

RESOLUTION 22-

RESOLUTION APPOINTING BOOKKEEPER TO THE SUPERVISOR, MARY ELLEN ALBRECHT, PER TOMPKINS COUNTY CIVIL SERVICE RULES AND UNDER TOWN LAW, AND HIRING FULL-TIME INFORMATION AIDE IN THE SUPERVISOR'S OFFICE, AND FURTHER AUTHORIZING FILING OF FORMS 428s

The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, the Town of Lansing Supervisor needs to appoint a Bookkeeper due to the April 15, 2022 retirement of the Bookkeeper, Charmagne Rungay; and

WHEREAS, upon appointment of the Bookkeeper, the Supervisor's Office will have a Full-time Information Aide position available; and

WHEREAS, The Town of Lansing Supervisor has recommended that the Information Aide position be filled at the Town of Lansing; and

WHEREAS, acceptable and qualified candidates for the Information Aide will be identified and are therefore proposed to be hired to fulfill such job requirements; and

WHEREAS, upon consideration and deliberation upon the same, the Town Board of the Town of Lansing has hereby

RESOLVED, as follows:

1. Mary Ellen Albrecht be and hereby is appointed as the Bookkeeper to the Supervisor effective as of April 18, 2022, at the previously agreed upon and authorized rate of pay of \$33.97 per hour, under Grade 7, Step 7, 40 hours per week, subject also to all Town prerequisites and benefits as are available to such position, said position is classified as a salaried FLSA Exempt Employee.
2. Town of Lansing Supervisor is hereby approved to hire a Full-time Information Aide, in the Supervisor's Office, at an hourly rate not to exceed \$22.00 per hour, 36.5 hours per week, subject also to all Town prerequisites and benefits as are available to such position.
3. The probationary period for the Information Aide be and hereby is scheduled for 26 weeks.
4. The appropriate Town officer be and hereby is authorized to make such changes to the Towns' employment and civil service rosters, to file the required Civil Service forms to effect such changes per this Resolution.
5. This Resolution updates Resolution #22-21, as required for determination of retirement benefits.