

TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
July 18, 2024

Resolution No. 024-xxx

**Appointment of Brianna Gravelle as a Senior Typist
in the Codes and Zoning Department**

WHEREAS, there is a vacancy for the position of Senior Typist in the Codes and Zoning Department; and

WHEREAS, interviews for the aforementioned position were held by the Codes and Zoning Department Head; and

WHEREAS, upon the completion of interviews, it is the recommendation of the Codes and Zoning Department Head and the committee that Brianna Gravelle be appointed to the position of Senior Typist; and

WHEREAS, Brianna Gravelle's qualifications have been reviewed and approved by Civil Service and that the appointment of Brianna Gravelle is provisional, pending successful completion of the Senior Typist Exam; therefore, be it

RESOLVED, that the Town Board does hereby authorize the hiring and appointment of Brianna Gravelle to the vacant position of Senior Typist at a pay rate of \$23.36 per hour effective August 5, 2024 contingent on the background check; and be it further

RESOLVED, that the Supervisor is hereby authorized to sign all necessary documents for Brianna Gravelle's appointment with a probation period of 12 months; and, it is further

RESOLVED, that a certified copy of this Resolution be given to the Finance Manager, the Codes and Zoning Department Head Steve Imhoff and one be forwarded to the Clinton County Department of Personnel.

Motion:

Seconded by:

Discussion:

Roll Call:

Yes No Absent Carried Tabled

Thomas E. Wood
Barbara E. Hebert
Charles A. Kostyk
Dana M. Isabella
Michael S. Cashman