

**Resolution # \_\_\_\_-2021 Town Hall Public Hours**

**RESOLVED**, the Town Board hereby establishes the Town Hall public hours of the Town Clerk to be Wed. 3-6 PM, Thurs. 3-6 PM, Fri. 3-6 PM, Sat. 9 AM - 12 PM

**Resolution # \_\_\_\_-2021 Deputy Town Clerk – salary at \$10,000.00/year, paid bi-weekly**

**WHEREAS**, the Town Board has established the essential Office of Deputy Town Clerk to act with, for, and in place of the Town Clerk as directed by the Town Clerk, and;

**WHEREAS**, the position of Deputy Town Clerk is an appointed position serving at the pleasure of the Town Clerk of the Town of Enfield, and;

**WHEREAS**, it is necessary for the Town of Enfield to provide adequate support for the Town Clerk in service to the Town of Enfield, therefore be it

**RESOLVED**, the Town Clerk, Mary Cornell, appoints \_\_\_\_\_ to fill this position with an annual salary of \$10,000.00/ to be paid Bi-Weekly. Additionally be it

**RESOLVED**, the Enfield Town Board authorizes Deputy Town Clerk, \_\_\_\_\_, to collect the Taxes for the Town of Enfield and to complete fiduciary duties of the position of Tax Collector on behalf of the Office of the Town Clerk of the Town of Enfield, New York.

**Resolution # \_\_\_\_-2021 Second Deputy Town Clerk – salary at \$4,000.00 for the remainder of the year, paid bi-weekly**

**WHEREAS**, the Town Board has established the essential Office of Second Deputy Town Clerk to act with, for, and in place of the Town Clerk as directed by the Town Clerk, and;

**WHEREAS**, the position of Second Deputy Town Clerk is an appointed position serving at the pleasure of the Town Clerk of the Town of Enfield, and;

**WHEREAS**, Town Law Section 30 allows the Town Clerk to appoint an additional Deputy; and

**WHEREAS**, it is necessary for the Town of Enfield to provide adequate support for the Town Clerk in service to the Town of Enfield, therefore be it

**RESOLVED**, the Town Clerk, Mary Cornell, appoints Alice Linton to fill this position with an annual salary of \$4,000.00/ to be paid Bi-Weekly. Additionally be it

**RESOLVED**, the Enfield Town Board authorizes Second Deputy Town Clerk, Alice Linton, to collect the Taxes for the Town of Enfield and to complete fiduciary duties of the position of Tax Collector on behalf of the Office of the Town Clerk of the Town of Enfield, New York.

**Budget Amendment # \_\_\_\_\_ -2021 Move Funds for Second Deputy Town Clerk**

**WHEREAS**, the Enfield Town Board has appointed Alice Linton as a Second Deputy Town Clerk, and;

**WHEREAS**, the Enfield Town Board agreed to provide compensation of \$4,000.00 for the second Deputy Clerk appointment, therefore be it

**RESOLVED**, the Town Board authorizes Supervisor Redmond to increase appropriated fund balance and increase line A1410.12 Personnel Services- Deputy Clerk by \$4000.00.