

# VILLAGE OF PITTSFORD

SETTLED 1789 • INCORPORATED 1827



## **Village of Pittsford Board of Trustees Budget Meeting January 30, 2023, 4 PM**

**\*Tentative Agenda\***

### **Board Member - Conflict of Interest Disclosure & Open Meeting Compliance Certification**

#### **Meeting Items**

1. Authorization for the Multi-year Capital Plan RFP
2. Consideration of Reserve Fund recommendations
3. Discussion on Sewer Allocation for the 2024-2025 Budget
4. Retirement Resolution

*\*Next Scheduled Budget Meeting is February 6, 2024, and is Subject to Change Without Notice\**

## Village of Pittsford Request for Proposals

Submit Proposals to:

Village Clerk

Village of Pittsford

21 North Main Street

Pittsford, NY 14534

[villageclerk@villageofpittsford.com](mailto:villageclerk@villageofpittsford.com)

(585) 586-4332

Issued: 1/31/2024

Proposals are to be received by February 13, 2024 at 10 AM.

# REQUEST FOR PROPOSAL – DRAFTING OF A MULTI-YEAR FINANCIAL AND CAPITAL PLAN

The Village of Pittsford is currently seeking proposals from qualified consulting firms (Consultants) to provide a Multiyear Financial and Capital Plan.

## Communications

All communications by parties who have indicated an intent to submit or have submitted a proposal in response to this RFP (“Respondents”), including any questions or requests for clarifications, submission of the proposal, requests for status updates about the proposal selection process, and any other inquiries whatsoever concerning this RFP shall be sent by email to the Village Clerk, Dorothea Ciccarelli, at the above-identified email address.

No contact is permitted with any other village staff, personnel or board members regarding this RFP during the RFP process unless specifically authorized in writing. Prohibited contact may be grounds for disqualification.

To ensure that all Respondents have a clear understanding of the scope and requirements of this RFP, the Village will respond to all timely questions submitted via e-mail to the Village Clerk by the question deadline of February 12, 2024, by Noon. Questions and the responding answers will be sent via e-mail to all Respondents who have provided an e-mail address to the Village Clerk and will be posted on the Village’s web page for this RFP. The Village’s failure to timely respond or provide responses to any questions shall not delay or invalidate the Village’s right to make a decision to award an agreement pursuant to this RFP.

The Village will make every reasonable effort to keep Respondents informed about the RFP process. Notifications about Timeline date changes, amendments to the RFP, and other information about the RFP will be sent by e-mail to Respondents who have provided an e-mail address to the Village Clerk and will be posted on the Village’s website for this RFP. The Village’s failure to provide such information shall not delay or invalidate the Village’s right to make a decision to award an agreement pursuant to this RFP.

## SCOPE OF SERVICES

It is envisioned the following services would be necessary:

## PROPOSAL CONTENT

- The consultant will work with the Village Treasurer and superintendent of Public Works to gather data on recent financial results to gain perspective on revenue and expenditure trends and average annual rates of change. Most long-range financial plans are based on three or four years of actual data for each category being projected, including the most recent year for which data are available. In the case of major revenues, such as property and sales taxes, a longer trend line is often useful to get a sense of patterns during different economic conditions. They must also compare revenue trends to economic patterns (such as non-farm employment growth, unemployment rates, inflation, etc.) and look at trends in factors affecting expenditures (such as the number of government employees, energy prices, interest rates, etc.).
- The consultant will meet with the Clerk Treasurer, Superintendent, and Village Board to gain perspective on the Village's long-term plans.
- The plans should project about three to five years, including the upcoming budget year.
- The plan should state the assumptions about revenues, expenditures, and the factors affecting them. Which should be described in a cover sheet, with specific assumptions for each individual projection laid out on a line-by-line basis. Examples of assumptions could include inflation factors, specific rising costs such as asphalt or health insurance, consolidation considerations, economic development costs, etc.
- Village is seeking an multi-year plan that shows major revenue categories (real property tax and tax items, non-property taxes, departmental income, etc.) and breaks expenditures down along broad functional areas (general government, public safety, etc.). It should conduct a cost-benefit analysis and not make the process more costly than the benefit expected to be gained by the plan.
- The Plan should be comprehensive to ensure that the plan accurately describes the operations of the Village Government. Include all revenues and all expenditures; It should include all relevant funds. If applicable, be sure the plan includes all the elements required by any State oversight. The plan must include the general fund and any major operating funds guaranteed by the general fund or that receive transfers from it.
- The multiyear financial plan should be made easily reviewable annually. Plans are not static documents. As with annual budgets, multiyear plans must be tracked and updated regularly in order to guide policy decisions and the budget monitoring process accurately.

- The tentative and final plan should be presented for public discussion and Village Board comment. A good plan can stimulate constructive discussions about budgetary priorities. Although there may be initial confusion about the plan's connection to the annual budget and why it may show future year budget gaps (most do), good multiyear plans can help voters understand the issues facing their communities in the coming years.

A. Project statement: A Project narrative that describes the Respondent's understanding of the Village's needs and the unique value the Consultant brings to the process.

B. The methodology or approach the Respondent will use to perform the services that may use and/or supplement the scope identified.

C. Respondent's Qualifications: Information about the Respondent and its qualifications for this Project. Include information about prior projects similar to the proposed project described, including photos of past work or other visuals. Provide Respondent's capabilities to perform the work, including references, contact names, and phone numbers.

D. Fee: Lump sum amount for the scope of work proposed and hourly rate for additional services as may be required.

E. Timeline to produce the design and scope identified. Note that the Village is interested in completing the project by May 2024.

F. Project personnel: The name and resume of the Respondent's lead person for the Project. Names, resumes, and roles of all staff who will be involved in the Project.

## EVALUATION CRITERIA

The following are the areas in which each proposal will be evaluated. Each proposal will receive a numerical score based on the Village's assessment of the information presented.

**Proposal - 30 points:** The Respondent's comprehension of the needs of the Village as demonstrated by its description of its approach to the elements listed in the Scope of Services section of this RFP.

**Experience - 30 points.:** The Respondent's relevant experience in providing the same or similar services.

**Fee - 40 points:** The total cost of the Respondent's proposal is important to the Village, however, based on the evaluation of the other criteria, the Village will not necessarily select the lowest bidder.

**Total – 100 points.**

**RESOLUTION OF THE VILLAGE OF PITTSFORD  
BOARD OF TRUSTEES  
CREATING A SEWER FUND  
EQUIPMENT AND VEHICLE REPAIR RESERVE FUND**

**WHEREAS**, best municipal planning practices support the establishment of an equipment and vehicle repair reserve fund for the equipment and vehicles utilized in order to provide sewer service to the residents of the Village of Pittsford as well as other properties as determined by the Board of Trustees of the Village of Pittsford.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Village of Pittsford hereby creates a Sewer Fund Equipment and Vehicle Repair Reserve Fund (hereinafter "Reserve Fund"); and

**BE IT FURTHER RESOLVED**, that this Repair Reserve Fund is hereby established pursuant to Section 6-c of the General Municipal Law of the State of New York, as amended. The purpose of this reserve fund is to accumulate monies to finance the cost of the repair of vehicles and equipment utilized to provide sewer service to the residents of the Village of Pittsford and such other properties as may be determined by the Board of Trustees of the Village of Pittsford. The term "equipment" includes any equipment, machinery or appurtenances not included in the definition of capital improvement and for which a period of probable usefulness has been provided by law; and

**BE IT FURTHER RESOLVED**, that the monies in this reserve fund may not be used for repairs which regularly recur annually or at shorter intervals; and

**BE IT FURTHER RESOLVED**, that vehicle and equipment repairs financed with monies in this fund shall, to the extent practical, satisfy the Village of Pittsford's green and sustainability goals and initiatives; and

**BE IT FURTHER RESOLVED**, that the chief fiscal officer is hereby directed to deposit and secure the monies of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The Board of Trustees of the Village of Pittsford may invest the monies consistent with the investment policy of the Village of Pittsford. Any interest earned or capital gains realized on the monies so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund; and

**BE IT FURTHER RESOLVED**, that except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-d of the General Municipal Law and any other law; and

**BE IT FURTHER RESOLVED**, that expenditures from this reserve fund require a resolution of the Board of Trustees of the Village of Pittsford, subject to a Public Hearing on 5-days' notice.

A motion to adopt the foregoing was made by \_\_\_\_\_ and seconded by \_\_\_\_\_, and upon a roll call vote of the Board was duly adopted as follows:

Mayor Plummer	Yay_____	Nay_____
Trustee Lanphear	Yay_____	Nay_____
Trustee Leitgeb	Yay_____	Nay_____
Trustee Cove	Yay_____	Nay_____
Trustee Marshall	Yay_____	Nay_____

**Certification:**

I, Dorothea M. Ciccarelli, the duly qualified and acting Clerk of the Village of Pittsford, New York, do hereby certify that the following motion was made on the \_\_\_\_ day of \_\_\_\_\_, 2024, has not been altered, amended or revoked and is in full force and effect.

\_\_\_\_\_  
Dorothea M. Ciccarelli, RMC, CMFO  
Village Clerk  
Village of Pittsford, New York

**RESOLUTION OF THE VILLAGE OF PITTSFORD  
BOARD OF TRUSTEES  
CREATING A GENERAL FUND  
EQUIPMENT AND VEHICLE REPAIR RESERVE FUND**

**WHEREAS**, best municipal planning practices support the establishment of an equipment and vehicle repair reserve fund for the equipment and vehicles utilized in order to provide general municipal services to the residents of the Village of Pittsford as well as other properties as determined by the Board of Trustees of the Village of Pittsford.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Village of Pittsford hereby creates a General Fund Equipment and Vehicle Repair Reserve Fund (hereinafter “ Reserve Fund”); and

**BE IT FURTHER RESOLVED**, that this Repair Reserve Fund is hereby established pursuant to Section 6-c of the General Municipal Law of the State of New York, as amended. The purpose of this reserve fund is to accumulate monies to finance the cost of the repair of vehicles and equipment utilized to provide general municipal services to the residents of the Village of Pittsford and such other properties as may be determined by the Board of Trustees of the Village of Pittsford. The term “equipment” includes any equipment, machinery or appurtenances not included in the definition of capital improvement and for which a period of probable usefulness has been provided by law; and

**BE IT FURTHER RESOLVED**, that the monies in this reserve fund may not be used for repairs which regularly recur annually or at shorter intervals; and

**BE IT FURTHER RESOLVED**, that vehicle and equipment repairs financed with monies in this fund shall, to the extent practical, satisfy the Village of Pittsford’s green and sustainability goals and initiatives; and

**BE IT FURTHER RESOLVED**, that the chief fiscal officer is hereby directed to deposit and secure the monies of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The Board of Trustees of the Village of Pittsford may invest the monies consistent with the investment policy of the Village of Pittsford. Any interest earned or capital gains realized on the monies so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund; and

**BE IT FURTHER RESOLVED**, that except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-d of the General Municipal Law and any other law; and

**BE IT FURTHER RESOLVED**, that expenditures from this reserve fund require a resolution of the Board of Trustees of the Village of Pittsford, subject to a Public Hearing on 5-days' notice.

A motion to adopt the foregoing was made by \_\_\_\_\_ and seconded by \_\_\_\_\_, and upon a roll call vote of the Board was duly adopted as follows:

Mayor Plummer	Yay _____	Nay _____
Trustee Lanphear	Yay _____	Nay _____
Trustee Leitgeb	Yay _____	Nay _____
Trustee Cove	Yay _____	Nay _____
Trustee Marshall	Yay _____	Nay _____

**Certification:**

I, Dorothea M. Ciccarelli, the duly qualified and acting Clerk of the Village of Pittsford, New York, do hereby certify that the following motion was made on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, has not been altered, amended or revoked and is in full force and effect.

\_\_\_\_\_  
Dorothea M. Ciccarelli, RMC, CMFO  
Village Clerk  
Village of Pittsford, New York

**RESOLUTION OF THE VILLAGE OF PITTSFORD  
BOARD OF TRUSTEES  
CREATING A SEWER FUND  
EQUIPMENT AND VEHICLE RESERVE FUND**

**WHEREAS**, best municipal planning practices support the establishment of a type capital reserve fund for the purpose of purchasing equipment and vehicles utilized for the purpose of providing sewer service to the residents of the Village of Pittsford as well as other properties as determined by the Board of Trustees of the Village of Pittsford.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Village of Pittsford hereby creates a Sewer Fund Equipment and Vehicle Reserve Fund (hereinafter “Reserve Fund”); and

**BE IT FURTHER RESOLVED**, that this type Reserve Fund is hereby established pursuant to Section 6-c of the General Municipal Law of the State of New York, as amended. The purpose of this reserve fund is to accumulate monies to finance the cost of the purchase of the equipment and vehicles necessary to provide sewer service to the residents of the Village of Pittsford and such other properties as may be determined by the Board of Trustees of the Village of Pittsford. The term “equipment” includes any equipment, machinery or appurtenances not included in the definition of capital improvement and for which a period of probable usefulness has been provided by law; and

**BE IT FURTHER RESOLVED**, that vehicles and equipment financed with monies in this fund shall, to the extent practical, satisfy the Village of Pittsford’s green and sustainability goals and initiatives; and

**BE IT FURTHER RESOLVED**, that the chief fiscal officer is hereby directed to deposit and secure the monies of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The Board of Trustees of the Village of Pittsford may invest the monies consistent with the investment policy of the Village of Pittsford. Any interest earned or capital gains realized on the monies so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund; and

**BE IT FURTHER RESOLVED**, that except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-c of the General Municipal Law and any other law; and

**BE IT FURTHER RESOLVED**, that expenditures from this reserve fund are by resolution of the Board of Trustees of the Village of Pittsford after review of the current capital program, subject to a permissive referendum, pursuant to sub-division 8 of Section 6-c of the General Municipal Law unless the period of probable usefulness of the type capital improvement is less than 3 years.

A motion to adopt the foregoing was made by \_\_\_\_\_ and seconded by \_\_\_\_\_, and upon a roll call vote of the Board was duly adopted as follows:

Mayor Plummer	Yay_____	Nay_____
Trustee Lanphear	Yay_____	Nay_____
Trustee Leitgeb	Yay_____	Nay_____
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BOARD OF TRUSTEES  
CREATING A GENERAL FUND  
EQUIPMENT AND VEHICLE RESERVE FUND**

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**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Village of Pittsford hereby creates a General Fund Equipment and Vehicle Reserve Fund (hereinafter "Reserve Fund"); and

**BE IT FURTHER RESOLVED**, that the reserve fund is hereby established pursuant to Section 6-c of the General Municipal Law of the State of New York, as amended. The purpose of this reserve fund is to accumulate monies to finance the cost of the purchase of the equipment and vehicles necessary to provide general municipal services to the residents of the Village of Pittsford and such other properties as may be determined by the Board of Trustees of the Village of Pittsford. The term "equipment" includes any equipment, machinery or appurtenances not included in the definition of capital improvement and for which a period of probable usefulness has been provided by law; and

**BE IT FURTHER RESOLVED**, that vehicles and equipment financed with monies in this fund shall, to the extent practical, satisfy the Village of Pittsford's green and sustainability goals and initiatives; and

**BE IT FURTHER RESOLVED**, that the chief fiscal officer is hereby directed to deposit and secure the monies of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The Board of Trustees of the Village of Pittsford may invest the monies consistent with the investment policy of the Village of Pittsford. Any interest earned or capital gains realized on the monies so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund; and

**BE IT FURTHER RESOLVED**, that except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-c of the General Municipal Law and any other law; and

**BE IT FURTHER RESOLVED**, that expenditures from this reserve fund are by resolution of the Board of Trustees of the Village of Pittsford after review of the current capital program, subject to a permissive referendum, pursuant to sub-division 8 of Section 6-c of the General Municipal Law unless the period of probable usefulness of the type capital improvement is less than 3 years.

A motion to adopt the foregoing was made by \_\_\_\_\_ and seconded by \_\_\_\_\_, and upon a roll call vote of the Board was duly adopted as follows:

Mayor Plummer	Yay _____	Nay _____
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Village Clerk  
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**RESOLUTION OF THE VILLAGE OF PITTSFORD  
BOARD OF TRUSTEES  
CREATING A GENERAL FUND  
INFRASTRUCTURE RESERVE FUND**

**WHEREAS**, best municipal planning practices support the establishment of a type capital reserve fund for the purpose of replacing infrastructure in the Village of Pittsford which, to the extent practical, will be utilized in a manner consistent with green construction and sustainable building.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Village of Pittsford hereby creates a General Fund Infrastructure Reserve Fund (hereinafter “Reserve Fund”); and

**BE IT FURTHER RESOLVED**, that this type capital reserve fund is established pursuant to Section 6-c of the General Municipal Law of the State of New York, as amended. The purpose of this reserve fund is to accumulate monies to finance the cost of infrastructure in the Village of Pittsford. The term “infrastructure” means the roadbed and road area, street and sidewalk paving, curbing, associated drainage facilities, bike paths, and other construction or improvements pertaining to public travel. It further includes municipal utility facilities except sewer facilities as well as municipal traffic signals, street lighting, and communication facilities in the right-of-way or other areas or easements open for municipal use. It further includes skywalks, street trees, plants, scrubs, lawns and other ornamental or beautification insulations owned by the Village of Pittsford in the right-of-way or other ways open to public travel or municipal use and accepted for municipal management or control as such. “Infrastructure” is intended to encompass any municipal physical plant, fixtures, appurtenances or other facilities located in or near the right-of-way or areas or easements open and accepted for municipal use for which a period of probable usefulness has been provided by law; and

**BE IT FURTHER RESOLVED**, that all infrastructure purchased with monies from this fund shall, to the extent practical, satisfy the green and sustainability goals and practices of the Village of Pittsford; and

**BE IT FURTHER RESOLVED**, that the chief fiscal officer is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The Board of Trustees of the Village of Pittsford may invest the monies consistent with the investment policy of the Village of Pittsford. Any interest earned or capital gains realized on the monies so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund; and

**BE IT FURTHER RESOLVED**, that except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-c of the General Municipal Law and any other law; and

**BE IT FURTHER RESOLVED**, that expenditures from this reserve fund are by resolution of the Board of Trustees of the Village of Pittsford after review of the current capital program, subject to a permissive referendum, pursuant to sub-division 4 of Section 6-c of the General Municipal Law unless the period of probable usefulness of the type capital improvement is less than 3 years.

A motion to adopt the foregoing was made by \_\_\_\_\_ and seconded by \_\_\_\_\_, and upon a roll call vote of the Board was duly adopted as follows:

Mayor Plummer	Yay _____	Nay _____
Trustee Lanphear	Yay _____	Nay _____
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**RESOLUTION OF THE VILLAGE OF PITTSFORD  
BOARD OF TRUSTEES  
CREATING A SEWER FUND  
INFRASTRUCTURE REPAIR RESERVE FUND**

**WHEREAS**, best municipal planning practices support the establishment of a repair reserve fund for the purpose of repairing infrastructure in the Village of Pittsford which, to the extent practical, will be utilized in a manner consistent with green construction and sustainable building.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Village of Pittsford hereby creates the Sewer Fund Infrastructure Repair Reserve Fund (hereinafter "Reserve Fund"); and

**BE IT FURTHER RESOLVED**, that this repair reserve fund is established pursuant to Section 6-d of the General Municipal Law of the State of New York, as amended. The purpose of this reserve fund is to accumulate monies to finance the cost of repairs of infrastructure required by activities in support of the sewer system of the Village of Pittsford. The term "infrastructure" means the roadbed and road area, street and sidewalk paving, curbing, associated drainage facilities, bike paths, and other construction or improvements pertaining to public travel. It further includes municipal utility facilities except sewer facilities as well as municipal traffic signals, street lighting, and communication facilities in the right-of-way or other areas or easements open for municipal use. It further includes skywalks, street trees, plants, scrubs, lawns and other ornamental or beautification installations owned by the Village of Pittsford in the right-of-way or other ways open to public travel or municipal use and accepted for municipal management or control as such. "Infrastructure" is intended to encompass any municipal physical plant, fixtures, appurtenances or other facilities located in or near the right-of-way or areas or easements open and accepted for municipal use for which a period of probable usefulness has been provided by law; and

**BE IT FURTHER RESOLVED**, that the monies in this reserve fund may not be used for repairs which regularly recur annually or at shorter intervals; and

**BE IT FURTHER RESOLVED**, that all repairs or reconstruction financed by this fund shall be, to the extent practical, consistent with green construction and sustainable building practices.

**BE IT FURTHER RESOLVED**, that the chief fiscal officer is hereby directed to deposit and secure the monies of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The Board of Trustees of the Village of Pittsford may invest the monies consistent with the investment policy of the Village of Pittsford. Any interest earned or capital gains realized on the monies so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount

and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund; and

**BE IT FURTHER RESOLVED**, that except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-d of the General Municipal Law and any other law; and

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BOARD OF TRUSTEES  
CREATING A GENERAL FUND  
INFRASTRUCTURE REPAIR RESERVE FUND**

**WHEREAS**, best municipal planning practices support the establishment of a repair reserve fund for the purpose of repairing infrastructure in the Village of Pittsford which, to the extent practical, will be utilized in a manner consistent with green construction and sustainable building.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Village of Pittsford hereby creates the General Fund Infrastructure Repair Reserve Fund (hereinafter "Reserve Fund"); and

**BE IT FURTHER RESOLVED**, that this repair reserve fund is established pursuant to Section 6-d of the General Municipal Law of the State of New York, as amended. The purpose of this reserve fund is to accumulate monies to finance the cost of repairs required to the infrastructure of the Village of Pittsford. The term "infrastructure" means the roadbed and road area, street and sidewalk paving, curbing, associated drainage facilities, bike paths, and other construction or improvements pertaining to public travel. It further includes municipal utility facilities except sewer facilities as well as municipal traffic signals, street lighting, and communication facilities in the right-of-way or other areas or easements open for municipal use. It further includes skywalks, street trees, plants, scrubs, lawns and other ornamental or beautification insulations owned by the Village of Pittsford in the right-of-way or other ways open to public travel or municipal use and accepted for municipal management or control as such. "Infrastructure" is intended to encompass any municipal physical plant, fixtures, appurtenances or other facilities located in or near the right-of-way or areas or easements open and accepted for municipal use for which a period of probable usefulness has been provided by law; and

**BE IT FURTHER RESOLVED**, that the monies in this reserve fund may not be used for repairs which regularly recur annually or at shorter intervals; and

**BE IT FURTHER RESOLVED**, that all repairs or reconstruction financed by this fund shall be, to the extent practical, consistent with green construction and sustainable building practices.

**BE IT FURTHER RESOLVED**, that the chief fiscal officer is hereby directed to deposit and secure the monies of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The Board of Trustees of the Village of Pittsford may invest the monies consistent with the investment policy of the Village of Pittsford. Any interest earned or capital gains realized on the monies so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash

balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund; and

**BE IT FURTHER RESOLVED**, that except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-d of the General Municipal Law and any other law; and

**BE IT FURTHER RESOLVED**, that expenditures from this reserve fund require a resolution of the Board of Trustees of the Village of Pittsford, subject to a Public Hearing on 5-days' notice.

A motion to adopt the foregoing was made by \_\_\_\_\_ and seconded by \_\_\_\_\_, and upon a roll call vote of the Board was duly adopted as follows:

Mayor Plummer	Yay _____	Nay _____
Trustee Lanphear	Yay _____	Nay _____
Trustee Leitgeb	Yay _____	Nay _____
Trustee Cove	Yay _____	Nay _____
Trustee Marshall	Yay _____	Nay _____

**Certification:**

I, Dorothea M. Ciccarelli, the duly qualified and acting Clerk of the Village of Pittsford, New York, do hereby certify that the following motion was made on the \_\_\_\_ day of \_\_\_\_\_, 2024, has not been altered, amended or revoked and is in full force and effect.

\_\_\_\_\_  
Dorothea M. Ciccarelli, RMC, CMFO  
Village Clerk  
Village of Pittsford, New York

**RESOLUTION OF THE VILLAGE OF PITTSFORD  
BOARD OF TRUSTEES  
CREATING A SEWER FUND  
BUILDING REPAIR RESERVE FUND**

**WHEREAS**, best municipal planning practices support the establishment of a repair reserve fund for the purpose of the repair of any and all buildings and structures owned by the Village of Pittsford which are utilized by the sewer system.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Village of Pittsford hereby creates the Sewer Fund Building Repair Reserve Fund (hereinafter "Reserve Fund"); and

**BE IT FURTHER RESOLVED**, that this repair reserve fund is established pursuant to Section 6-d of the General Municipal Law of the State of New York, as amended. The purpose of this reserve fund is to accumulate monies to finance the cost of any and all repairs required to be made to all buildings and structures utilized by the sewer system and owned by the Village of Pittsford; and

**BE IT FURTHER RESOLVED**, that the type of repairs must not regularly recur annually or at shorter intervals; and

**BE IT FURTHER RESOLVED**, that all repairs or reconstruction financed by this fund shall be, to the extent practical, consistent with green construction and sustainable building practices; and

**BE IT FURTHER RESOLVED**, that the chief fiscal officer is hereby directed to deposit and secure the monies of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The Board of Trustees of the Village of Pittsford may invest the monies consistent with the investment policy of the Village of Pittsford. Any interest earned or capital gains realized on the monies so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund; and

**BE IT FURTHER RESOLVED**, that except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-d of the General Municipal Law and any other law; and

**BE IT FURTHER RESOLVED**, that expenditures from this reserve fund require a resolution of the Board of Trustees of the Village of Pittsford, subject to a Public Hearing on 5-days' notice.

A motion to adopt the foregoing was made by \_\_\_\_\_ and seconded by \_\_\_\_\_, and upon a roll call vote of the Board was duly adopted as follows:

Mayor Plummer	Yay _____	Nay _____
Trustee Lanphear	Yay _____	Nay _____
Trustee Leitgeb	Yay _____	Nay _____
Trustee Cove	Yay _____	Nay _____
Trustee Marshall	Yay _____	Nay _____

**Certification:**

I, Dorothea M. Ciccarelli, the duly qualified and acting Clerk of the Village of Pittsford, New York, do hereby certify that the following motion was made on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, has not been altered, amended or revoked and is in full force and effect.

\_\_\_\_\_  
Dorothea M. Ciccarelli, RMC, CMFO  
Village Clerk  
Village of Pittsford, New York

**RESOLUTION OF THE VILLAGE OF PITTSFORD  
BOARD OF TRUSTEES  
CREATING A GENERAL FUND  
BUILDING REPAIR RESERVE FUND**

**WHEREAS**, best municipal planning practices support the establishment of a repair reserve fund for the purpose of the repair of any and all buildings and structures owned by the Village of Pittsford which, to the extent practical, will be utilized in a manner consistent with green construction and sustainable building practices.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Village of Pittsford hereby creates the General Fund Building Repair Reserve Fund (hereinafter "Reserve Fund"); and

**BE IT FURTHER RESOLVED**, that this repair reserve fund is established pursuant to Section 6-d of the General Municipal Law of the State of New York, as amended. The purpose of this reserve fund is to accumulate monies to finance the cost of any and all repairs required to be made to all buildings and structures owned by the Village of Pittsford; and

**BE IT FURTHER RESOLVED**, that the type of repairs must not regularly recur annually or at shorter intervals; and

**BE IT FURTHER RESOLVED**, that all repairs or reconstruction financed by this fund shall be, to the extent practical, consistent with green construction and sustainable building practices; and

**BE IT FURTHER RESOLVED**, that the chief fiscal officer is hereby directed to deposit and secure the monies of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The Board of Trustees of the Village of Pittsford may invest the monies consistent with the investment policy of the Village of Pittsford. Any interest earned or capital gains realized on the monies so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund; and

**BE IT FURTHER RESOLVED**, that except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-d of the General Municipal Law and any other law; and

**BE IT FURTHER RESOLVED**, that expenditures from this reserve fund require a resolution of the Board of Trustees of the Village of Pittsford, subject to a Public Hearing on 5-days' notice.

A motion to adopt the foregoing was made by \_\_\_\_\_ and seconded by \_\_\_\_\_, and upon a roll call vote of the Board was duly adopted as follows:

Mayor Plummer	Yay_____	Nay_____
Trustee Lanphear	Yay_____	Nay_____
Trustee Leitgeb	Yay_____	Nay_____
Trustee Cove	Yay_____	Nay_____
Trustee Marshall	Yay_____	Nay_____

**Certification:**

I, Dorothea M. Ciccarelli, the duly qualified and acting Clerk of the Village of Pittsford, New York, do hereby certify that the following motion was made on the \_\_\_\_ day of \_\_\_\_\_, 2024, has not been altered, amended or revoked and is in full force and effect.

\_\_\_\_\_  
Dorothea M. Ciccarelli, RMC, CMFO  
Village Clerk  
Village of Pittsford, New York

**RESOLUTION OF THE VILLAGE OF PITTSFORD  
BOARD OF TRUSTEES  
CREATING A SEWER FUND  
BUILDING REPLACEMENT, IMPROVEMENT  
AND ALTERATION RESERVE FUND**

**WHEREAS**, best municipal planning practices support the establishment of a type capital reserve fund for the purpose of providing for the replacement, improvement and/or alteration of buildings and structures in the Village of Pittsford which, to the extent practical, will be utilized in a manner consistent with green construction and sustainable building practices.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Village of Pittsford hereby creates the Sewer Fund Building Replacement, Improvement and Alteration Reserve Fund (hereinafter "Reserve Fund"); and

**BE IT FURTHER RESOLVED**, that this type reserve fund is established pursuant to Section 6-c of the General Municipal Law of the State of New York, as amended. The purpose of this reserve fund is to accumulate monies to finance the cost of the replacement, improvement and/or alteration required to be made to buildings and structures owned by the Village of Pittsford and utilized by the sewer system, and for which a period of probable usefulness has been provided by law; and

**BE IT FURTHER RESOLVED**, that all replacement, improvement and/or alteration financed by this fund shall be, to the extent practical, consistent with green construction and sustainable building practices.

**BE IT FURTHER RESOLVED**, that the chief fiscal officer is hereby directed to deposit and secure the monies of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The Board of Trustees of the Village of Pittsford may invest the monies consistent with the investment policy of the Village of Pittsford. Any interest earned or capital gains realized on the monies so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund; and

**BE IT FURTHER RESOLVED**, that except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-c of the General Municipal Law and any other law; and

**BE IT FURTHER RESOLVED**, that expenditures from this reserve fund are by resolution of the Board of Trustees of the Village of Pittsford after review of the current capital program, subject to a permissive referendum, pursuant to sub-division 4 of Section 6-c of the General Municipal Law unless the period of probable usefulness of the type capital improvement is less than 3 years.

A motion to adopt the foregoing was made by \_\_\_\_\_ and seconded by \_\_\_\_\_, and upon a roll call vote of the Board was duly adopted as follows:

Mayor Plummer	Yay_____	Nay_____
Trustee Lanphear	Yay_____	Nay_____
Trustee Leitgeb	Yay_____	Nay_____
Trustee Cove	Yay_____	Nay_____
Trustee Marshall	Yay_____	Nay_____

**Certification:**

I, Dorothea M. Ciccarelli, the duly qualified and acting Clerk of the Village of Pittsford, New York, do hereby certify that the following motion was made on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, has not been altered, amended or revoked and is in full force and effect.

\_\_\_\_\_  
Dorothea M. Ciccarelli, RMC, CMFO  
Village Clerk  
Village of Pittsford, New York

**RESOLUTION OF THE VILLAGE OF PITTSFORD  
BOARD OF TRUSTEES  
CREATING A GENERAL FUND  
BUILDING REPLACEMENT, IMPROVEMENT  
AND ALTERATION RESERVE FUND**

**WHEREAS**, best municipal planning practices support the establishment of a type capital reserve fund for the purpose of providing for the replacement, improvement and/or alteration of buildings and structures in the Village of Pittsford which, to the extent practical, will be utilized in a manner consistent with green construction and sustainable building practices.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Village of Pittsford hereby creates the General Fund Building Replacement, Improvement and Alteration Reserve Fund (hereinafter "Reserve Fund"); and

**BE IT FURTHER RESOLVED**, that this type reserve fund is established pursuant to Section 6-c of the General Municipal Law of the State of New York, as amended. The purpose of this reserve fund is to accumulate monies to finance the cost of the replacement, improvement and/or alteration required to be made to buildings and structures owned by the Village of Pittsford and for which a period of probable usefulness has been provided by law; and

**BE IT FURTHER RESOLVED**, that all replacement, improvement and/or alteration financed by this fund shall be, to the extent practical, consistent with green construction and sustainable building practices.

**BE IT FURTHER RESOLVED**, that the chief fiscal officer is hereby directed to deposit and secure the monies of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The Board of Trustees of the Village of Pittsford may invest the monies consistent with the investment policy of the Village of Pittsford. Any interest earned or capital gains realized on the monies so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund; and

**BE IT FURTHER RESOLVED**, that except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-c of the General Municipal Law and any other law; and

**BE IT FURTHER RESOLVED**, that expenditures from this reserve fund are by resolution of the Board of Trustees of the Village of Pittsford after review of the current capital program, subject to a permissive referendum, pursuant to sub-division 4 of Section 6-c of the General Municipal Law unless the period of probable usefulness of the type capital improvement is less than 3 years.

A motion to adopt the foregoing was made by \_\_\_\_\_ and seconded by \_\_\_\_\_, and upon a roll call vote of the Board was duly adopted as follows:

Mayor Plummer	Yay _____	Nay _____
Trustee Lanphear	Yay _____	Nay _____
Trustee Leitgeb	Yay _____	Nay _____
Trustee Cove	Yay _____	Nay _____
Trustee Marshall	Yay _____	Nay _____

**Certification:**

I, Dorothea M. Ciccarelli, the duly qualified and acting Clerk of the Village of Pittsford, New York, do hereby certify that the following motion was made on the \_\_\_\_ day of \_\_\_\_\_, 2024, has not been altered, amended or revoked and is in full force and effect.

\_\_\_\_\_  
Dorothea M. Ciccarelli, RMC, CMFO  
Village Clerk  
Village of Pittsford, New York

## Reserve Reallocation

### General

Existing Reserve		Funds to be reallocated	
A232R Repair Reserve		Current Fundi	\$172,027.26

New Reserves	Reserve Type	Reallocation	
Equipment and Vehicle Reserve Fund	Capital	45%	\$77,412.27
Infrastructure Reserve Fund	Capital	45%	\$77,412.27
Building Replacement, Improvement and Alteration Reserve Fund	Capital	10%	\$17,202.73
Total			<b>\$172,027.26</b>

### Sewer

Existing Reserve		Funds to be reallocated	
G232VR Vehicle REP RSV		Current Fundi	\$ 259,919.80

New Reserves	Reserve Type	Reallocation	
Building Replacement, Improvement and Alteration Reserve Fund	Capital	85%	\$ 220,931.83
Equipment and Vehicle Reserve Fund	Capital	15%	\$ 38,987.97
Total			<b>\$ 259,919.80</b>

Please type or print clearly  
 in blue or black ink

Employer Location Code

4 0 2 3 4

Received Date

Standard Work Day and  
 Reporting Resolution for  
 Elected and Appointed Officials

RS 2417-A

(Rev.11/19)

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

BE IT RESOLVED, that the Village of Pittsford / 40234 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
<b>Elected Officials:</b>									
Justin Leitgeb			Village Trustee	4/5/2021-4/7/2025	6	2.65	<input type="checkbox"/>	Quarterly	<input type="checkbox"/>
Lisa Cove				4/3/2023 - 4/5/2027	6	3.95	<input type="checkbox"/>	Quarterly	<input type="checkbox"/>
							<input type="checkbox"/>		<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"/>

I, Dorothea M. Ciccarelli, secretary/clerk of the governing board of the Village of Pittsford, 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 30 day of January, 2024 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 Pittsford on this 30 day of January, 2024,

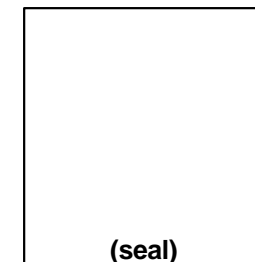
\_\_\_\_\_  
 (Signature of Secretary or Clerk)

**Affidavit of Posting:** I, Dorothea M. Ciccarelli being duly sworn, deposes and says that the posting of the Resolution began on 1/30/24 and continued for at least 30 days. That the Resolution was available to the public on the:

Employer's website at: www.villageofpittsford.com

Official sign board at: 21 N. Main Street, Pittsford NY 14534

Main entrance Secretary or Clerk's office at: 21 N. Mian Street, Pittsford, NY 14534



### 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	
Michelle 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 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)