

**Business of the Village Board
Village of Saranac Lake**

SUBJECT: Provisional Hire Administrative Aide

Date: 4/29/2024

DEPT OF ORIGIN: Village Manager

BILL # 61-2024

DATE SUBMITTED: 4/25/2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED: \$0

AMOUNT
BUDGETED: \$0

APPROPRIATION
REQUIRED: \$0

SUMMARY STATEMENT

Resolution to authorize the Village Manager to provisionally hire Julia Coffman as an Administrative Aide within the Police Department

RECOMMENDED ACTION

APPROVAL OF RESOLUTION

MOVED BY: Scollin

SECONDED BY: White

VOTE ON ROLL CALL:

MAYOR WILLIAMS

yes

TRUSTEE BRUNETTE

yes

TRUSTEE RYAN

yes

TRUSTEE SCOLLIN

yes

TRUSTEE WHITE

yes

**RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO PROVISIONALLY
HIRE JULIA COFFMAN AS ADMINISTRATIVE AIDE WITHIN THE POLICE
DEPARTMENT**

WHEREAS, the job classification and duties of the account clerk position within the Police Department are no longer consistent with the job description for that position, and,

WHEREAS, Franklin County Civil Service has reclassified the title to Administrative Aide and has approved Julia Coffman for the position, and,

WHEREAS, the appointment is provisional to the successful passing of the next Civil Service Exam for the position, and,

WHEREAS, the position is a member of the Teamsters Union and will continue employment with all of the benefits of a Union Member.

NOW, THEREFORE BE IT RESOLVED, authorization is given to the Village Manager to provisionally hire Julia Coffman to the position of Administrative Aide within the Police Department.