

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

SUBJECT: Account Clerk Permanent Hire

Date: 6-12-2023

DEPT OF ORIGIN: Village Manager

Bill # 76-2023

DATE SUBMITTED 6-5-2023

EXHIBITS: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

EXPENDITURE  
REQUIRED: \$

AMOUNT  
BUDGETED: \$

APPROPRIATION  
REQUIRED:

**SUMMARY STATEMENT**

Authorize the Village Manager to permanently hire Julia Coffman as an Account Clerk.

**RECOMMENDED ACTION**

Approval of Resolution

MOVED BY: Brunette      SECONDED BY: Scollin

VOTE ON ROLL CALL:

MAYOR WILLIAMS

yes

TRUSTEE BRUNETTE

yes

TRUSTEE CATILLAZ

yes

TRUSTEE SCOLLIN

yes

TRUSTEE SHAPIRO

yes

**RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO PERMANENTLY HIRE AN  
ACCOUNT CLERK**

WHEREAS, The Village of Saranac Lake has completed the review of the account clerk list with Franklin County Civil Service, and,

WHEREAS, The Franklin County Civil Service has certified that Julia Coffman, has satisfactorily passed the test for account clerk, and,

NOW, THEREFORE BE IT RESOLVED, The Village of Saranac Lake Board of Trustees authorizes the Village Manager to permanently hire Julia Coffman as an account clerk.