

**TOWN OF PLATTSBURGH  
TOWN BOARD MEETING  
February 3, 2022**

**Resolution No. 22-040**

**Senior Account Clerk/Typist Position  
Promotion – Barbara Miner**

**WHEREAS**, in February 2017 Barbara Miner was hired as an Account Clerk/ Typist in the Water and Wastewater Department; and

**WHEREAS**, Barbara Miner deals with more complex clerical work and supervises billing tasks of new hire account clerk/typist; and

**WHEREAS**, Mrs. Miner has passed the Senior Account Clerk/Typist Civil Service exam and is reachable from the current Civil Service listing; therefore be it

**RESOLVED**, this promotion will take effect on February 7, 2022 with a 12 week probationary period. This places Barbara Miner at Grade 6, Step of 1 at an hourly rate of \$23.70; and it is further

**RESOLVED**, that the Supervisor is hereby authorized to sign all necessary documents to promote Barbara Miner to the position of Senior Account Clerk/Typist; and be it further

**RESOLVED**, that a certified copy of this Resolution be given to the Finance Manager and be placed in Mrs. Miner’s personnel file.

**Motion: Barbara E. Hebert**

**Seconded by: Charles A. Kostyk**

**Discussion: none**

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
				x	
<b>Thomas E. Wood</b>	x				
<b>Barbara E. Hebert</b>	x				
<b>Charles A. Kostyk</b>	x				
<b>Dana M. Isabella</b>	x				
<b>Michael S. Cashman</b>	x				