

Received Date

Standard Work Day and
Reporting Resolution for
Elected and Appointed Officials

Employer Location Code

3 0 3 1 1

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev.12/23)

BE IT RESOLVED, that the Town of Warwick / 30311 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	NYS SLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
Russell Kowal	5841	10844288	Councilman/Deputy Supervisor	1/1/2024-12/31/2027	6.5	3.62	☐	biweekly	☐
							☐		☐
							☐		☐
Appointed Officials:									
							☐		☐
							☐		☐
							☐		☐

I, Eileen Astorino, secretary/clerk of the governing board of the Town of Warwick, 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 23 day of October, 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 Town of Warwick on this day of October, 2025.

Eileen M. Astorino

(Signature of Secretary or Clerk)

Affidavit of Posting: I, Eileen Astorino, being duly sworn, deposes and says that the posting of the Resolution began on

(Name of Secretary or Clerk)

October 24, 2025 and continued for at least 30 days. That the Resolution was available to the public on the:

(Date)

Employer's website at: www.townofwarwick.org

Official sign board at: 132 Kings Hwy Warwick, NY 10990

Main entrance Secretary or Clerk's office at: 132 Kings Hwy Warwick, NY

(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	
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 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 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.ny.gov/retirement/employers/reporting-ea-officials/overview>

Record of Activities

Warwick Town Councilman Russell Kowal
7/1/25-9/30/25

70.5 Hours

With my signature, I attest to the accuracy of the record provided above.



10/8/25

Date	Activity	Time Start	Time End	Total
7/1/25	Friends of HATLORZ meeting	6:00	8:00	2
7/5/25	GWL Parade	10:00	11:00	2
7/8/25	Warwick Regional meeting, Cedarville Bldg.	5:30	7:00	1 1/2
7/12/25	Town Board meeting	5:30	8:30	3
7/15/25	Dress Driving Local Roads	10:00	12:00	2
7/15/25	Wilson Cottage Girl Scout Park	1:00	2:15	2 1/4
7/16/25	Guest Bartender for Humans Society	1:00	3:30	2 1/2
7/22/25	G.I. Tag here			
7/22/25	Friends of HATLORZ Cemetery Ceremony	6:30	7:30	1
7/24/25	Waffle Social	9:30	11:30	2

17.25

Date Activity Time Start Time End Total

7/25/25

JR Police Academy

10:00

1:00

3

7/31/25

Town Board Meeting

12:30

2:00

2 1/2

7/31/25

Albion Cottage Lot + Land

5:00

6:30

1 1/2

8/1/25

Doc Fry Production Company

2:00

4:00

2

8/5/25

250TH COUNTRY CLUB

8:30

8:30

1.5

8/13/25

JB at Jean Hall

6:00

12:00

3

8/19/25

Green Road

8:00

4

8/15/25

Tennis 2/10 Academy Grad

10:00-12:00

~~2~~ 2

8/15

Delivery 6/11/25

3:00-5:30

2.5

8/19

St. Joe MHC

9:00-3:00

6

16.25

4

Date	Activity	Time Start	Time End	Total
8/26/25	Association of Towns meeting	5:00 pm	9:00 pm	4

8/12/25	Town Hall to Sick Chicks	2:15 pm	3:15 pm	1
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8/12/25	Vince Pollock Sewer Lager Event	10:30 am	1:30 pm	3
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9/9/25	Bridge Millen Cotton Buddy Rd	9:00 am	10:00 am	1
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9/11/25	Town Board meeting Sick Vouchers	11:00 pm	3:45 pm	3
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9/11/25	911 Care workers Marwick + Col	5:30 pm	8:30 pm	3
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9/16/25	Podiat meeting Town Historian	10:00 am	11:30 am	1 1/2
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9/18/25	Meet with Town Historian - Map	10:00 am	12:45 pm	2
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9/14/25	Meet with Blacksmith - Historic Yields	5:00 pm		1
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9/21/25	Trip to West Point Measure Chain Links	11:00 am	1:00 pm	3
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9/23/25	Community Smart Committee	10:00 am	11:30 am	1 1/2
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Office of the New York State
Comptroller
Thomas P. DiNapoli

Home / Retirement / Employers / Reporting Elected and Appointed Officials / ROA Result Calculator

Reporting Elected and Appointed Officials

ROA Result Calculator

Use this calculator to determine the ROA result (average number of days worked per month) for an elected or appointed official.

Calculate the ROA result:

Total Hours Recorded on the ROA:

Number of Months used to Calculate the ROA:

Note: must be a minimum of three months.

Hours in Standard Work Day:

Calculate

ROA Result — Average Days Worked per Month:

3.62

You must list the ROA result on a Standard Work Day and Reporting Resolution for Elected and Appointed Officials form (RS2417-A). If the member is not an elected or appointed official, the RS2417-A form does not need to be completed.

For more information about how these results are calculated, go to Calculating Record of Activities Results and Days Worked.

Rev. 5/22

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State of New York
January 1, 2013

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/ Days Worked Calculator

Reporting Elected and Appointed Officials

Days Worked Calculator

Officials Paid Per Payroll Period

Use this calculator to convert the ROA result (average number of days worked per month) into the number of days worked to report your employees' service credit to NYSLRS.

Calculate the days worked to put on your monthly report:

ROA Result:

3.62

Pay Period Frequency:

Bi-Weekly



Calculate

Days Worked to Report:

3.35 for months with

5.02 for months with

For more information about how these results are calculated, go to Calculating Record of Activities Results and Days Worked.

Officials Paid Per Call or Meeting

Use this calculator to determine the average number of hours per task.

Calculate the average number of hours per task:

Total Hours Recorded on the ROA:

Note: ROA must cover a minimum of three months.

Number of Tasks Performed on the ROA:

Tasks include calls, meetings, cases, etc.

Calculate

Calculate the days worked to put on your monthly report:

Use this calculator to convert the average number of hours per task into the number of days worked to put on your monthly report.

Average Number of Hours Per Task:

Number of Tasks for Current Report Period:

Hours in Standard Work Day:

^ - Select -

Calculate

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