

**TOWN OF PLATTSBURGH  
TOWN BOARD WORK SESSION  
September 26, 2024**

**Resolution No. 024-217**

**Appointment of Kelly L. Rostak as  
Finance Manager in the Business Office**

**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 Kelly L. Rostak to the position of Finance Manager, effective October 21, 2024, pending final Civil Service approval, with an annual salary of \$85,404.80 (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 Kelly L. Rostak, 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 Kelly L. Rostak's personnel file.

**Motion:**

**Seconded by:**

**Discussion:**

**Roll Call:**

**Yes**

**No**

**Absent**

**Carried**

**Tabled**

**Thomas E. Wood  
Barbara E. Hebert  
Charles A. Kostyk  
Dana M. Isabella  
Michael S. Cashman**