

**RESOLUTION APPROVING THE STANDARD WORKDAY AND REPORTING
FOR ELECTED AND APPOINTED OFFICIALS**

RESOLUTION 25-

**RESOLUTION APPROVING THE STANDARD WORKDAY AND REPORTING
FOR ELECTED AND APPOINTED OFFICIALS**

The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, the Town Board of the Town of Lansing needs to establish and report the standard work day for elected and appointed officials; and

WHEREAS, effective August 12, 2009, each elected or appointed official who is enrolled in the NYS Retirement System, must prepare a record of work-related activities for three consecutive months within 150 days of the start of a new term or appointment; and

WHEREAS, the log must contain a daily detail of hours worked and duties performed that are directly related to the elected or appointed position, including official duties performed outside normal business hours; and

WHEREAS, by certifying that a previously submitted three-month log is still representative of time worked, officials elected or appointed to new terms will not have to keep a new log for up to eight years. If an official who believes their initial three-month log is not representative of the average number of hours worked, he or she may submit a new record of activities for an alternative three-month period; and

WHEREAS, the Legislative Clerk must retain each record of activities for a period of at least thirty years and provide full and complete copies to the Office of the State Comptroller upon request; and

WHEREAS, the Resolution must be adopted at the first regular meeting held after the first 180 days of a new term, or whenever a new elected or appointed office is established; and

WHEREAS, upon due deliberation thereupon by the Town Board, the Town Board of Lansing has duly

RESOLVED, that the Town Board of the Town of Lansing hereby adopts the New York State Comptroller Form RS 2417-A as the Official Form Approving Standard Workday and Reporting Resolution for Elected and Appointed Officials:

Please type or print clearly
in blue or black ink

Employer Location Code

3 0 2 2 4

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.12/23)

BE IT RESOLVED, that the Town of Lansing / 30224 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:									
Deborah Munson			Town Clerk	1/1/24-12/31/27	8	21.37	<input type="checkbox"/>	Biweekly	<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, Deborah K. Munson, secretary/clerk of the governing board of the Town of Lansing, 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 and continued for at least 30 days. That the Resolution was available to the public on the:
(Date)

☒ Employer's website at: www.lansingtown.com

☐ Official sign board at:

☒ Main entrance Secretary or Clerk's office at: 29 Auburn Road

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

(seal)

BE IT FURTHER RESOLVED, that the Town Clerk post the New York State Comptroller Form (RS 2417-A) for a minimum of 30 days on Employer's Public Website; and

BE IT FURTHER RESOLVED, that the Town Bookkeeper file a Certified Copy of the Standard Work Day and Reporting Resolution (RS2417-A) and an Affidavit of Posting with the New York State Comptroller's Office within 15 days after the posting period has ended.

The question of the adoption of such proposed Resolution was duly motioned by Councilperson , duly seconded by Councilperson , and put to a roll call vote with the following results:

Councilperson Judy Drake –
Councilperson Christine Montague –
Supervisor Ruth Groff –

Councilperson Laurie Hemmings –
Councilperson Joseph Wetmore –

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on June 18, 2025.