

**VILLAGE OF BUCHANAN RESOLUTION
CREATING THE POSITION OF DEPUTY TREASURER AS REQUIRED BY WESTCHESTER
COUNTY CIVIL SERVICE**

Introduced by: _____
Seconded by: _____
Dated: _____

WHEREAS, the Board of Trustees (the “Board”) of the Village of Buchanan (the “Village”) has determined it is in the public interest to create the position of Deputy Treasurer; and

WHEREAS, the County of Westchester Civil Service informed the Village that in order to create the position of Deputy Treasurer the Village Board of Trustees will have to adopt a resolution creating the position, including duties for this position; and

WHEREAS, The Village Board of Trustees wishes to comply with all Civil Service Law; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Village of Buchanan, as follows:

1. The Village Board does by this resolution approves the creation of the position of Deputy Treasurer which will be a full-time non-competitive, position.
2. The duties for the Deputy Treasurer will be as follows: The Deputy Treasurer works under the direction of the Village Treasurer. The Deputy Treasurer is responsible for the accounting, collection, custody and disbursement of the Village treasury. Duties include but are not limited to maintenance of the General Ledger, Payroll, Accounts Payable, Accounts Receivable, Tax billings/Collections, Water billing/Collections and other duties as assigned. The Deputy Treasurer may act for and on the behalf of the Village Treasurer. During the Treasurer’s absence the Deputy Treasurer will have all powers and duties of the Treasurer.
3. This resolution shall become effective immediately upon its adoption by a majority of the members of the Village Board.

Upon Roll Call Vote:

Mayor Theresa Knickerbocker	_____
Trustee Anthony Capicotti	_____
Trustee Daniel Stewart	_____
Trustee Steven Laker	_____
Trustee Robert Wheeler	_____

Vote: Resolution carried by a vote of ____ to ____.

STATE OF NEW YORK)
COUNTY OF WESTCHESTER)

I, Cynthia Kempster, Village Clerk of the Village of Buchanan, do hereby certify that the above is a true and exact copy of a Resolution adopted by the Village Board of the Village of Buchanan at a meeting of said Board held October 3, 2023.

CYNTHIA KEMPTER, Village Clerk