



Office of the New York State Comptroller
Thomas P. DiNapoli
New York State and Local Retirement System
Employees' Retirement System
Police and Fire Retirement System
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August 27, 2015
Location Code: 30581

Ms. Rosanna Mazzaccari
Town Clerk
Town of New Paltz
1 Veterans Drive
P.O. Box 550
New Paltz, NY 12561

Dear Ms. Mazzaccari,

During a recent review of our records, we have noted that the Town of New Paltz submitted a Standard Workday and Reporting Resolution (Resolution) which was enacted on January 30, 2013. However, some of the terms of office for the officials listed on the Resolution have since expired.

Regulation 315.4 requires participating employers to pass a Resolution for all paid elected and appointed officials (and their deputies/assistants), who are members of the Retirement System at the first meeting after 180 days of the start of any new or subsequent term of office. The Resolution must be submitted to the Retirement System within 45 days of being adopted. Therefore, the Town of New Paltz should have passed a new Resolution, including any newly elected or appointed officials and any officials who were re-elected or re-appointed, since the previous Resolution was passed.

Please review the status of the Town of New Paltz's elected and appointed officials (and their deputies/assistants) and pass a new Resolution at the next available board meeting. I am enclosing a copy of the Regulation, instructions for calculating the record of activities results and the forms to be submitted for your convenience. Additional information can be found on our website at:

http://www.osc.state.ny.us/retire/employers/elected_appointed_officials/index.php

Based on a review of our records, the following members appears to fit the criteria of an elected or appointed official and should also be listed on the Resolution:

TITLE*	NAME	REGISTRATION #
Town Board	Daniel J. Torres	60234317
Building Inspector	Stacy Delarede	4074449-2
Building Inspector	Mark Jaffee**	6056559-5
Bookkeeper	Arlene Weber	6039390-7

*Competitive appointments through Civil Service do not need to be listed on the Resolution. Please provide written confirmation of any titles that are competitively appointed.

**The Town is not currently including Mark Jaffee on its monthly report. Please call 1-866-805-0990 to verify that his Social Security number matches the member we have noted above. If it is the same person, the Town must begin to report him on the next available monthly report. Adjustments must also be submitted for any months he was in paid status since his date of membership, December 30, 2013. If this is not the same person, please notify us of such in writing.

The Resolution can be submitted online via our Elected & Appointed Officials Reporting (EAOR) program at <http://www.osc.state.ny.us/retire/employers/eaor/index.htm>. EAOR eliminates the need for submitting a hard copy of the Resolution. You will automatically be able to log on to EAOR if you have an existing username and password that is used to submit your monthly report. If you do not have

a username and password and would like to obtain one for the EAOR program, please contact our Employer Education Unit at (518) 474-0167 or RTempSer@osc.state.ny.us.

Please note that failure to fully comply with the above process may result in the suspension of the memberships of the affected officials. Once suspended, the service credit and salary associated with their titles may be excluded from their pension benefit calculations. In addition, certain benefits associated with membership would no longer be available, including but not limited to, pension benefit calculations and projections, estimates, death benefits, access to the Self Service Applications and Member Annual Statements.

In addition, we have noted that the Town of New Paltz's monthly report does not reflect the ROA results listed on the Resolution enacted on November 13, 2014 for the following officials:

NAME	REG. #	ROA RESULT	DAYS REPORTED SHOULD BE (2/3 PAYS/MONTH-26 PAYS/YEAR)
Jonathan Katz	37863651	5.67	5.24/7.86 (8/14-Present)
Jeffrey Logan	43292309	9.35	12.96 (7/15)
James Bacon	40326209	6.52	6.02/9.03 (8/14-Present)

Therefore, the Town of New Paltz's September, 2015 report and all future reports (until a subsequent ROA is kept) must be based on the enclosed Calculating Days Worked for Elected/Appointed Officials instructions, based on the appropriate payroll frequency.

I have enclosed Salary and Service Statistics to assist you with submitting any necessary adjustments. A blank adjustment report and label are also enclosed for your convenience. Please make additional copies as necessary.

Please provide the documentation noted above by November 30, 2015. If you have any questions regarding this matter, please contact Marion Rowland at 518-402-3815.

Sincerely,



Marion Rowland
Employees' Retirement System Examiner V

Encs

cc: Ms. Suzan Zimet, Town Supervisor ✓