



Standard Work Day and Reporting Resolution for Elected and Appointed Officials

Employer Location Code

3 0 3 9 5

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev.12/23)

BE IT RESOLVED, that the TOWN OF KINGSBURY / 30395 hereby established the following standard work days for these titles and will
(Name of Employer) (Location Code)

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:									
PAIGE ZAHABA			TOWN CLERK	1/1/2025-12/31/2025	6	24.95	<input type="checkbox"/>	BI-WEEKLY	<input type="checkbox"/>
DANA HOGAN			SUPERVISOR	1/1/2024-12/31/2025	6	7.02	<input type="checkbox"/>	BI-WEEKLY	<input type="checkbox"/>
MASON LEONARD			HIGHWAY SUPERINTENDENT	1/1/2024-12/31/2025	6	32.87	<input type="checkbox"/>	BI-WEEKLY	<input type="checkbox"/>
Appointed Officials:									
COLLEEN ADAMEC			ASSESSOR	10/1/2019 - 9/30/2025	6	15.17	<input type="checkbox"/>	BI-WEEKLY	<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, Paige Zahaba, secretary/clerk of the governing board of the Town of Kingsbury 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 5th day of May, 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.

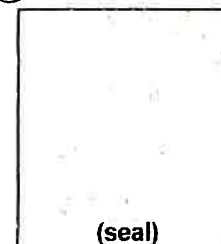
IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Kingsbury on this 8th day of May, 2025.
(Name of Employer)

Paige Zahaba
(Signature of Secretary or Clerk)

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

May 8th, 2025 and continued for at least 30 days. That the Resolution was available to the public on the:
(Date)

- ☒ Employer's website at: Kingsbury.ny.gov
☒ Official sign board at: 6 Michigan St Hudson Falls 12839
☒ Main entrance Secretary or Clerk's office at: 6 Michigan St Hudson Falls 12839



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

RS 2417-B

{Rev.04/20}

[illegible]

Record of Activities

Activity Log

Use a new row for each activity. You must include the start and end times for each activity.

Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).

Name	COLLEEN ADAMEC	Title	ASSESSOR	
Employer	TOWN OF KINGSBURY			
Date	Activity	Start Time	End Time	Hours
1/3/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
1/6/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
1/8/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
1/10/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
1/13/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
1/15/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
1/17/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
1/20/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
1/22/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
1/24/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
1/27/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
1/29/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
1/31/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
2/3/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
2/5/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
2/7/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
2/10/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
2/12/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
2/14/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
2/17/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
2/19/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
2/21/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
2/24/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
2/26/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
2/28/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
3/3/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
3/5/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
3/7/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00

Name	COLLEEN ADAMEC	Title	ASSESSOR	
Employer	TOWN OF KINGSBURY			
Date	Activity	Start Time	End Time	Hours
3/10/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
3/12/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
3/14/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
3/17/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
3/19/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
3/21/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
3/24/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
3/26/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
3/28/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
3/31/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
4/2/2025	OFFICE HOURS	8:30:00 AM	4:00:00 PM	7.00
Insert rows above this line				
				TOTAL HOURS 273.00

To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.

Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.

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


 Signature

4/14/25
 Date



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

Reporting Elected and Appointed Officials

ROA Result Calculator

Colleen Adamee

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:

273

Number of Months used to Calculate the
ROA:

3

Note: must be a minimum of three months.

Hours in Standard Work Day:

6

Calculate

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

15.17

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.

Record of Activities

Activity Log

Use a new row for each activity. You must include the start and end times for each activity.

Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).

Name	SEAN AKINS	Title	COUNCILMEMBER
Employer	TOWN OF KINGSBURY		

Date	Activity	Start Time	End Time	Hours
1/2/2025	BOARD MEETING	6:30:00 PM	7:15:00 PM	0.75
1/21/2025	BOARD MEETING	6:30:00 PM	7:45:00 PM	1.25
2/3/2025	BOARD MEETING	6:30:00 PM	19k15	0.75
3/3/2025	BOARD MEETING	6:30:00 PM	7:30:00 PM	1.00
3/17/2025	BOARD MEETING	6:30:00 PM	7:30:00 PM	1.00
Insert rows above this line				

TOTAL HOURS 4.75

To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.

Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.

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

 <div style="border-top: 1px solid black; width: 100%;"></div> <div style="font-size: small;">Sean M Akins (Apr 15, 2025 12:05 EDT)</div>	04/15/2025 <div style="border-top: 1px solid black; width: 100%;"></div>
Signature	Date



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

Reporting Elected and Appointed Officials

Sean Akins

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:

4.75

Number of Months used to Calculate the
ROA:

3



Note: must be a minimum of three months.

Hours in Standard Work Day:

6



Calculate

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

0.27

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.

Dana Hogan, Supervisor, Town of Kingsbury, NY and Washington County, NY

Record of Activities

Jan 1 - March 31, 2025

Activity	<i>*Estimated as start *Estimated as end time not recorded</i>		
	Start time*	End time*	hours
January 2 County & Town Organizational Meeting	2:00	6:15	4:15
January 3 Town hall check in w/ e-mails	4:00	5:00	1:00
January 7 Court Conf Calls - E-mail review	4:00	4:30	:30
January 9 Water meeting w/ John	1:00	2:30	1:30
January 9 County Committee Meetings	9:30	12:00	3:00
January 10 WashCo Sewer District Meeting	3:00	4:30	1:30
January 13 E-mail review/Phone calls	1:00	2:00	1:00
January 14 Town hall check in w/ e-mails	4:00	4:30	:30
January 15 E-mails, quarry crossing, stone, etc	3:30	4:30	1:00
January 15 Audit Meeting	8:00	9:30	1:30
January 16 e-mails, quarry crossing, rec bill	4:00	5:00	1:00
January 17 County Board Meeting	10:00	12:00	2:00
January 17 Town hall check in w/ e-mails	4:00	5:00	1:00
January 22 E-mails, LEAP, TH check in	4:00	5:00	1:00
January 23 E-mails, shared services, etc	1:00	2:00	1:00
January 24 E-mails, TH check in	4:00	5:00	1:00
January 27 Board meeting w/ preparation	5:30	7:30	1:30
January 28 LEAP Subcommittee Meeting	9:00	11:00	2:00
January 28 E-mail review/Phone calls	3:00	4:00	1:00
January 29 e-mails, senior center letter, misc	11:00	1:00	2:00
January 29 Health & Human Services	10:00	12:00	2:00
January 30 TH Check in	4:00	4:30	:30
January 31 E-mails, J Rich, Sewer District	1:00	3:00	2:00
January 31 Town hall check in	4:00	4:30	:30
February 3 Sign AP, Agenda Review, E-mails	3:00	5:00	2:00
February 4 Review of Water Mitigation, E-mails	12:00	1:00	1:00
February 5 E-mail review, town check in	3:00	5:00	2:00
February 6 E-mail county local law	1:00	2:00	1:00
February 7 E-mail review, town check in	11:30	12:30	1:00
February 10 LEAP minutes, OCA e-mail	12:00	2:00	2:00
February 11 LEAP Stuff, E-mails, Lawsuit	3:00	5:00	2:00
February 12 E-mails, Hazard mitigation, lawsuit,	11:00	4:00	5:00
February 13 Finance Meeting	9:30	12:00	2:30
E-mail reviews, town check in	3:00	5:00	2:00
February 14 Union grievance review and e-mail	2:00	4:00	2:00
February 18 Larry P response, e-mails, town check	3:00	4:30	1:30
Water Compliance Meeting	1:00	2:00	1:00
February 19 County Audit meeting	8:00	10:00	2:00

Dana Hogan

ROA

	E-mail reviews, town check in	3:00	4:00	1:00
February 20	E-mail reviews, town check in	3:00	4:00	1:00
	Insurance review w/ Cassie F	6:30	7:30	1:00
February 21	County Board Meeting	9:00	11:00	2:00
	Town hall check in	1:00	2:00	1:00
February 24	E-mail reviews, town check in	3:00	5:00	2:00
February 25	E-mails, IT/AgPlanning via Youtube	9:30	12:00	2:30
February 26	Health & Human Services	10:00	12:00	2:00
	e-mail, phone	3:00	3:30	:30
February 27	E- mail reviews, town checkin	4:00	5:00	1:00
February 28	E-mails, code reports	2:00	3:00	1:00
March 3	LEAP in kind forms, e-mail review	11:00	1:00	2:00
March 4	County Committee Meetings	10:00	12:00	2:00
	Review of minutes	2:00	2:30	:30
	Union e-mails			:30
March 5	NYMIR App	1:00	2:00	1:00
	town hall check in	3:00	4:00	1:00
March 6	Hazard Mitigation review	11:00	1:00	2:00
March 7	Hazard Mitigation meeting	11:00	12:30	1:30
	Town hall check in	12:30	1:00	:30
March 10	AP signatures, e-mail reviews	10:00	11:00	1:00
March 11	Meeting regarding Power Line proje	11:00	12:30	1:30
	E-mail reviews and correpondence	2:00	3:00	1:00
March 12	Voucher review and signs	11:00	12:00	1:00
March 13	AP signatures, e-mail reviews, towr	3:00	5:00	2:00
	Committee Meetings, Battery Meeti	9:30	1:30	4:00
	Rosati follow up on water meeting	1:30	2:00	:30
March 14	Teamsters Meeting	10:00	11:00	1:00
	E-mail, agenda reviews	3:00	4:30	1:30
March 17	Teamster response review	11:00	12:00	1:00
	Town hall check in	3:00	3:30	:30
	Guardian renewal	3:30	4:00	:30
	Town board Meeting w/ prep	5:30	7:30	2:00
March 18	E-mail reviews and correpondence	3:00	5:00	2:00
March 19	Audit Committee Meeting - Chari	8:00	10:30	2:30
March 20	Voucher review and signs	1:00	2:00	1:00
	Teamster response review	2:00	2:30	:30
March 21	AP Signs	2:00	2:30	:30
	E-mail reviews and correpondence	2:30	3:00	:30
	County Board Meeting	10:00	12:00	2:00
March 24	Sewer Alert e-mail and correspond	2:00	3:00	1:00
March 25	County Meetings	9:30	12:00	2:30
	Voucher review and signs	2:00	2:30	:30
	DSS Correspondence review	3:00	4:00	1:00

Dana Hogan

ROA

March 26	Health & Human Services Meeting	10:00	12:00	2:00
	Town hall check in	4:00	4:30	:30
March 27	Max McDonnell Senior Center Appl	11:00	12:00	1:00
	Town hall check in	4:00	4:30	:30
	Voucher review and signs	2:00	2:30	:30
March 28	Fundraiser - B&B on the Green	5:00	8:00	3:00

124.25

With my signature, I attest to the accuracy of the records attained above.


D Hogan (Ap: 11, 2025 15:28 EDT)

04/11/2025

Signature

Date



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

Reporting Elected and Appointed Officials

ROA Result Calculator

Dana Hogan

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:

126.25

Number of Months used to Calculate the
ROA:

3

Note: must be a minimum of three months.

Hours in Standard Work Day:

6

Calculate

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

7.02

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.

Record of Activities

Activity Log

Use a new row for each activity. You must include the start and end times for each activity.

Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).

Name	MASON LEONARD	Title	HIGHWAY SUPERINTENDENT
Employer	TOWN OF KINGSBURY		

Date	Activity	Start Time	End Time	Hours
1/2/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
1/2/2025	BOARD MEETING	6:00:00 AM	2:00:00 PM	0.75
1/3/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
1/5/2025	SNOW REMOVAL	5:30:00 AM	7:30:00 AM	2.00
1/6/2025	SNOW REMOVAL	5:00:00 AM	6:00:00 AM	1.00
1/6/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
1/7/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
1/8/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
1/9/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
1/10/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
1/11/2025	SNOW REMOVAL	8:00:00 AM	3:00:00 PM	7.00
1/12/2025	SNOW REMOVAL	5:00:00 AM	9:00:00 AM	4.00
1/13/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
1/14/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
1/15/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
1/16/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
1/17/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
1/19/2025	SNOW REMOVAL	7:00:00 AM	10:00:00 AM	3.00
1/20/2025	SNOW REMOVAL	4:30:00 AM	11:30:00 AM	7.00
1/21/2025	HIGHWAY BARN	6:30:00 AM	2:30:00 PM	8.00
1/21/2025	BOARD MEETING	6:30:00 PM	7:45:00 PM	1.25
1/22/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
1/23/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
1/24/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
1/27/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
1/28/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
1/29/2025	SNOW REMOVAL	5:00:00 AM	6:00:00 AM	1.00

Name MASON LEONARD **Title** HIGHWAY SUPERINTENDENT
Employer TOWN OF KINGSBURY

Date	Activity	Start Time	End Time	Hours
1/29/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
1/30/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
1/31/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
1/31/2025	SNOW REMOVAL	4:00:00 PM	8:00:00 PM	4.00
2/1/2025	SNOW REMOVAL	4:00:00 AM	4:00:00 PM	10.00
2/2/2025	SNOW REMOVAL	6:00:00 AM	9:00:00 AM	3.00
2/3/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
2/3/2025	BOARD MEETING	6:30:00 PM	7:45:00 PM	1.25
2/4/2025	SNOW REMOVAL	4:30:00 AM	6:00:00 AM	1.50
2/4/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
2/5/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
2/6/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
2/6/2025	SNOW REMOVAL	2:00:00 PM	8:00:00 PM	6.00
2/7/2025	SNOW REMOVAL	5:00:00 AM	6:00:00 AM	1.00
2/7/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
2/8/2025	SNOW REMOVAL	6:00:00 AM	9:00:00 AM	3.00
2/9/2025	SNOW REMOVAL	5:00:00 AM	12:00:00 PM	7.00
2/10/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
2/11/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
2/12/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
2/13/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
2/14/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
2/15/2025	SNOW REMOVAL	4:00:00 PM	8:00:00 PM	4.00
2/16/2025	SNOW REMOVAL	5:00:00 AM	7:00:00 PM	14.00
2/17/2025	SNOW REMOVAL	5:00:00 AM	9:00:00 AM	4.00
2/17/2025	SNOW REMOVAL	2:00:00 PM	6:00:00 PM	4.00
2/18/2025	SNOW REMOVAL	4:00:00 AM	6:00:00 AM	2.00
2/18/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
2/19/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
2/20/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
2/21/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00

Name MASON LEONARD **Title** HIGHWAY SUPERINTENDENT
Employer TOWN OF KINGSBURY

Date	Activity	Start Time	End Time	Hours
2/23/2025	SNOW REMOVAL	7:00:00 AM	10:00:00 AM	3.00
2/24/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
2/25/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
2/26/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
2/26/2025	SNOW REMOVAL	2:00:00 PM	3:00:00 PM	1.00
2/27/2025	SNOW REMOVAL	4:30:00 AM	6:00:00 AM	1.50
2/27/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
2/28/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
3/1/2025	SNOW REMOVAL	5:00:00 AM	9:00:00 AM	4.00
3/3/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
3/3/2025	BOARD MEETING	6:30:00 PM	7:30:00 PM	1.00
3/4/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
3/5/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
3/6/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
3/7/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
3/10/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
3/11/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
3/12/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
3/13/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
3/14/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
3/17/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
3/17/2025	BOARD MEETING	6:30:00 PM	7:45:00 PM	1.25
3/18/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
3/19/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
3/20/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
3/21/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
3/24/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
3/25/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
3/26/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
3/27/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
3/28/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00

Name MASON LEONARD **Title** HIGHWAY SUPERINTENDENT
Employer TOWN OF KINGSBURY

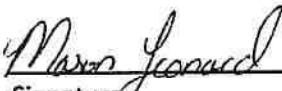
Date	Activity	Start Time	End Time	Hours
3/31/2025	HIGHWAY BARN	6:00:00 AM	2:00:00 PM	8.00
Insert row above this line				

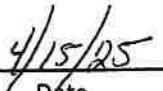
TOTAL HOURS 591.50

To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.

Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.

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


Signature


Date



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

Reporting Elected and Appointed Officials

ROA Result Calculator

Mason Leonard

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:

591.5

Number of Months used to Calculate the
ROA:

3



Note: must be a minimum of three months.

Hours in Standard Work Day:

6



Calculate

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

32.87

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.

Record of Activities

Activity Log

Use a new row for each activity. You must include the start and end times for each activity.

Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).

Name	PAIGE ZAHABA	Title	TOWN CLERK	
Employer	TOWN OF KINGSBURY			
Date	Activity	Start Time	End Time	Hours
1/2/2025	WORKDAY	8:30:00 AM	4:00:00 PM	7.00
1/2/2025	ORGANIZATIONAL MEETING	6:30:00 PM	7:15:00 PM	0.75
1/3/2025	WORKDAY	8:30:00 AM	4:00:00 PM	7.00
1/6/2025	WORKDAY	8:30:00 AM	4:00:00 PM	7.00
1/7/2025	WORKDAY	8:30:00 AM	4:00:00 PM	7.00
1/8/2025	WORKDAY	8:30:00 AM	4:00:00 PM	7.00
1/9/2025	WORKDAY	8:30:00 AM	4:00:00 PM	7.00
1/10/2025	WORKDAY	8:30:00 AM	4:00:00 PM	7.00
1/13/2025	WORKDAY	8:30:00 AM	4:00:00 PM	7.00
1/14/2025	WORKDAY	8:00:00 AM	4:30:00 PM	8.00
1/15/2025	WORKDAY	8:00:00 AM	4:30:00 PM	8.00
1/16/2025	WORKDAY	8:30:00 AM	4:30:00 PM	7.50
1/17/2025	WORKDAY	8:30:00 AM	5:00:00 PM	8.00
1/21/2025	WORKDAY	8:00:00 AM	4:00:00 PM	7.50
1/21/2025	BOARD MEETING	6:00:00 AM	7:45:00 PM	1.75
1/22/2025	WORKDAY	8:00:00 AM	5:00:00 PM	8.50
1/23/2025	WORKDAY	8:00:00 AM	4:15:00 PM	7.75
1/24/2025	WORKDAY	8:15:00 AM	5:15:00 PM	8.50
1/27/2025	WORKDAY	8:30:00 AM	5:30:00 PM	8.50
1/28/2025	WORKDAY	8:30:00 AM	5:00:00 PM	8.00
1/28/2025	WASHINGTON CTY MEETING	6:45:00 PM	9:15:00 PM	2.50
1/29/2025	WORKDAY	8:30:00 AM	4:30:00 PM	7.50
1/30/2025	WORKDAY	8:15:00 AM	4:15:00 PM	7.50
1/30/2025	KINGSBURY REPUBLICAN MTG	5:45:00 PM	7:00:00 PM	1.25
1/31/2025	WORKDAY	8:15:00 AM	5:00:00 PM	7.25
2/3/2025	WORKDAY	8:30:00 AM	5:00:00 PM	8.00
2/3/2025	BOARD MEETING	6:30:00 PM	7:15:00 PM	0.25
2/4/2025	WORKDAY	8:30:00 AM	5:30:00 PM	8.50

Name	PAIGE ZAHABA	Title	TOWN CLERK
Employer	TOWN OF KINGSBURY		

Date	Activity	Start Time	End Time	Hours
2/5/2025	WORKDAY	8:30:00 AM	4:00:00 PM	7.00
2/7/2025	WORKDAY	8:30:00 AM	6:00:00 PM	9.00
2/10/2025	WORKDAY	8:30:00 AM	5:30:00 PM	8.00
2/11/2025	WORKDAY	8:30:00 AM	5:30:00 PM	6.50
2/12/2025	WORKDAY	8:30:00 AM	3:15:00 PM	6.75
2/13/2025	WORKDAY	12:00:00 PM	4:00:00 PM	4.00
2/14/2025	WORKDAY	9:30:00 AM	5:30:00 PM	8.00
2/18/2025	WORKDAY	8:30:00 AM	4:30:00 PM	8.00
2/19/2025	WORKDAY	8:30:00 AM	10:00:00 AM	1.50
2/19/2025	WORKDAY	11:00:00 AM	5:30:00 PM	5.50
2/20/2025	WORKDAY	8:30:00 AM	4:15:00 PM	7.25
2/21/2025	WORKDAY	8:30:00 AM	5:30:00 PM	8.50
2/24/2025	WORKDAY	10:30:00 AM	6:00:00 PM	7.00
2/25/2025	WORKDAY	8:30:00 AM	5:00:00 PM	8.00
2/26/2025	WORKDAY	8:30:00 AM	4:30:00 PM	7.50
2/27/2025	WORKDAY	8:30:00 AM	4:00:00 PM	7.00
2/28/2025	WORKDAY	8:30:00 AM	5:30:00 PM	9.00
3/3/2025	WORKDAY	8:30:00 AM	4:00:00 PM	7.00
3/3/2025	BOARD MEETING	6:30:00 PM	7:30:00 PM	1.00
3/4/2025	WORKDAY	8:30:00 AM	4:30:00 PM	7.50
3/5/2025	WORKDAY	8:30:00 AM	12:00:00 PM	3.50
3/6/2025	WORKDAY	12:00:00 PM	4:00:00 PM	4.00
3/10/2025	WORKDAY	8:30:00 AM	6:00:00 PM	9.00
3/11/2025	WORKDAY	8:30:00 AM	5:00:00 PM	8.00
3/12/2025	WORKDAY	8:30:00 AM	1:30:00 PM	5.00
3/13/2025	WORKDAY	8:30:00 AM	5:00:00 PM	8.00
3/14/2025	WORKDAY	8:30:00 AM	5:30:00 PM	8.50
3/17/2025	WORKDAY	8:30:00 AM	5:00:00 PM	8.00
3/17/2025	BOARD MEETING	6:00:00 PM	7:30:00 PM	1.50
3/18/2025	WORKDAY	8:00:00 AM	5:30:00 PM	9.00
3/19/2025	WORKDAY	8:30:00 AM	5:00:00 PM	8.00
3/20/2025	WORKDAY	8:30:00 AM	4:30:00 PM	7.50

Name PAIGE ZAHABA **Title** TOWN CLERK
Employer TOWN OF KINGSBURY

Date	Activity	Start Time	End Time	Hours
3/21/2025	WORKDAY	8:30:00 AM	5:30:00 PM	8.50
3/24/2025	WORKDAY	8:30:00 AM	4:00:00 PM	7.00
3/25/2025	WORKDAY	8:30:00 AM	5:00:00 PM	8.00
3/26/2025	WORKDAY	8:30:00 AM	4:00:00 PM	7.00
3/27/2025	WORKDAY	8:30:00 AM	4:00:00 PM	7.00
3/28/2025	WORKDAY	8:30:00 AM	5:00:00 PM	8.00
3/31/2025	WORKDAY	8:30:00 AM	5:00:00 PM	8.00
Insert rows above this line				

TOTAL HOURS 449.00

To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.

Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.

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

 04/15/2025
 Signature Date



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

Reporting Elected and Appointed Officials

Paige Zahaba

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:

449

Number of Months used to Calculate the
ROA:

3



Note: must be a minimum of three months.

Hours in Standard Work Day:

6



Calculate

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

24.95

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.