

RESOLUTION UPDATING EMPLOYEE JENNA HOELLERER POSITION AND JOB CLASSIFICATION TO SECRETARY TO THE HIGHWAY SUPERINTENDENT

RESOLUTION 23-

RESOLUTION UPDATING EMPLOYEE JENNA HOELLERER POSITION AND JOB CLASSIFICATION TO SECRETARY TO THE HIGHWAY SUPERINTENDENT

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

WHEREAS, to address staffing and training needs of the town, the town has need to fill a vacancy in the Highway Department and has selected Jenna Hoellerer to fill such position. Jenna was hired as an Information Aide in the Parks & Recreation Department and meets the qualifications for Secretary to the Highway Superintendent; so upon due consideration and deliberation by the Town of Lansing Town Board, now therefore be it RESOLVED as follows:

1. Effective May 22, 2023, Jenna Hoellerer is hereby appointed as the Secretary to the Town Highway Superintendent, with the same Town perquisites and benefits as are available to all employees of the town and to such position.
2. This appointment is a full-time appointment, at 36.5 hours per week.
3. The hourly wage is hereby set and approved at \$28.35 per hour, Grade 5, Step 8.
4. The probationary period for such appointment is hereby set at 26 weeks.
5. The Town Personnel Officer be and hereby is authorized to make such changes to the Town's employment and civil service rosters and file required civil service forms to place into immediate effect such changes and these resolutions, including by the filing of form MSD 428, if required.
6. Resolution No. 23-22 listed the hours for such position as 40 hours, and such resolution be and hereby is amended to read 36.5 hours, and such prior resolution be and hereby is superseded by this resolution.

The question of the adoption of such proposed Resolution was duly motioned by Councilperson _____, duly seconded by Councilperson _____, and put to a roll call vote with the following results:

Councilperson Andra Benson –
Councilperson Bronwyn Losey –
Supervisor Edward LaVigne –

Councilperson Ruth Groff –
Councilperson Joseph Wetmore –

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on May 17, 2023.