

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

SUBJECT: Permanent Hire Admin Aide

Date: 12/9/2024

DEPT OF ORIGIN: Village Manager

Bill # 188-2024

DATE SUBMITTED 12/5/2024

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 Administrative Aide

RECOMMENDED ACTION

Approval of Resolution

MOVED BY: Brunette SECONDED BY: Scollin

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 PERMANENTLY HIRE AN
ADMINISTRATIVE AIDE**

WHEREAS, The Village of Saranac Lake has completed the review of the administrative aide position with Franklin County Civil Service, and,

WHEREAS, The Franklin County Civil Service has certified that Julia Coffman can satisfactorily be hired as administrative aide within the Police Department.

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