

**RESOLUTION TO RATIFY THE APPOINTMENT OF SHELLEY KNICKERBOCKER  
TO THE POSITION OF SENIOR CODE ENFORCEMENT OFFICER IN THE CODES  
& PLANNING DEPARTMENT**

**RESOLUTION 26-XX**

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

WHEREAS, the Fire/Zoning/Code Enforcement Officer, Scott Russell retired effective July 16, 2026, leaving a vacancy; and

WHEREAS, on June 17, 2026, the Town Board approved reclassification of the position of Fire/Zoning/Code Enforcement Officer to a Senior Code Enforcement Officer by Resolution 26-81; and

WHEREAS, per Organizational Resolution 26-21 the NYSLRS Standard Work Day for Fire/Zoning/Code Enforcement Officer is set at 8 hours per day; and

WHEREAS, the interview committee has determined that Shelley Knickerbocker possesses the necessary knowledge and skills to satisfactorily perform the duties of the position; and

WHEREAS, Ruth Groff, Town Supervisor, appointed Shelley Knickerbocker as a Senior Code Enforcement Officer, effective Monday, August 3, 2026; now, therefore be it

RESOLVED, that the Town Board of the Town of Lansing does hereby ratify the appointment made by the Town Supervisor of Shelley Knickerbocker as Senior Code Enforcement Officer as follows:

1. Effective Monday, August 3, 2026, Shelley Knickerbocker is hereby appointed as a Senior Code Enforcement Officer, with the same Town perquisites and benefits as are available to all employees of the Town and to such position. This position is currently in the competitive class. The position title is awaiting approval to the New York Hiring for Emergency Limited Placement Statewide (NY HELPS) program. At such time as the position title is approved, it will become temporarily non-competitive without a test requirement until such time as the NY HELPS program concludes, at which time it will convert back to competitive;
2. This appointment will be full-time at 40 hours per week;
3. The NYSLRS Standard Work Day for this position will be 8 hours per day;
4. The hiring wage rate is hereby set and approved at \$40.25 per hour, as listed in the Office Staff Job Classification System "Class GG Step 1";

5. The probationary period for this appointment is hereby set at 26 weeks with no further action by the Town Board if there is successful completion of the probationary period as determined by the Town Supervisor;
6. 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.