

TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
November 21, 2024

Resolution No. 024-274

Appointment of Jennifer Whitney as
Finance Manager for Town of Plattsburgh

WHEREAS, the Town of Plattsburgh Business Office is responsible for a variety of complex accounting and fiscal management functions, including the collection, receipt, and processing of revenue; installation and maintenance of the accounting system; management of cash flow; monitoring departmental budgets; making recommendations regarding debt instruments; processing necessary documents; and managing recent changes in reporting, auditing, and administering municipal budgets; and

WHEREAS, it is in the best interest of the Town of Plattsburgh to establish succession planning; the Town consulted with Public Sector HR Consultants LLC, formed a Search Committee, and collaborated with the Clinton County Civil Service Personnel Department, which resulted in recruitment, interviews, and certification of qualifications inclusive of the NY HELPS program; and

WHEREAS, the interviews resulted in a unanimous recommendation by the Search Committee for the appointee to this position; now, therefore, be it

RESOLVED, that the Town Board hereby appoints Jennifer Whitney to the position of Finance Manager, effective January 6, 2025, pending final Civil Service approval, with an annual salary of \$88,400.00 (Step 1 of the Salary Schedule), along with benefits and terms and conditions of employment as per the Policy for Full-Time Non-Union Employees; and be it further

RESOLVED, that after final review and concurrence, the Supervisor is authorized to sign all necessary documents related to the appointment of Jennifer Whitney, with a probationary period not to exceed twelve months; and be it further

RESOLVED, that a copy of this resolution be provided to the Finance Manager and placed in Jennifer Whitney'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