

**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> x	<u>Tabled</u>
Thomas E. Wood	x				
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Michael S. Cashman	x				