TOWN OF JAMESTOWN
SPECIAL TOWN BOARD MEETING
SEPTEMBER 13, 2016 MINUTES

Mayor Pro Term Harris called the meeting to order at 7:00 PM. Present at roll call were Trustees Jen Lucas, Heather Yahnke, Carolyn Donadio, and Vic Harris.

ACTION ITEMS:

Discussing of Hiring for Finance Clerk
Chris Krolick discussed the need to hire someone to step in for the current Finance Clerk, Julie, who has a medical emergency and is not able to fulfill the required hours. Chris indicated that the town hired Julie only part time in order to conserve funds to prolong the funding for the position. Due to the recent hiring process for the Town Clerk, the Town Staff feels that Tessa Brandt has been properly vetted and is more than capable of doing the job required.

Trustee Harris moved to hire Tessa Brandt for a three month period for the position of Finance Clerk. Trustee Yahnke seconded. The motion passed unanimously.

Trustee Donadio moved to adjourn. Trustee Yahnke seconded. The motion passed unanimously.

ADJOURN

Trustee Donadio moved to adjourn the meeting; this motion was seconded by Trustee Yahnke. The motion passed unanimously.

Respectfully submitted by,

Kristi Rutledge, Town Clerk

Approved,

Vic Harris, Mayor Pro Term

*The 09/13/16 Board Meeting was recorded in its entirety. Audio recordings are accessible by the public and are officially kept in the Town Office. They may also be kept on the Town Web site.*