**TOWN OF PLATTSBURGH**

**TOWN BOARD SEMI- MONTHLY MEETING**

**March 17, 2022**

**Resolution No. 022-xxx**  **Letter of Retirement from the Position of**

**Administrative Assistant in the Supervisor’s**

**Office**

    **WHEREAS**, Ms. Deborah Patnode has submitted a letter of retirement from her position of Administrative assistant for the Supervisor’s office effective April 1, 2022; therefore be it  
    **RESOLVED,** that the Town Board accept and place on file Ms. Patnode’ s letter of retirement from the Town of Plattsburgh ; and, be it further

**RESOLVED**, that the Town Board, with appreciation for hers service during her tenure to the Town of Plattsburgh; and, be it further

**RESOLVED,** that a copy of this Resolution be given to the Finance Manager and a copy placed in Ms. Patnode’s personnel file.

**Motion:**

**Seconded by:**

**Discussion:**

**Yes No Absent Carried Tabled**

**Thomas E. Wood**

**Barbara E. Hebert**

**Charles A. Kostyk**

**Dana M. Isabella**

**Michael S. Cashman**