

**RESOLUTION ACCEPTING JENNA HOELLERER'S RESIGNATION PER
TOMPKINS COUNTY CIVIL SERVICE RULES AND UNDER TOWN LAW, AND
FURTHER AUTHORIZING FILING OF FORM MSD 428**

RESOLUTION 24-

**RESOLUTION ACCEPTING JENNA HOELLERER'S RESIGNATION PER
TOMPKINS COUNTY CIVIL SERVICE RULES AND UNDER TOWN LAW, AND
FURTHER AUTHORIZING FILING OF FORM MSD 428**

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

WHEREAS, the Confidential Secretary to the Highway Superintendent submitted her written letter of resignation on December 6, 2024 stating that she will be resigning from the Town of Lansing and from her position effective December 20, 2024, with her last working day being December 20, 2024; and

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

RESOLVED, as follows:

1. The resignation of Jenna Hoellerer, Confidential Secretary to the Highway Superintendent, is hereby accepted effective December 20, 2024;
2. The Town Personnel Officer be and hereby is authorized to make such changes to the Towns' employment and civil service rosters and file required Civil Service forms to effect such changes and these Resolutions, including by the filing of form MSD 428, if required.