulation on Reporting for Elected or Appointed Officials

315.4 Additional reporting requirements for elected or appointed officials who work for a participating employer of the retirement system and are required to be reported to the retirement system.

(a) Record of work activities.

(1) Except as otherwise provided in this subdivision, any elected or appointed official who is not paid hourly or does not participate in an employer's time keeping system that consists of a daily record of actual time worked and time charged to accruals, shall record his or her work activities for a period of three consecutive months. The elected or appointed official should extend the period of his or her record of work activities by the amount of time utilized for vacations, illness, holidays or other reasons during the three-month period. The record of work activities must represent months that are not unusually slow or busy. If a position is seasonal in nature, the record of work activities should be kept for an extended period of up to 12 months to capture an accurate account of work activities. In recording the description of work activities, such elected or appointed official shall include the start and end time of each activity performed. The elected or appointed official may also include activities performed outside the normal working hours that require his or her attention to attend to official duties, including responding to an emergency, attending an employer sponsored event or meeting with or responding to members of the public on matters of official business. During a period that an elected or appointed official is required to be on-call, he or she may only record the time actually spent performing a work-related activity. The elected or appointed official may not include activities that would not be considered work-related such as attending electoral or campaign events, socializing after town board meetings or attending a candidates' forum. The elected or appointed official's initial three-month record of work activities shall be completed within 150 days of commencing a new or subsequent term of office, or upon joining the Retirement System, on or after August 12, 2009. The elected or appointed official must sign the record of work activities attesting to its accuracy and submit it to the secretary or clerk of the governing board within 30 days of completion. Each such record of work activities and any subsequent recertification shall be retained by the employer for a period of at least 30 years and full and complete copies thereof shall be provided to the State Comptroller upon his or her request. A record of work activities shall not be valid for more than eight years from the date it was initially maintained. If the hours worked have not substantially or materially increased or decreased during the eight year period, the elected or appointed official may certify to such in writing to the governing board in lieu of maintaining a new record of work activities. The elected or appointed official must submit this certification to the governing board within 180 days of taking a subsequent term of office. If the hours worked have substantially increased or decreased during the eight year period, the elected and appointed official must prepare, sign and submit a new record of activities.

(2) In the event the elected or appointed official or the employer determines the initial recording of work activities for a period of three consecutive months is not representative of the average number of hours worked by the elected or appointed official, he or she must record work activities during the same calendar year for an alternative period of three consecutive months which is representative of the average number of hours worked by such official. Such record of work activities shall be signed by such elected or appointed official and submitted to the secretary or clerk of the governing board within 30 days of the completion of the record. The failure of an elected or appointed official to record, sign and submit a record of work activities within the required time frame shall result in the suspension of service crediting and retirement system membership benefits. The suspension of service crediting will remain in effect until such time as the elected or appointed official completes a record of work activities that complies with the requirements of this regulation and submits it to the secretary or clerk of the governing board. The record of work activities must be submitted to the secretary or clerk prior to the elected or appointed official ending service in that title.

(b) Completion of the standard work day and reporting resolution.

In addition to the reporting requirements set forth in section 315.3 of this Part, and for the sole purpose of reporting days worked to the retirement system, the governing board of a participating employer of an elected or appointed official shall establish, by resolution, a standard work day for each elective or appointive office or position using the standard work day and reporting resolution form provided by the retirement system or a form or format approved by the retirement system. Such standard work day and reporting resolution shall indicate:

- (1) the title of the position;
- (2) the first and last name of the elected or appointed official holding the position;
- (3) the last four digits of the social security number of each elected or appointed official;
- (4) the registration number of each elected or appointed official;
- (5) the number of hours prescribed as a standard work day equal to no fewer than six hours nor more than eight hours for each such elective or appointed office or position;
- (6) the full month, day and year of the commencement and expiration of the term for each such office or position.

For each elected or appointed official who is not paid hourly or does not participate in an employer's time keeping system that consists of a daily record of actual time worked and time charged to accruals and who has submitted a record of work activities pursuant to paragraph (a)(1) of this section, the employer shall indicate the average number of days worked per month in the resolution. In the event that the official has not recorded and submitted to the secretary or clerk of the governing board his or her record of work activities for a period of three consecutive months the employer shall so indicate in the resolution. The governing board shall determine whether activities listed on the record of work activities are official duties of the position. Activities that do not consist of official duties as described in paragraph (a)(1) of this section are to be excluded from the calculation of the average number of days worked per month to be listed on the standard workday and reporting resolution. Such standard work day and reporting resolution shall be adopted at the first regular meeting held after a record of work activities has been submitted. In the event an elected or appointed official submits a new record of work activities pursuant to paragraph (a)(ii) of this section, the governing board must pass an additional resolution for that individual amending the average number of days worked per month based on such record of work activities.

(c) Standard work day and reporting resolution: filing and posting requirements.

The standard work day and reporting resolution required by subdivision (b) of this section shall be prominently posted on the employer's website for a minimum of 30 days or, in the event the employer does not maintain a website available to the public, such standard work day and reporting resolution shall be posted on the official sign-board or at the main entrance to the office of the clerk for the municipality or similar office of the employer. After the 30-day posting period, the standard work day and reporting resolution shall be made available either through the website or upon request. The elected or appointed official's social security number (last four digits) and registration number must be omitted from the copy of the standard work day and reporting resolution that is publicly posted. A certified copy of the standard work day and reporting resolution and an affidavit of posting shall be filed by the secretary or clerk of the governing board with the Office of the State Comptroller within 15 days after the public posting period has ended. The failure of the governing board to adopt such standard work day and reporting resolution shall result in the suspension of service crediting and retirement system membership benefits for the elected or appointed official until such time as the standard work day and reporting resolution is adopted, posted and filed with the comptroller. In the event the governing board submits an additional standard work day and reporting resolution amending the average number of days worked per month for an elected or an appointed official pursuant to subdivision (b) of this section, such additional standard work day and reporting resolution shall be subject to the posting and filing requirements set forth in this subdivision.

(d) Reporting days worked on the monthly (quarterly/semi-annual/annual) report

Once a standard work day and reporting resolution is passed, the average number of days worked per month listed on the standard work day and reporting resolution must be provided to the individual(s) responsible for reporting days worked to the retirement system on the employer's behalf. These individual(s) must ensure that the days worked reported on the standard work day and reporting resolution are accurately converted to correspond with the official's payroll frequency and recorded on the report submitted to the retirement system. In the event that the report submitted to the retirement system does not reflect the average days worked per month documented on a standard work day and reporting resolution, then retroactive adjustments must be submitted for the period covered by the corresponding record of work activities. A record of work activities submitted by an elected or appointed official, pursuant to this section, should be used as the basis for his or her days worked reported for prior terms served in the same title, if no record of work activities was submitted for the prior terms.

*New York Codes, Rules and Regulations (NYCRR) Section 315.4 current through August 15, 2015

Received Date

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

Employer Location Code

4 0 0 1 2

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev.11/19)

BE IT RESOLVED, that the Village of Saranac Lake / 40012 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	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
Kelly Brunette		R10309360	Trustee	4/1/2022 - 3/31/2026		N/A	☒	Semi-Annually	☐
Sean Ryan		R13084645	Trustee	4/1/2024 - 3/31/2028		18.25	☐	Semi-Annually	☐
							☐		☐
Appointed Officials:									
Bachana Tsiklauri		R10532171	Village Manager	4/2022 - 3/2026	8	N/A	☒	Bi-Weekly	☐
Amanda Hopf		R13153000	Village Clerk	4/2022 - 3/2026	8	N/A	☒	Bi-Weekly	☐
Kendra Martin		R12868475	Village Treasurer	4/2022 - 3/2026	8	N/A	☒	Bi-Weekly	☐

I, Amanda Hopf, secretary/clerk of the governing board of the Village of Saranac Lake 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 22nd day of September, 2025 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 Saranac Lake on this 22nd day of September, 2025.
(Name of Employer)

(Signature of Secretary or Clerk)

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

- ☐ Employer's website at: www.saranaclakeny.gov
- ☐ Official sign board at: Village of Saranac Lake 39 Main St, Suite 9, Saranac Lake, NY 12983
- ☐ Main entrance Secretary or Clerk's office at: 39 Main St, Suite 9, Saranac Lake, NY 12983

Page 1 of 2 (for additional rows, attach a RS 2417-B form.)

(seal)

Office of the New York State Comptroller



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

Employer Location Code

4 0 0 1 2

Received Date

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

RS 2417-B

(Rev.04/20)

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:									
							☐		☐
							☐		☐
							☐		☐
							☐		☐
							☐		☐
							☐		☐
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							☐		☐
Appointed Officials:									
Nicole McClatchie		R13224429	Deputy Clerk-Treasurer	4/2022 - 3/2026	8	N/A	☒	Bi-Weekly	☐
							☐		☐
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Employer: Village of Saranac Lake

Location Code: 40012

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(use with form RS 2417-A)