Town of Cortland
Agenda Request

(SUBMIT FORM TO THE TOWN CLERK NO LATER THAN ONE WEEK BEFORE THE SCHEDULED MEETING)

ALL REQUESTS ARE SUBJECT TO THE APPROVAL OF THE MAYOR

☐ **RESOLUTION** ☐ **ORDINANCE** ☐ **INFORMATION** ☒ **OTHER**

DATE PREPARED: FEBRUARY 20, 2015 **FOR MEETING ON: FEBRUARY 23, 2015**

DESCRIPTION/TITLE: **JOB DESCRIPTION NAME CHANGE DIRECTOR OF WATER AND WASTEWATER FROM SUPERINTENDENT WATER/WASTEWATER DEPARTMENT**

REQUIRED ACTION: **BOARD APPROVAL**

STAFF RECOMMENDATION: **APPROVAL**

STATEMENT OF CONCERN/SUMMARY: **CHANGING THE JOB DESCRIPTION TITLE BRINGS THE TITLE INTO CONSITENCY WITH THE TOWN CODE 1-6-14. IF WE MAKE THIS CHANGE NO OTHER CODE CHANGES WOULD BE REQUIRED WHERE THE TITLE IS USED WITHIN THE TOWN CODE.**

AGENDA PLACEMENT:

☐ BOARD REVIEW OF PENDING BUSINESS ☐ NEW BUSINESS ☐ CONCERNS ☐ STAFF REPORTS
☐ COMMITTEE OF THE WHOLE ☐ PRESIDENT'S REPORT ☐ CONSENT AGENDA ☐ UNFINISHED BUSINESS
☐ PUBLIC HEARING
☐ LIAISON REPORTS

Prepared by: _____ Approved by: _____ Date: _____