

A regular meeting of the Board of Trustees was held on Monday, December 15, 2025 at 7:00 P.M. in the Village Hall:

Present: Mayor Alan C. Beach  
Deputy Mayor Michael Hawxhurst  
Trustee Robert Boccio  
Trustee Ann Marie Reardon  
Trustee Michael Habert  
Village Administrator John Giordano  
Village Attorney Thomas Atkinson

MINUTES – 11/17/25  
**RES.#297-2025**

It was moved by Trustee Habert, seconded by Trustee Reardon, to accept the Minutes of November 17, 2025 as amended and place on file. Motion carried, all voting “Aye”.

POLICE PROMOTIONS

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Boccio, to appoint William Dugan as Police Officer, Police Sergeant Eric Bruen as Lieutenant, and Police Officer Michael Monaghan as Sergeant. Motion carried, all voting “Aye”. The Mayor administered ceremonial Oaths of Office

PRESENTATION - NYMTC

Village Attorney Tom Atkinson advised that there will be a virtual Community Workshop on January 15, 2026 hosted by the NY Metropolitan Transportation Committee in their efforts to provide a report of recommendation for Downtown.

REQUEST – F.D. –  
WOUNDED WARRIOR  
PROJECT - 12/11/25 -  
12/13/2025  
**RES. #298-2025**

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Reardon, to table the request from the Fire Department to use the Fire Chief Vehicles and Fire Department Vehicles numbered 42-12, 42-13 and 426-1 for their annual trip to Fort Belvoir, Virginia to distribute donated items to our wounded veterans on December 11-13, 2025. Motion carried, all voting “Aye”.

REQUEST – LYNBROOK  
LITTLE LEAGUE  
REGISTRATION &  
PICTURE DAY – 1/10/2026  
& 5/3/2026  
**RES. #299-2025**

It was moved by Trustee Habert, seconded by Trustee Boccio, to approve the request from the Lynbrook/East Rockaway Little League to utilize the Recreation Center at Greis Park for annual registration on Saturday, January 10, 2026 from 1:30 pm to 4:00 pm and picture day on Sunday, May 3, 2026 from 8:00 am to 6:00 pm, and waive all fees. Motion carried, all voting “Aye”.

REQUEST – LYNBROOK  
HIGH SCHOOL PROM  
NIGHT – 6/25/2026  
**RES. #300-2025**

It was moved by Trustee Reardon, seconded by Trustee Boccio, to grant permission to the Chamber of Commerce to co-host a Prom Night Walk for Lynbrook High School on Thursday, June 25, 2026 from 5:00 PM to 6:30 PM on Atlantic Avenue and close Atlantic Avenue between Stauderman Ave. and Merrick Road. Motion carried, all voting “Aye.”

REQUEST – CHAMBER OF  
COMMERCE – 2026  
SUMMER CAR SHOW  
**RES. #301-2025**

It was moved by Trustee Reardon, seconded by Trustee Habert, to approve a request from the Lynbrook Chamber of Commerce to host the Summer Car Shows on Tuesday evenings on Atlantic Ave from Stauderman Ave to Merrick Road beginning July 9, 2026 through August 27, 2026, 5:30 pm – 9:30 pm. Motion carried, all voting “Aye”.

CHAMBER OF COMMERCE

Eric Donaldson, Board Member of the Chamber of Commerce reported on activities of the Chamber.

REQUEST – GREIS PARK -  
LYNBROOK/EAST  
ROCKAWAY SOCCER  
CLUB BANNERS  
RES. #[302-2025](#)

It was moved by Trustee Boccio, seconded by Trustee Habert, to approve the installation of a temporary banner by Lynbrook/E. Rockaway Soccer club to be displayed on the inside fence of the Greis Park turf field for the duration of the 2026 soccer season and 2026 registration banner on the Horton Ave fence and waive any fees. Motion carried, all voting “Aye”.

DISPOSITION OF VILLAGE  
RECORDS  
RES. #[303-2025](#)

It was moved by Trustee Boccio, seconded by Trustee Reardon, to approve the disposition of the attached records (see exhibit “A”) in accordance with the LGS-01 Records Retention Schedule. Motion carried, all voting “Aye”.

PUBLIC HEARING –  
SIDEWALK ASSESSMENTS  
12/15/2025  
RES. #[304-2025](#)

It was moved by Trustee Boccio, seconded by Trustee Reardon, to open a Public Hearing at 7:32 PM to consider the repair and construction of sidewalk violations in the Village pursuant to Section 212.1 of the Village Code as follows:

147 Charles Street	05-04-06
44 Jefferson Avenue	09-04-10
46 Davison Avenue	01-10-02

Mayor Beach asked if anyone wished to comment. After no further comments were heard, it was moved by Trustee Boccio, seconded by Trustee Habert, to close the Public Hearing at 7:34 PM and to authorize the Village to repair the sidewalks in violation; and to assess the properties for such repair costs. Motion carried, all voting “Aye”.

AUTHORIZATION –  
UTILITY BILL AUDIT  
RES. #[305-2025](#)

It was moved by Trustee Reardon, seconded by Deputy Mayor Hawxhurst, to authorize the Mayor to sign an agreement with TRI Utility Cost Reductions, Inc for a Utility Bill Audit. Motion carried, all voting “Aye”.

AUTHORIZATION – RFP –  
IT SERVICES – 1/15/2026  
RES. #[306-2025](#)

It was moved by Trustee Boccio, seconded by Trustee Reardon, to authorize the issuance of a joint RFP with the Village of Malverne for Annual IT Services and set the date of January 15, 2026 to receive proposals. Motion carried, all voting “Aye”.

AUTHORIZATION –  
AMEND PROCUREMENT  
POLICY  
RES. #[307-2025](#)

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Habert, to table the amendment of the Procurement Policy. Motion carried, all voting “Aye”.

2026 MINIMUM WAGE  
RES. #[308-2025](#)

It was moved by Trustee Reardon, seconded by Trustee Habert, to amend the Seasonal Wage Policy to establish the 2026 starting wage for Lifeguards to \$17.50 per hour, and \$17.00 per hour for all other DPW, Parks and Recreation employees in light of the state minimum wage increase. Motion carried, all voting “Aye”.

NYS RESOLUTION -  
RETIREMENT SYSTEM –  
JUDGE RICHARD FASANO  
RES. #[309-2025](#)

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Boccio, to adopt the attached reporting resolution (exhibit B) for Judge Richard Fasano as required by the New York State and Local Retirement System. Motion carried, all voting “Aye”.

VACATION PAYOUT –  
BONNIE HUNT  
RES. #[310-2025](#)

It was moved by Trustee Habert, seconded by Trustee Reardon, to approve the payout of 17 unused vacation days for DPW Clerk Typist Bonnie Hunt due to staffing shortages as per the UPSEU Agreement. Motion carried, all voting “Aye”.

PARK ATTENDANT –  
WILLIAM THOMSON  
RES. #[311-2025](#)

It was moved by Trustee Boccio, seconded by Deputy Mayor Hawxhurst, to approve the hiring of William Thomson as a new Park Attendant working a maximum of 29.50 hours per week. Motion carried, all voting “Aye”.

BILLS  
It was moved by Trustee Habert, seconded by Trustee Reardon, that the bills listed on the Abstract of Audited Voucher #7, General Fund - \$1,858,619.72, Trust and Agency - \$85.00, Electronic Transfer - \$109,439.63, all be paid as soon as same have been duly audited by the majority. Motion carried, all voting "Aye".

GOOD AND WELFARE

SECOND SESSION  
The Mayor made a motion to continue the meeting in the Conference Room and invited all those present to attend, seconded by Trustee Boccio. Motion carried, all voting "Aye".

AUTHORIZATION –  
AMEND PROCUREMENT  
POLICY  
RES. #[312-2025](#)  
It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Habert, to authorize the amendment of the Procurement Policy (see exhibit "C"). Motion carried, all voting "Aye".

REQUEST – LYNBROOK  
TITANS  
RES. #[313-2025](#)  
It was moved by Trustee Boccio, seconded by Trustee Habert, to approve the request from the Lynbrook Titans for the installation of a flag pole on the scoreboard at the Greis Park Turf field and accept their donation of \$3500 towards the purchase price and the installation to be done by the Department of Public Works. Motion carried, all voting "Aye".

BRESLIN REALTY –  
BROADWAY  
Justin Breslin and David Orwasher of Breslin Realty reported on the status of new leases for occupancies at their new multi-family building at 47 Broadway.

DRI GRANT – PRO  
HOUSING COMMUNITY  
RES. #[314-2025](#)  
It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Reardon, to table filing an application to the Division of Housing and Community Renewal to be a Certified Pro-Housing Community. Motion carried, all voting "Aye".

ADJOURNMENT  
It was moved by Trustee Habert, seconded by Trustee Reardon, to adjourn the meeting at 11:20 PM. Motion carried, all voting "Aye".

Files Destroyed 2025

Accounts payable J-M 6/17-5/18  
 Accounts payable O-R 6/17-5/18  
 Accounts payable A 6/17-5/18  
 Accounts payable A-C 6/17-5/18  
 Accounts payable 2017-2018 Ed-Mi  
 Accounts payable F-J 6/17-5/18  
 Accounts payable C-F 6/17-5/18  
 Accounts payable R-T  
 Accounts payable T-Z 6/17-5/18  
 Accounts payable M-O 6/17-5/18  
 A-K disposed 2019 July  
 J-Z Dec 2019 Disposed  
 Oct 2019 A-Z disposed  
 Feb 2019 L-Z disposed  
 2019 disposed tickets Court  
 Sept 2019 A-K disposed  
 Disposed ticket August 2019 A-L court  
 March 2019 disposed tickets A-M court  
 Feb 2019 A-K  
 May 2019 disposed A-L  
 Dec 2019 disposed A-I  
 January 2019 A-Z disposed  
 Nov 2018 M-Z disposed  
  
 August 2019 M-Z disposed  
  
 Nov 2019 A-L disposed  
  
 Monthly reports June-Oct 2018  
 Closed parking tickets March, April, May 2019  
 2019 closed parking judge's rulings  
 Closed parking Jan, Feb, March 2018  
 Sept & Oct 2019 parking disposed  
 Closed parking Sept, Oct, Nov 2018  
 Parking closed June July Aug 2019 court  
  
 Closed judgments Feb 2018-March 2019 court  
 Dec 2018 - February 2019 closed parking tickets  
 Monthly report court Feb 2018  
 Monthly reports Nov 2018 - March 2019 court  
  
 Court and clerk full time (2016-2014)  
 Bank statements 2018-2019

APPROVED BY RESOLUTION OF  
BOARD OF TRUSTEES:

12/15/25

Board packet folders 2017  
Payroll Misc reports 2017/2018  
Baker & Taylor 2015-2018  
2018 landscaper licenses  
2018-2019 bank statements



## PROCUREMENT POLICY – VILLAGE OF LYNBROOK

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers in the Village involved in the procurement process, now, therefore, be it

RESOLVED, that the Village of Lynbrook does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

### PROCUREMENT POLICY FOR THE VILLAGE OF LYNBROOK

1. Every purchase to be made must be initially reviewed to determine whether it is a Purchase Contract or a Public Works Contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases as declared by the Board of Trustees; goods purchased from Agencies for the Blind or Severely Handicapped, [goods purchased from] correctional institutions; [purchase under] Federal, State, [and] County, Town, Village, School District, Boces contracts, and surplus and second-hand purchases from another [governmental] public entities.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase.

This documentation may include written verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, or any other written documentation that is appropriate.

APPROVED BY RESOLUTION OF  
BOARD OF TRUSTEES:

12/15/25

Under NYS General Municipal Law Section 104(b) the following are responsible for purchasing of their departments:

Police Department	Chief Lieutenant
Court	Court Clerk
Village Clerk's Office	Deputy Clerk <u>and Deputy</u> Treasurer
Building Department Assessing Department	Clerk Typist Assessor
Recreation Department	Parks Supervisor Clerk Typist Recreation Supervisor
Department of Public Works	Superintendent of Public Works Deputy Superintendent of Public Works Clerk Typist MEO Maint. Supervisor
Library	Library Director
Fire Department	Purchasing Agent

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$20,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under Federal, State, County, Town or Village contracts pursuant to Section 103 & 104 of the General Municipal Law; purchases under [county] cooperative contracts pursuant to Section 103 (3) of the General Municipal Law; [or] purchases pursuant to subdivision 6 of this policy, or services performed by a public entity pursuant to a intermunicipal agreement.

3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

<b>Estimated Amount of Purchase</b>	<b>Method</b>
\$3,499 - \$9,999	2 verbal quotations
\$10,000 - \$19,999	2 written quotations

<b>Estimated Amount of Public Works Contract</b>	<b>Method</b>
\$3,499 - \$ 9,999	2 verbal quotations
\$9,999 - \$34,999	2 written quotations

A good faith effort shall be made to obtain the required number of proposals or quotations.

If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Documentation is required of each action taken in connection with each procurement.

5. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of those respects in which the lowest responsible offer was not responsive to the request for an offer, of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the Board of Trustees and may not be challenged under any circumstances.

6. Pursuant to General Municipal Law Section 104-b (2) (f), the procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interest of the Village of Lynbrook to solicit quotations or document the basis for not accepting the lowest bid:

a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the Board of Trustees shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

b. Emergency purchases pursuant to Section 103 (4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Village is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained.

It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

d. Goods or services under \$3,499. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interest of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

7. Purchase of Vehicles: Board authorization is required prior to purchasing or soliciting for bids of any used or new vehicle, regardless of such items previously approved in the annual budget, bond issue, Grant or otherwise; Purchase Orders must be signed by the Mayor.

8. This policy shall go into effect January 1, 1992 and will be reviewed and amended annually as necessary.

Adopted: December 9, 1991  
Revised: April 12, 1993  
November 2, 1995  
April 4, 2011  
November 17, 2014  
September 13, 2021  
November 28, 2022  
December 15, 2025

# INCORPORATED VILLAGE OF LYNBROOK

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## INTER-DEPARTMENTAL COMMUNICATION

**DATE:** December 10, 2025  
**TO:** Mayor & Board of Trustees  
**FROM:** John Giordano  
**SUBJECT:** Elected Officials - Retirement System Reporting

The Board is requested to adopt the attached reporting resolution for Judge Richard Fasano, as required by New York State and Local Retirement System.

Also, attached for your reference is information on how annual retirement system credits are calculated by the NYSLRS.

Signed:

  
John Giordano, Village Administrator

JG:kr

APPROVED BY RESOLUTION OF  
BOARD OF TRUSTEES:

12/15/25

Received Date

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

Employer Location Code  
 4 0 0 5 0

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

**RS 2417-A**  
 (Rev. 12/23)

BE IT RESOLVED, that the Incorporated Village of Lynbrook (Name of Employer) / 40050 (Location Code) 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
Richard A. Fasano	---	---	Village Justice	4/1/2025-3/30/2029	6	2.63	<input type="checkbox"/>	Bi-Weekly	<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, John Giordano (Name of Secretary or Clerk) secretary/clerk of the governing board of the Incorporated Village of Lynbrook (Name of Employer) 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 15 day of December 20 25 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 Incorporated Village of Lynbrook on this    day of    20   

Affidavit of Posting: I, John Giordano (Signature of Secretary or Clerk) 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: lynbrookvillage.gov  
 Official sign board at: 548 Merrick Road, Lynbrook  
 Main entrance Secretary or Clerk's office at: 1 Columbus Drive, Lynbrook

(seal)

# Calculating Record of Activities Results and Days Worked

Doing these calculations will determine two key pieces of information:

1. The average number of days worked per month; and
2. The number of days to report per pay period.

**Note:** Calculation results should be rounded **up** to the next highest hundredth, even if you would round down under normal rounding rules. For example, a result of .083 would be rounded **up** to .09.

To calculate a Record of Activities (ROA) result, you must know the Standard Work Day (SWD) for the position and the total hours recorded on the three-month ROA.

First, follow these steps:

1. Divide the total hours worked from the ROA by three to get the average hours worked per month.
2. Without clearing the calculator, divide the average hours worked per month by the SWD to get the average days worked per month (ROA result). Round up to the next highest hundredth.
3. If the member is an elected or appointed official, 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.

Next, follow these steps to determine the days worked to include on the monthly report:

1. Multiply the ROA result by 12 to get the total number of days the member works in a year.
2. Without clearing the calculator, divide the total number of days worked per year by the number of pay periods in the year to arrive at the days worked per pay period.
3. Without clearing the calculator, multiply this number by the number of pay periods on your next monthly report. The result should be rounded **up** to the next highest hundredth. Do not report more than the maximum number of days reportable (see the *Reporting* section, of the Employer's Guide for more information).

## Example #1

A mayor recorded 649.75 hours on his/her ROA. The SWD is eight hours and the mayor is paid bi-weekly.

To calculate the ROA result to list on the Resolution:

1.  $649.75 \div 3 = 216.58333$ , which is the average number of hours per month
2.  $216.58333 \div 8$ , the SWD hours, = 27.07291 (round up)
3. List 27.08 in the ROA Result column of the Resolution

Days to report on the monthly report:

1. 27.08 days worked per month  $\times$  12 months = 324.96 days per year
2. 324.96 days per year  $\div$  26 bi-weekly payrolls per year = 12.49846 days
3. 10 days should be reported for each pay period on the monthly report\*

\* If the total days to report for the month exceeds the maximum number of days reportable, then report only the maximum number of days. For example, for bi-weekly employers, report a maximum of 10 days per pay period.

## Example #2

A board member recorded 186.25 hours on his/her ROA. The SWD is six hours and the board member is paid weekly.

To calculate the ROA result to list on the Resolution:

1.  $186.25 \div 3 = 62.08333$ , which is the average number of hours per month
2.  $62.08333 \div \text{the 6 hour SWD} = 10.34722$  (round up)
3. List 10.35 in the ROA Result column of the Resolution

Days to report on the monthly report:

1.  $10.35 \text{ days worked per month} \times 12 \text{ months} = 124.20 \text{ days per year}$
2.  $124.20 \text{ days per year} \div 52 \text{ weekly payrolls per year} = 2.38846 \text{ days}$
3. 2.38846 days should be reported for each pay period on the monthly report
4. For a four pay period month, 9.56 days should be reported (9.55284 rounded up to the nearest hundredth).

For a month with five pays, 11.95 days (11.94230 rounded up) should be reported.

**Note:** Officials should extend their ROAs beyond three months to make up for any time they were absent during the three-month period.

# 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:

**ROA Result — Average Days Worked per Month:**

**Judge Richard A. Fasano**

ROA Result: 2.63

Pay Period Frequency: Bi-Weekly

Days Worked to Report: 2.43 for months with 2 pay periods  
3.65 for months with 3 pay periods



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/ [Standard Work Day and Reporting Resolution](#)

## Reporting Elected and Appointed Officials

### Standard Work Day and Reporting Resolution

Just as hourly or salaried positions must have standard work days, elected and appointed officials must have them too.

Your governing board establishes standard work days by adopting and posting a Standard Work Day and Reporting Resolution for Elected and Appointed Officials (RS2417-A).

Here is a sample Resolution you can use as a guide if you need help completing the RS2417-A. You must adopt the Resolution at the first regular meeting held after a record of activities (ROA) is submitted, or whenever a new elected or appointed office is established. Prior to presenting the Resolution to the governing board, you may submit a draft to NYSLRS for review to make sure it is completed correctly. You can email it to the Pension Integrity Bureau or fax it to them at 518-486-9577.

You must post the adopted Resolution on your public website for at least 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. **The publicly posted copy must not reveal any part of an official's Social Security number or NYSLRS ID.** The Resolution must remain available on the employer's public website or upon request after the posting ends.

A Resolution must be filed with the Office of the State Comptroller within 15 days after the posting period ends.

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Rev. 5/22

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