

**TROY CITY COUNCIL  
FINANCE COMMITTEE AGENDA  
September 17, 2020  
6:00 P.M.**

Pledge of Allegiance  
Roll Call  
Approval of Minutes  
Presentation of Agenda  
Public Forum (\*see end of agenda for instructions)

**LOCAL LAWS**

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**ORDINANCES**

70. Ordinance Authorizing A Credit For Any Penalty Imposed For City Water Or City Sewer Charges That Are Paid During The Month Of October 2020 (Council President Mantello) (At The Request Of The Administration)

71. Ordinance Approving Projects And Authorizing The Allocation Of Neighborhood Improvement Program Funds (Council Member Steele, Council President Mantello)

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**RESOLUTIONS**

95. Resolution Reporting The Standard Work Day For Certain Elected And Appointed Employees (Council President Mantello)

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**\*PUBLIC FORUM**

Due to the current COVID-19 crisis and pursuant to Governor Andrew Cuomo's Executive Order No. 202.1, this meeting shall be held remotely via videoconference and live-streamed on the City Council's [YouTube channel](#). Troy residents who wish to comment during the public forum at the beginning of the meeting must have the ability to join the Zoom meeting via computer or phone and will be required to pre-register for the meeting. The link to register for the meeting will be posted at least 24 hours before the meeting on the Council [Agenda and Minutes](#) page and sent out through the City Clerk's public notices [email list](#). You must register for the meeting by 3 pm on the day of the meeting. Comments for this meeting must be regarding agenda items.

Per the City Council, written comments will not be read aloud at this meeting but will be added to the meeting minutes. Written comments to be added to the meeting minutes should be sent to [mara.drogan@troyny.gov](mailto:mara.drogan@troyny.gov) and must be received by 3 pm on the day of the meeting. You must include your full name and residential address, as required by Council rules. Written comments received after 3 pm shall be treated as correspondence and forwarded to the Council for their review.

**ORDINANCE AUTHORIZING A CREDIT FOR ANY PENALTY IMPOSED FOR CITY WATER OR CITY SEWER CHARGES THAT ARE PAID DURING THE MONTH OF OCTOBER 2020**

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The City of Troy, convened in City Council, ordains as follows:

**Section 1.** Troy Water Rules & Regulation Schedule VIII establishes the penalty charges for unpaid water bills in which it is required that a service charge of 5% of the total unpaid bill is added the day after the due date.

**Section 2.** Due to the financial implications of the Covid-19 pandemic there has been an increase in the number of water bills that have gone unpaid and have incurred service charges.

**Section 3.** In these unique circumstances, the Treasurer shall issue a credit for any penalty imposed on City water or City sewer charges if the principal balance is paid during the month of October 2020.

**Section 4.** This act will take effect immediately.

Approved as to form \_\_\_\_\_, 2020

\_\_\_\_\_  
Richard T. Morrissey, Corporation Counsel

**MEMO IN SUPPORT**

In an effort to provide assistance during the ongoing pandemic to those who have outstanding bills along with assistance to the City in the form of cash flow, this ordinance authorizes a credit for any City penalty charge(s) associated with water bills if the principal balance is paid during the month of October. This would apply to both City water and City sewer.

In essence this is an amnesty program similar in principle to the parking ticket amnesty program the City has already conducted in the 2020 fiscal year.

By approving this legislation it allows for a “win-win” scenario for both the resident who has an outstanding bill along with the City as it will improve the City’s cash flow position.

**ORDINANCE APPROVING PROJECTS AND AUTHORIZING THE ALLOCATION  
OF NEIGHBORHOOD IMPROVEMENT PROGRAM FUNDS**

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The City of Troy, in City Council convened, ordains as follows:

Section 1. A total of \$10,000 has been set aside in the 2020 City of Troy Budget for the 2020 Neighborhood Improvement Program.

Section 2. The City Council of the City of Troy, New York, having given due deliberation and consideration to the several applications presented, does hereby approve the 2020 Neighborhood Improvement Projects recommended by the Neighborhood Improvement Program Subcommittee, and allocates funds according to the awards of the Subcommittee, all of which are specified in the attachment hereto.

Section 3. This ordinance shall take effect immediately.

Approved as to form \_\_\_\_\_, 2020

\_\_\_\_\_  
Richard T. Morrissey, Corporation Counsel

**2020 NEIGHBORHOOD IMPROVEMENT PROGRAM - ROUND 2 AWARDS**

<b>Organization Contact</b>	<b>Neighborhood/ Location</b>	<b>Project</b>	<b>Award Amount</b>
Eastside Neighborhood Group Cassidy, Kathleen	Eastside	Seasonal plants for planters and Ward 5 monument	\$500.00
Frear Park Conservancy, Inc. Sano, Brian	Frear Park	New flagpole and slide	\$1,000.00
Friends of Lots of Hope Bell, Diane	Osgood/South Troy	Plants for Lots of Hope	\$1,000.00
Team HERO Ford, Jerry	Osgood/South Troy	Picnic tables, grill, painting, flowers for park at 3rd and Canal	\$995.91
Troy In Bloom Gavazzi, Marie	Downtown	Fertilizer, mulch, soil for planters	\$998.85
9-11 Memorial Park DiNovo, Betty	Lansingburgh	Flowers for park	\$139.00
<b>ROUND 2 Awards:</b>			<b>\$4,633.76</b>
Round 1 Awards:			\$2,819.90
Total Awarded 2020:			\$7,453.66

**RESOLUTION REPORTING THE STANDARD WORK DAY FOR  
CERTAIN ELECTED AND APPOINTED EMPLOYEES**

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**WHEREAS**, New York Codes, Rules and Regulations (NYCRR) Title 2, Section 315.4 states that “any elected or appointed official who is not paid hourly or does not participate in an employer’s time keeping system that consists of a daily record of actual time worked and time charged to accruals, shall record his or her work activities for a period of three consecutive months,” in order to earn service crediting and retirement system membership benefits; and

**WHEREAS**, NYCRR Title 2, Section 315.4 further states “the governing board of a participating employer of an elected or appointed official shall establish, by resolution, a standard work day for each elective or appointive office or position using the standard work day and reporting resolution form provided by the retirement system or a form or format approved by the retirement system.”

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Troy, New York, hereby establishes the standard work days for the elected and appointed officials who do not otherwise participate in the City of Troy’s time keeping system as designated in the attached forms, and will report these officials to the New York State and Local Employees’ Retirement System based on the record of activities submitted by them to the City Clerk.

Approved as to form, \_\_\_\_\_, 2020

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Richard T. Morrissey, Corporation Counsel

Received Date

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

Employer Location Code

2 0 0 5 4

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

**RS 2417-A**

(Rev.11/19)

BE IT RESOLVED, that the Troy City Council / 20054 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>									
Cummings, Anasha	xxx-xx-xxxx	xxxxxxxxxx	Council Member	01/01/2020-12/31/21	7		<input checked="" type="checkbox"/>	bi-weekly	<input type="checkbox"/>
Gulli, Jim	xxx-xx-xxxx	xxxxxxxxxx	Council Member	01/01/2020-12/31/21	7	14.9	<input type="checkbox"/>	bi-weekly	<input type="checkbox"/>
Madden, Wm. Patrick	xxx-xx-xxxx	xxxxxxxxxx	Mayor	01/01/2020-12/31/23	7	32.7	<input type="checkbox"/>	bi-weekly	<input type="checkbox"/>
<b>Appointed Officials:</b>									
Quinn, James	xxx-xx-xxxx	xxxxxxxxxx	Legislative Assistant	01/01/2020-12/31/21	7		<input checked="" type="checkbox"/>	bi-weekly	<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, Mara Drogan, secretary/clerk of the governing board of the City of Troy, 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 City of Troy on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
(Name of Employer)

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

**Affidavit of Posting:** I, Mara Drogan 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: \_\_\_\_\_  
(Name of Secretary or Clerk) (Date)

Employer's website at: http://www.troyny.gov/government/city-council/

Official sign board at: \_\_\_\_\_

Main entrance Secretary or Clerk's office at: 433 River Street, Troy, NY 12180

(seal)





Please type or print clearly  
in blue or black ink

Employer Location Code

2 0 0 5 4

Received Date

# Standard Work Day and Reporting Resolution for Elected and Appointed Officials Continuation Form

RS 2417-B

(Rev.04/20)

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>									
Mantello, Carmella	xxx-xx-xxxx	xxxxxxxxx	Council President	01/01/2020-12/31/23	7	6.5	<input type="checkbox"/>	bi-weekly	<input type="checkbox"/>
McDermott, Eileen	xxx-xx-xxxx	xxxxxxxxx	Council Member	01/01/2020-12/31/21	7	4	<input type="checkbox"/>	bi-weekly	<input type="checkbox"/>
McPherson, Kim	xxx-xx-xxxx	xxxxxxxxx	Council Member	01/01/2020-12/31/21	7	7.4	<input type="checkbox"/>	bi-weekly	<input type="checkbox"/>
Zalewski, Ken	xxx-xx-xxxx	xxxxxxxxx	Council Member	01/01/2020-12/31/21	7		<input checked="" type="checkbox"/>	bi-weekly	<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<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"/>
							<input type="checkbox"/>		<input type="checkbox"/>
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							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>



**Instructions for completing the Standard Work Day and Reporting Resolution**

RES95

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
<b>Elected Officials</b>									
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
<b>Appointed Officials</b>									
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)