# TOWN OF MILAN

Dutchess County, New York

Wilcox Memorial Town Hall
20 Wilcox Circle, Milan NY 12571

Telephone: 845-758-5133
www.milan-ny.gov

**NOTICE OF SPECIAL TOWN BOARD MEETING**
**FRIDAY, OCTOBER 30, 2026 AT 10:00 am**
(Agenda as of October 28, 2026 9am)

October 28, 2026

I hereby call a special meeting of the Milan Town Board for Friday, October 30, 2026 at 10:00 am.

**AGENDA**

**MOTION:** Create the position of Town of Milan Justice Court *Court Clerk*, a part time, Civil Service exempt classification.

**MOTION:** Appoint and fill the position of Town of Milan Justice Court *Court Clerk*, a part time, Civil Service exempt classification.

And any other business that may come before the Town Board.

Bill Jeffway, Town Supervisor

The following resolution was offered for adoption by _____ which resolution was seconded by _____.

**RESOLUTION CREATING THE POSITION OF PART-TIME COURT CLERK FOR THE TOWN OF MILAN JUSTICE COURT**

**WHEREAS,** the Town of Milan Justice Court (the "Court") currently employs two (2) clerks;

**WHEREAS,** the Town Board has determined that an additional part-time Court clerk is necessary for the efficient operation of the Court;

**WHEREAS,** the position of clerk is an exempt class position under the N.Y. Civil Service Law;

**WHEREAS,** the Town Board has reviewed the position description, a copy of which is attached hereto and made a part hereof (the "Position Description");

**NOW, THEREFORE, BE IT RESOLVED,** that the Town Board hereby creates a third Court clerk position effective as of October 7, 2026;

**BE FURTHER RESOLVED**, that Court clerk shall have the duties and responsibilities set forth in the Position Description, which is hereby approved and adopted;

**BE IT FURTHER RESOLVED,** that the compensation for this position shall be fixed by the Town Board by separate resolution upon the appointment of an individual to the position; and

**BE IT FURTHER RESOLVED,** that the Town Supervisor and Town Clerk are hereby authorized, directed and empowered to take any and all actions necessary to effectuate this Resolution, including making any necessary budgetary entries.

**EXHIBIT A**

**COURT CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:**

This is a clerical position involving responsibility for handling various details of the court office and court of a town or village. This position differs from Clerk to the Justice in that a Clerk to the Justice works for a specific elected Town or Village Justice, while a Court Clerk works for all Justices in a Town or Village Court. Responsibilities may range from routine typing and filing to more difficult office management and bookkeeping work. Employees in this class may be required to attend court sessions at various hours of the day and night.

**TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and

does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Maintains court calendar and notifies appropriate parties (i.e., jurors, court officers, private attorneys and defendants);
2. Opens and sorts mail, according to fines, tickets, parking notices, civil and criminal matters, for all Justices;
3. Completes forms, such as criminal summons and small-claims complaint forms, and submits to the proper authorities;
4. Receives and records fees and fines, keeps financial records, and issues receipts;
5. Enters all cases in the dockets (motor vehicle, civil, criminal);
6. Types letters and forms from clear copy, rough draft, or dictation machine/voice recorder;
7. May take and transcribe dictation of letters, memos and, if required, court proceedings;
8. Acts as receptionist and answers requests for routine information;
9. Files and maintains a variety of documents and court records;
10. Operates various office machines.

## FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; working knowledge of legal terminology and procedures; ability to type and take dictation, if required, at an acceptable rate of speed; ability to understand and follow detailed oral and written instructions; ability to get along well with others; ability to write legibly; clerical and numerical aptitude; neatness of appearance; tact and courtesy; integrity; dependability; physical condition commensurate with the demands of the position.

## MINIMUM QUALIFICATIONS:

None

# COURT CLERK

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This is clerical position involving responsibility for handling various details of the court office and court of a town or village. This position differs from Clerk to the Justice in that a Clerk to the Justice works for a specific elected Town or Village Justice, while a Court Clerk works for all Justices in a Town or Village Court. Responsibilities may range from routine typing and filing to more difficult office management and bookkeeping work. Employees in this class may be required to attend court sessions at various hours of the day and night.

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## MINIMUM QUALIFICATIONS:

None

LS2304
ADOPTED: 07/30/81 12/17/96
REVISED: 05/20/19

**RESOLUTION APPOINTING ROBIN TOUCHET TO THE POSITION OF PART-TIME COURT CLERK FOR THE TOWN OF MILAN JUSTICE COURT**

**WHEREAS,** by Resolution, duly adopted on the 30th day of October, 2026, the Town Board created a third court clerk position for the Town of Milan Justice Court (the "Court");

**WHEREAS,** the Town Board has determined that Robin Touchet is qualified to fill the Position;

**WHEREAS**, the Town Justices of the Court have recommended and approve of her appointment; and

**WHEREAS,** the Town Board desires to appoint Robin Touchet the position of Court clerk fix her hours and rate of compensation;

**NOW, THEREFORE, BE IT RESOLVED,** that Robin Touchet is hereby appointed to the position of part-time Court clerk for the Court, effective as of October 7, 2026, to serve at the pleasure of the Town Board;

**BE IT FURTHER RESOLVED,** that Robin Touchet is hereby authorized to work twenty (20) hours per week and shall be compensated at the rate of Twenty-Four Dollars ($24.00) per hour, payable in accordance with the Town's regular payroll schedule and procedures; and

**BE IT FURTHER RESOLVED,** that the Town Supervisor and Town Clerk are hereby authorized, directed and empowered to take any and all actions necessary to effectuate this Resolution, including the completion of all employment and payroll documentation and the submission of the appropriate personnel change form (RPC) to the Dutchess County Department of Human Resources.