

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

SUBJECT: Hire Account Clerk

Date: 09/09/2024

DEPT OF ORIGIN: Village Manager

- Bill # 137 2024

DATE SUBMITTED: 9/3/2024

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

APPROVED AS TO FORM:

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

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

EXPENDITURE  
REQUIRED:

AMOUNT  
BUDGETED:

APPROPRIATION  
REQUIRED:

SUMMARY STATEMENT:

Resolution to provisionally appoint Account Clerk

MOVED BY: White      SECONDED BY: Ryan

VOTE ON ROLL CALL:

MAYOR WILLIAMS

yes

TRUSTEE RYAN

yes

TRUSTEE WHITE

yes

TRUSTEE SCOLLIN

absent

TRUSTEE BRUNETTE

yes

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

WHEREAS, the Village 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 certified list is now non-mandatory and Village staff conducted interviews for interested candidates and is recommending Ana Rottner-Ruiz be provisionally hired 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 the 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 Ana Rottner-Ruiz for the position of Account Clerk.