

Business of the Village Board
Village of Saranac Lake

SUBJECT: Provisionally Hire Account Clerk

DATE: 5-15-2023

DEPT OF ORIGIN: Village Manager

BILL # 63-2023

DATE SUBMITTED: 5/10/2023

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED

AMOUNT
BUDGETED

APPROPRIATION
REQUIRED:

Resolution authorizing the Village Manager to provisionally hire an account clerk

APPROVAL OF RESOLUTION

MOVED BY: Brunette SECONDED BY: Shapiro

VOTE ON ROLL CALL:

MAYOR WILLIAMS	<u>yes</u>
TRUSTEE BRUNETTE	<u>yes</u>
TRUSTEE CATILLAZ	<u>yes</u>
TRUSTEE SCOLLIN	<u>yes</u>
TRUSTEE SHAPIRO	<u>yes</u>

RESOLUTION TO AUTHORIZE THE VILLAGE MANAGER
TO PROVISIONALLY HIRE AN ACCOUNT CLERK

WHEREAS, the Village will has a vacant position of account clerk, and,

WHEREAS, the Village requested a certified list from Franklin County for the position of account clerk, and,

WHEREAS, the Village interviewed candidates from the certified list but was unable to find an interested candidate for the position, and,

WHEREAS, the certified list is now non-mandatory, the Village Manager is recommending to provisionally hire Julia Coffman to the position of Account Clerk, contingent on passing the next civil service exam for the position, and,

WHEREAS, Franklin County has pre-approved the position upon review of Julia Coffman's application, and,

WHEREAS, this position is a member of the Teamster Union and will begin with all the benefits to a starting union member.

NOW, THEREFORE BE IT RESOLVED, authorization is given to the Village Manager to provisionally hire Julia Coffman for the position of Account Clerk.