

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

SUBJECT: Hire Administrative Assistant

DATE: 5-13-2024

DEPT OF ORIGIN: Village Manager

BILL # 71-2024

DATE SUBMITTED: 5/6/2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED

AMOUNT
BUDGETED

APPROPRIATION
REQUIRED:

Resolution to authorize the Village Manager to provisionally hire Bayle Reichart as Administrative Assistant

APPROVAL OF RESOLUTION

MOVED BY: Scollin SECONDED BY: Ryan

VOTE ON ROLL CALL:

MAYOR WILLIAMS	<u>yes</u>
TRUSTEE BRUNETTE	<u>yes</u>
TRUSTEE RYAN	<u>yes</u>
TRUSTEE SCOLLIN	<u>yes</u>
TRUSTEE WHITE	<u>absent</u>

RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO PROVISIONALLY HIRE BAYLE REICHART AS ADMINISTRATIVE ASSISTANT

WHEREAS, the Village of Saranac Lake is committed to maintaining a full staff, and,

WHEREAS, Village staff was authorized to work through Franklin County Civil Service for a list of qualified candidates, and,

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

WHEREAS, the Village Manager and Community Development Director are recommending Bayle Reichart to the position of Administrative Assistant, provisional on the successful completion of the Civil Service Exam.

THEREFORE, BE IT RESOLVED, the Village Manager is authorized to provisionally hire Bayle Reichart to the Administrative Assistant position.