

**Troy CITY COUNCIL
ORGANIZATIONAL MEETING AGENDA
January 5th, 2026
6:00 P.M.**

Pledge of Allegiance

Roll Call

Presentation of Agenda

ORDINANCES

1. Ordinance Fixing The Form And Amount Of The Bond Covering The City Clerk, City Fiscal Officers, And Department Heads As Required By Sections C-7 And C-46 Of The City Charter (Council President Steele)

RESOLUTIONS

1. Resolution Adopting Rules Of Order For The Troy City Council Pursuant To §§ C-18 And C-22 Of The Troy City Charter (Council President Steele)
2. Resolution Setting The Dates Of The Regular Monthly Meetings Of The Troy City Council (Council President Steele)
3. Resolution Selecting Katie Spain McLaren As President Pro Tempore Of The City Council And Setting The Amount Of Compensation To Be Paid To The President Pro Tempore In Addition To Her Regular Annual Salary As A Council Member (Council President Steele)
4. Resolution Appointing Addie K. Thompson As City Clerk And Setting The Annual Salary Of The City Clerk (Council President Steele)
5. Resolution Approving And Confirming The City Clerk's Appointment Of Nathaniel Haynes As Deputy City Clerk And Setting The Annual Salary Of The Deputy City Clerk (Council President Steele)
6. Resolution Approving And Confirming The City Clerk's Appointment Of Cheryl Christiansen As Part-Time Assistant To The City Clerk And Setting The Annual Salary Of The Part-Time Assistant To The City Clerk (Council President Steele)
7. Resolution Approving And Confirming The City Clerk's Appointment Of Michael Gregg As Part-Time Assistant To The City Clerk And Setting The Annual Salary Of The Part-Time Assistant To The City Clerk (Council President Steele)
8. Resolution Appointing Jeffrey Nesich As City Auditor And Setting The Annual Salary Of The City Auditor (Council President Steele)
9. Resolution Appointing Anasha Cummings As Legislative Assistant To The Council And Setting The Annual Salary Of The Legislative Assistant To The Council (Council President Steele)

10. Resolution Appointing Jessica Camaro, Jamie Magur, And John Ashley To Serve As City Marshals For The City Of Troy (Council President Steele)
11. Resolution Appointing Ian Silverman As Legislative Counsel To The Troy City Council And Setting The Annual Salary Of The Legislative Counsel (Council President Steele)
12. Resolution Setting The Amount Of Compensation To Be Paid To The President Of The City Council In Addition To Her Regular Annual Salary As A Council Member (Council President Steele)
13. Resolution Appointing Members Of The Standing Committees Of The Troy City Council (Council President Steele)
14. Resolution Designating The Record As The Official Newspaper Of The City Of Troy (Council President Steele)
15. Resolution Designating Pioneer Commercial Bank As The Official Depository Of The City Of Troy (Council President Steele)
16. Resolution Confirming Appointments To The Troy Industrial Development Authority (Council President Steele)
17. Resolution Approving Appointment Of Noreen McKee To The Troy Local Development Corporation (Council President Steele)

**ORDINANCE FIXING THE FORM AND AMOUNT OF THE BOND COVERING THE
CITY CLERK, CITY FISCAL OFFICERS, AND DEPARTMENT HEADS AS
REQUIRED BY SECTIONS C-7 AND C-46 OF THE CITY CHARTER**

The City of Troy, in City Council convened, ordains as follows:

Section 1. Sections C-7 and C-46 of the City Charter require that the City Clerk, the City Comptroller, the City Treasurer, the City Purchasing Agent, the City Auditor, and Department Heads execute bonds in such sums as the City Council may direct by ordinance, or a blanket bond as the Council shall decide, and with such sureties as the Council may approve, conditioned for the faithful performance of the duties of their offices, and that they will properly apply and account for all public money and public property received by them.

Section 2. The City Council hereby directs that a fidelity bond covering all those employees of the City who are required to be bonded shall be purchased and executed.

Section 3. The amount of the bond shall be up to \$250,000.00 per employee, but may be in lesser amounts for particular covered positions dependent upon risk as shall be determined by the Administration in consultation with the City's insurance agents.

Section 4. Such bond or bonds shall be filed in the Office of the Clerk of Rensselaer County, and recorded at length in a book kept for the purpose of recording bonds of City officers.

Section 5. This Ordinance shall take effect immediately.

Approved as to form, _____, 2026

Richard T. Morrissey, Acting Corporation Counsel

**RESOLUTION ADOPTING RULES OF ORDER FOR THE TROY CITY COUNCIL
PURSUANT TO §§ C-18 AND C-22 OF THE TROY CITY CHARTER**

BE IT RESOLVED, that pursuant to §§ C-18 and C-22 of the Troy City Charter, Chapter 2, Article V of the Troy Code of Ordinances, entitled “Rules of Order”, is hereby amended to read as follows, and shall constitute the Rules of Order for the Troy City Council, in addition to those rules specified in the City Charter.

DIVISION 1. GENERALLY

§ 2-17. Definitions

- A. The term “Executive Proposal” shall be defined as any proposed local law, ordinance, or resolution drafted by the Corporation Counsel at the request of the administration.
- B. The term “Sponsor” shall be defined as the member of the City Council voluntarily introducing a proposed local law, ordinance, or resolution.
- C. The term “Workshop of the City Council” shall be defined as a meeting of the Troy City Council to discuss City business without voting on any legislation. A workshop may be called by the Council President, the Council President Pro Tempore, or by the Chairperson of the standing or special committee of the Council having jurisdiction over the subject matter of the workshop.

§ 2-18. Meetings - Duties of the City Clerk

The City Clerk shall be the official clerk of the Council. The City Clerk shall keep minutes of meetings and fulfill such other and further duties as may be prescribed by law or ordinance.

§ 2-19. Meetings – Duties of the Corporation Counsel

The Corporation Counsel shall, either in person or by deputy, attend all meetings of the Council. Any member of the Council may at any time call upon the Corporation Counsel for an oral or written opinion as to any question of law, but not to decide upon any parliamentary rules.

§ 2-20. Duties of officers and employees attending

The heads of all City bureaus and departments and any other officer or employee of the City, when requested by the Council, shall attend any regular, adjourned, committee or special meeting of the Council to confer with the Council in all matters relating to the City. Officers or employees may only appear in lieu of those requested by the Council with the written approval of the Chairperson presiding over the meeting at which their presence was requested.

§ 2-21. Duties of Sergeant-at-Arms

A Sergeant-at-Arms shall be required to be present at each regular and special meeting only upon request of the Council. By January 15th of each year, a schedule of regular meetings shall be forwarded to the Police Chief and shall constitute a standing request by the Council for a Sergeant-at-Arms at all regular Council meetings for the year. The request for a Sergeant-at-Arms shall be made by the President of the Council, or the President Pro Tempore of the Council, or a majority of the members of the Council. Except as otherwise set forth herein, such request shall be filed with the City Clerk at least two (2) hours before any regular or special meeting. The Sergeant-at-Arms shall be a uniformed member of the Troy Police Department or a sworn peace officer.

§ 2-22. Calling to order

At all meetings, regular or special, upon the appearance of four (4) members, the Council shall be called to order by the President of the Council or, if the President of the Council be absent, the President Pro Tempore.

§ 2-23. Order of business for regular meetings

- A. At any regular meeting, the order of business, which shall not be departed from except with the unanimous consent of the members present, shall be as follows:
 1. Pledge of Allegiance
 2. Good news commendations
 3. Roll call by Clerk
 4. Vacancy list
 5. Approval of Minutes
 6. Presentation of Agenda
 7. Public Forum
 8. Agenda:
 - a. Local Laws
 - b. Ordinances
 - c. Resolutions
 9. New/Old Business and Announcements

10. Public Forum

11. Adjournment

B. The Good News Commendation allows the City Council to recognize individuals, groups, organizations, and businesses that have made a positive impact in the community. Each Council member may nominate up to two (2) Good News honorees per calendar year, and the Council member making such nomination shall also present the commendation to the honoree. Nominations shall be submitted to the City Clerk at least one (1) week prior to the regular meeting, and the City Clerk shall coordinate with the honoree and prepare the commendation. There shall be no more than two (2) Good News honorees at any regular meeting of the City Council.

§ 2-24. Order of business for special meetings

At any special meeting, the order of business, which shall not be departed from except with the unanimous consent of the members present, shall follow the exact same order of business used for regular meetings, as outlined in § 2-23, excluding items 2, 4, and 5.

§ 2-25. Public forum

A period of time shall be designated during each regular, special, or standing committee meeting of the Council as a public forum during which residents of the City shall be permitted to address the Council on legislation on that meeting's agenda and, for regular and special meetings, on any subject appropriate to the conduct of Troy city government. The length of time allotted for citizen comment shall be no longer than seven (7) minutes per speaker for regular and special meetings, and five (5) minutes per speaker for standing committee meetings. Comments for the public forum may be submitted in writing to the City Clerk. At its discretion, the City Council may require the use of a sign-in sheet to facilitate the ordering of speakers.

§ 2-26. Drafting of proposed local laws, ordinances, amendments, and resolutions

A. Upon request of the administration or if requested by any member of the Council, proposed local laws, ordinances, amendments and resolutions shall be drafted by the Corporation Counsel. All proposed legislation must have endorsed thereon the Corporation Counsel's approval as to form thereof. All requests by Council members shall be copied to the President and President Pro Tempore of the Council, and the City Clerk, when being sent to the Corporation Counsel for drafting.

1. As to regular meetings, such request for drafting shall be made by the sponsor thereof no later than two weeks preceding the regular meeting of the Council. The

Corporation Counsel shall draft such legislation and deliver a copy of the same to the requester of the legislation. Upon the requester's approval, the Corporation Council shall deliver finalized copies to the Mayor, the President of the Council, the President Pro Tempore of the Council, and the City Clerk. The City Clerk will then submit an official copy to each member of the Council.

2. As to special meetings, such request for drafting shall be made by the President of the Council, the President Pro Tempore of the Council, or the chairperson of the standing or special committee of the Council having jurisdiction over the subject matter of the proposed local law, ordinance, or resolution, by delivering to the City Clerk a written request therefor. The Corporation Counsel, upon notification by the City Clerk, shall draft such legislation and, if the special meeting is scheduled for a time more than forty-eight (48) hours thence, deliver a copy to the Mayor, President of the Council, and President Pro Tempore of the Council, and deliver copies to the City Clerk, who will then electronically deliver a copy to each member of the Council as soon as practicable. If such meeting is scheduled for a time less than forty-eight (48) hours thence, copies of the legislation shall be available at the office of the Corporation Counsel and the City Clerk by noon of the date of the meeting.
3. Delivery or service.
 - a. Whenever it is required that a notice of special meeting, or a meeting agenda, or copies of proposed legislation be delivered or served upon Council members by the City Clerk, such delivery or service shall be made either by delivering the same to the Council member or the Council member's designee in person, or by actually delivering the same to an address in the City of Troy, designated by the Council member for such delivery or service. If no such address shall have been designated, then delivery or service shall be made by delivering the same to the last known residential address of the Council member. A Council member may also request delivery to an email address provided by the Council member.
 - b. In any case where the City Charter authorizes delivery or service by mail, delivery or service by mail shall be permitted in lieu of the foregoing methods of delivery or service. If delivery or service is made by mail, said delivery or service shall be deemed made when the item is delivered to a United States postal box or facility with proper postage attached. A Council member may designate an address for delivery, or service by mail shall be made to the Council member's last known address.

B. Legislative functions of the standing committees (pursuant to § C-11 of the City Charter).

1. All legislation drafted by the Corporation Counsel at the request of the administration shall be referred to the President of the Council for referral to the chairperson of the standing or special committee having jurisdiction over the subject matter of the legislation within 24 hours. Legislation shall be placed on the agenda for the next meeting of the Council only if referred to the President at least one (1) week before the next regular Council meeting. If the chairperson refuses to sponsor the legislation, it shall be referred to the whole committee for consideration and must receive approval by majority vote of the standing committee at least two (2) weeks prior to the regular Council meeting in order to be included on that meeting's agenda. By majority vote, standing committees may waive aging requirements for executive proposals only if such executive proposals contain a message of necessity justifying early and irregular consideration.
2. In the event such legislation does not receive approval within thirty (30) days of its referral to the committee it may then be discharged from the committee by petition signed by a majority of the whole council.
3. All legislation drafted by the Corporation Counsel at the request of any member of the Council shall first be referred to the President for referral to the chairperson of the standing or special committee having jurisdiction over the subject matter of the legislation. The chair shall schedule a committee meeting within two (2) weeks prior to the next regular Council meeting in order for such legislation to be included on that meeting's agenda.
4. In the event such legislation does not receive approval within thirty (30) days of its referral to the committee it may then be discharged from the committee by petition signed by a majority of the whole Council.

C. Regular meeting agendas shall be delivered to Council members and posted on the city website no later than 4:00 p.m. five (5) calendar days prior to the Council meeting.

§ 2-27. Sponsorship of proposed local laws, ordinances, and resolutions

Executive proposals shall be sponsored by the chairperson of the Council committee which has jurisdiction over the subject matter of the proposed legislation as assigned by the President. In

the event that the chairperson is unwilling to sponsor the executive proposal, another member of the Council committee may sponsor it instead.

Local laws, ordinances, and resolutions proposed by a member of the Council shall be sponsored by said member and referred to the Council committee having jurisdiction over the subject matter of the proposed legislation as assigned by the President.

§ 2-28. Agendas

- A. Pursuant to § 2-44B, the chair of a standing committee shall prepare the agenda for each scheduled committee meeting and file it with the office of the City Clerk at least five days prior to the scheduled committee meeting. A copy thereof shall be provided to the Mayor and the City Council President.
- B. Local laws, ordinances, amendments, and resolutions shall not appear on any agenda without a member of the Council as its named sponsor. The chairperson may choose to indicate whether local laws, ordinances, and resolutions are introduced at the request of the administration. Only items approved by committee or chairperson at least two (2) weeks before a regular Council meeting may be placed on that meeting's agenda.

§ 2-29. Chair

When the President of the Council shall leave the Chair, his or her place shall be taken by the President Pro Tempore. If neither is present, the members of the Council present shall select a temporary Chair by a majority of those present.

§ 2-30. Question of order

Questions of order shall be decided by the Chair without debate, subject to an appeal to the Council as a whole, which shall also be decided by a majority vote without debate.

§ 2-31. When amendment is proposed to legislation on the floor

When an amendment is proposed to legislation on the floor, action shall be first taken on the amendment and then upon the legislation, amended or not, as the case may be.

§ 2-32. Motion for reconsideration

- A. No motion for reconsidering any decision of the Council shall be in order unless made by a Council member who voted with the majority, nor unless such motion shall be made at the same or next regular meeting after such decision shall have been made.
- B. A motion for reconsideration being put and lost shall not be removed, nor shall any vote be a second time reconsidered without unanimous consent.

§ 2-33. Privilege of the floor

At meetings of the Council, no person, except Council members, shall have the privilege of the floor, except by unanimous consent of the Council members present. However, the Chair shall recognize City officers for the purpose of advising the Council with respect to matters pending before it.

§ 2-34. Public hearings

At all public hearings, the Chair shall read the published notice and shall announce the rules governing the conduct of the hearing. While these rules, by a majority of the Council, may be designated so as to adapt to the particular circumstances surrounding any hearings, unless for special reasons to the contrary, they shall be substantially as follows:

- A. The person wishing to speak shall, upon being recognized by the Chair, give his or her name and residence and, if an attorney, the names and addresses of every person whom the attorney represents.
- B. All remarks shall be directed to the Chair and no colloquy between or among persons present shall be permitted.
- C. No person shall extend his or her remarks beyond five (5) minutes but, if the person represents several others, the Chair may make reasonable and appropriate exceptions to this time limitation.
- D. The allowance of any rebuttal remarks shall be solely within the discretion of the Chair.

§ 2-35. Receiving motions

When a question is before the Council, no motion shall be received, except to place on the table, unless for adjournment, for the previous question, to postpone to a certain time, to refer to or amend, and shall have precedence in the order herein arranged, and shall be decided without debate or amendment.

§ 2-36. Motion to adjourn

A motion to adjourn shall always be in order, except:

1. When a speaker has the floor.
2. When a vote is being taken.
3. When the previous question has been moved.
4. After a motion to adjourn has just been voted down.

§ 2-37. Robert's Rules of Order

The proceedings of this Council shall be governed by Robert's Rules of Order in all cases not provided for by this division insofar as such rules are not inconsistent with the same. To that end, Robert's Rules of Order are hereby incorporated by reference into this subdivision (i.e. Council Rules of Order) and shall govern procedure of the Council except where Robert's Rules of Order are inconsistent with the Council rules. In those cases, the Council rules shall govern the procedure of the Council.

§ 2-38. Limitation on debate

Each member of the Council shall be permitted to speak on each item on the agenda, not to exceed five (5) minutes, and in addition thereto, when speaking on the vote, each member of the Council shall be permitted to speak on each item on the agenda, not to exceed two (2) additional minutes. A member of the Council who has already spoken on an agenda item, having given up the floor, shall not speak again until all other members have had the opportunity to speak on such item. The purpose of this rule is to limit the debate of each member of the Council to seven (7) minutes on each item on the agenda, and to prevent any member(s) from monopolizing the privilege of the floor.

§ 2-39. Rules of decorum and order

- A. During Council meetings, Council members shall preserve order and decorum, and shall neither by conversation or otherwise delay or interrupt the proceedings, nor refuse to obey the order of the presiding officer or the rules of the Council. All members of the Council shall accord the utmost courtesy to each other, to City employees, and to public members appearing before the Council and shall refrain at all times from rude or

derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.

- B. Members of the administration and employees of the City shall observe the same rules of procedure and decorum applicable to members of the Council.
- C. Public members attending Council meetings shall observe the same rules of propriety and good conduct applicable to members of the Council.

§ 2-40. Suspension of rules

Any provisions of these rules not governed by the Charter, local law or ordinance may be temporarily suspended at any meeting of the Council by a two-thirds vote of all members present. The vote upon such suspension shall be taken by ayes and noes and entered upon the record. These rules may be amended by written resolution at any meeting of the Council pursuant to § 2-26 of this subdivision (i.e. Council Rules). Only Council members may submit requests for amendments to the rules.

§ 2-41. Voting and roll call

- A. All matters before the Council shall be determined by voice vote, unless a roll call is requested.
- B. For a voice vote, Council members voting in the affirmative shall indicate such by stating, "Aye". Council members voting in the negative shall indicate such by stating, "No". Any Council member who wishes to abstain from a vote shall make their abstention clear by stating, "Abstain". The presiding officer shall conduct the voting procedure by requesting affirmative votes, followed by negative votes, followed by abstentions.
- C. A roll call vote shall be conducted upon the request of any member of the Council.
- D. Whenever a roll call is requested, the City Clerk shall call the roll of the Council in the following manner:
 - 1. Members of the Council representing Council Districts 1 through 6, in numerical district order.
 - 2. President of the Council.

E. When determining whether a motion has passed, a “majority vote” shall be construed to mean a majority of the whole body voting in the affirmative (at least four “Aye” votes). Similarly, a “two-thirds vote” requires two-thirds of the entire body to vote in the affirmative (at least five “Aye” votes).

Approved as to form _____, 2026

Richard T. Morrissey, Acting Corporation Counsel

**RESOLUTION SETTING THE DATES OF THE REGULAR MONTHLY MEETINGS
OF THE TROY CITY COUNCIL**

BE IT RESOLVED, that pursuant to Section C-19 of the City Charter, the following dates are set for the regular monthly meetings of the Troy City Council for the year 2026:

Regular Council Meetings at 7:00 p.m.

January 8

February 5

March 5

April 9

May 7

June 4

July 9

August 6

September 3

October 1

November 5

December 3

Approved as to form _____, 2026

Richard T. Morrissey, Acting Corporation Counsel

**RESOLUTION SELECTING KATIE SPAIN MCLAREN AS PRESIDENT PRO
TEMPORE OF THE CITY COUNCIL AND SETTING THE AMOUNT OF
COMPENSATION TO BE PAID TO THE PRESIDENT PRO TEMPORE IN
ADDITION TO HER REGULAR ANNUAL SALARY AS A COUNCIL MEMBER**

BE IT RESOLVED, that pursuant to § C-4 of the City Charter, the City Council hereby selects Council member Katie Spain McLaren to serve as President Pro Tempore of the City Council; and

BE IT FURTHER RESOLVED, that pursuant to § C-4 of the City Charter, the President Pro Tempore of the Council shall receive further compensation of \$2,500, to be paid in addition to her annual salary of \$15,000.00 as a Council member.

Approved as to form, _____, 2026

Richard T. Morrissey, Acting Corporation Counsel

**RESOLUTION APPOINTING ADDIE K. THOMPSON AS CITY CLERK
AND SETTING THE ANNUAL SALARY OF THE CITY CLERK**

BE IT RESOLVED, that pursuant to § C-6 of the City Charter, the City Council hereby appoints Addie K. Thompson to serve as City Clerk; and

BE IT FURTHER RESOLVED, that the City Clerk shall receive an annual salary of \$75,087.00, with annual increases as prescribed in the Non-Represented Employees Personnel Employment Policy passed by the City Council on December 18, 2025.

Approved as to form, _____, 2026

Richard T. Morrissey, Acting Corporation Counsel

A D D I E K. T H O M P S O N

Highly motivated and dependable professional known for consistently taking initiative, and welcoming additional responsibilities. I pride myself in demonstrating strong customer service, communication, problem solving and leadership skills; all in an effort to contribute to positive team dynamics and operational efficiency.

PROFESSIONAL EXPERIENCE

Rensselaer County Board of Elections.....Troy, NY

February 2023 - Current

Senior Elections Registrar

- Responsible for data entry to process voter registration applications and absentee voting applications through our County and Statewide systems, in addition to clerical tasks related to voter registration
- Dispenses information, via all methods, concerning elections processes, voter registration, and running for offices to the general public as well as various levels of officials
- Responsible for tabulating and uploading election night results to State officials and County Officials.
- Creates and develops manuals, forms and other tools to assist subordinate staff while also providing their training and supervision
- Facilitates communication between candidates and the Board's Commissioners

Grant Coordinator

- Maintains the intake, distribution, and reimbursement of State and Federally provided funds
- Organizes and completes contracts, as well as facilitates their movements through departments, until returned to the State for processing
- Tracks spending of funds within the department in order to achieve maximum reimbursement for the county, as well as create an environment for our Board to have the most secure and up to date technology available
- Creates the bridge between the State and the County's finance departments, as well as creating and filing all necessary documentation to receive funds back to our Board

Poll Inspector Coordinator

- Maintains and updates upwards of 600 Poll Inspector's records, tracks their trainings and work schedules, and creates their County Employee files
- Schedules training classes, assists in the creation of training materials, and leads training sessions
- Works with Town&City Chairs to provide updated Inspector information and availability, and schedule Inspectors to work across 118 Election Districts and 69 Polling Locations
- Creates payroll for all Inspectors in direct coordination with the County's HR and Finance departments

Market 32.....Various Locations

April 2015 - January 2023

Bakery Co-Manager (August 2018-January 2023)

- Created and maintained schedules for 15 to 20 employees, held interviews and assisted with hiring, and eventually was sent to handle the set up of new stores and their bakeries.
- Responsible for keeping track of inventory, placing supply orders, and managing inspections

Lead Cake Decorator (April 2015 - January 2023)

- Decorated and packaged all desserts within the bakery for day-to-day sales, kept inventory and placed orders for all decorating supplies, and created specialty displays for all holidays corporate events
- Processed all specialty orders from direct customer consults, to the baking&decoration, to delivery of products. Was responsible for consults for everyday events to Weddings and other special occasions
- Travelled to stores to train new decorators and assist in the set up of new bakeries, as well as being brought in to Gollub to collaborate with their Store Development Teams

Sunnyside Child Development Center.....Troy, NY

September 2012 - June 2015

Art Teacher & Librarian

- Created and implemented lesson plans for children aged 5-12 that were engaging, educational, and fun.
- Worked with other teachers and officials to achieve a harmonious and productive environment for our at-risk students
- Assisted with the planning, scheduling, and execution of field trips for upwards of 150 students and faculty

ACADEMIC INVOLVEMENT

Russell Sage College.....Troy, NY

Fall 2008 - Spring 2012

- Student of Creative Arts in Therapy with a concentration in Visual Art Therapies, and a minor in Psychology

TECHNICAL SKILLS

Software: Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Office (*Along with their Google equivalents, Docs, Sheets, etc.*)

REFERENCES AVAILABLE UPON REQUEST

**RESOLUTION APPROVING AND CONFIRMING THE CITY CLERK'S
APPOINTMENT OF NATHANIEL HAYNES AS DEPUTY CITY CLERK
AND SETTING THE ANNUAL SALARY OF THE DEPUTY CITY CLERK**

BE IT RESOLVED, that pursuant to § C-6 of the City Charter, the City Clerk's appointment of Nathaniel Haynes as Deputy City Clerk is hereby approved and confirmed; and

BE IT FURTHER RESOLVED, that the Deputy City Clerk shall receive an annual salary of \$47,921.00, or as otherwise may be negotiated from time to time with the collective bargaining representative, the United Public Service Employees Union.

Approved as to form, _____, 2026

Richard T. Morrissey, Acting Corporation Counsel

Nathaniel Haynes



Work Experience

Program Aide

New York State Education Department Office of Facilities Planning – Albany, NY

October 2024 to November 2025

- Answering calls, taking messages and handling correspondence.
- Maintain situational awareness on high priority issues and exceptional cases for Facilities Planning Managers.
- Supervise support staff of two employees
- Maintain extensive databases of all NYS school construction projects under the office's jurisdiction ensuring accuracy..
- Work collaboratively with other departments and offices, for coordinated communications, scheduling meetings and issuance of policy statements.
- Organize and arrange meetings with outside clients.
- Maintain electronic systems for filing/organizing paperwork flow for ease of remote access.

Administrative Assistant 1

New York State Education Department Office of Facilities Planning – Albany, NY

February 2024 to October 2024

- Answering calls, taking messages and handling correspondence.
- Maintain situational awareness on high priority issues and exceptional cases for Facilities Planning Managers.
- Create electronic systems for filing/organizing paperwork flow for ease of remote access.
- Organizing and servicing meetings (producing agendas and taking minutes)
- Managing databases.
- Work collaboratively with other departments and offices, for coordinated communications, scheduling meetings and issuance of policy statements.

Office Assistant 1

New York State Education Department Office of Facilities Planning – Albany, NY

November 2022 to February 2024

- Answering calls, taking messages and handling correspondence.
- Typing, preparing, and collating reports.
- Filing.
- Organizing and servicing meetings (producing agendas and taking minutes)
- Managing databases.
- Prioritizing workloads

Delivery Driver

Staples - Albany, NY

October 2020 to November 2022

- Sort, organize outgoing packages.
- Experience with Mobile Proof of Delivery systems
- Load and unload packages up to seventy-five pounds for delivery on the street, following proper safety standards.
- Keep a clear and organized workspace including warehouse space for office work.
- Work within strict deadlines to ensure proper delivery of packages.
- Interacted directly with customers to ensure they are receiving an accurate order.

Retail Store Manager*Gamestop - Albany, NY**October 2019 to May 2020*

- Managed a staff of five employees
- Managed daily operations, administrative duties, scheduling, and sales logs
- Interviewed, hired, trained, and supervised new team members
- Performed official money count every shift

Custodian/Maintenance*Commission on Economic Opportunity - Troy, NY**August 2020 to October 2020*

- Maintain clean environments for all employees and customers
- General Maintenance of buildings including installing drywall and floors
- Maintain properly stocked cleaning and building supplies in designated warehouse space
- Followed proper COVID-19 Cleaning Protocols

City Carrier Assistant*United States Postal Service - Albany, NY**May 2019 to October 2019*

- Sort, organize outgoing mail and packages.
- Load and unload packages up to fifty pounds for delivery on the street.
- Keep a clear and organized workspace including warehouse space for office work.
- Work within strict deadlines to ensure proper delivery of mail
- Inspect products for damage or defects

Online Sales Associate*Whistling Kettle - Troy, NY**March 2019 to June 2019*

- Manage online orders including picking, packing, and shipping of products.
- Receiving merchandise from wholesale distributors.
- Aiding in online customer interactions, including helping people find the desired product through our online site.
- Organize warehouse space
- Organize stocks and keep inventory
- Process, package, and ship orders accurately

Retail Store Associate*Pastime Legends - Troy, NY**November 2015 to May 2019*

- Assisting customers with product information and making recommendations based on needs, and budget
- Maintaining Inventory
- Aiding customers in finding merchandise.
- Performed official money count every shift and keeping a log of funds
- Assist with backend paperwork including filing and scheduling interviews

**RESOLUTION APPROVING AND CONFIRMING THE CITY CLERK'S
APPOINTMENT OF CHERYL CHRISTIANSEN AS PART-TIME ASSISTANT TO THE
CITY CLERK AND SETTING THE ANNUAL SALARY OF THE PART-TIME
ASSISTANT TO THE CITY CLERK**

BE IT RESOLVED, that pursuant to § C-6 of the City Charter, the City Clerk's appointment of Cheryl Christiansen as Part-Time Assistant to the City Clerk is hereby approved and confirmed; and

BE IT FURTHER RESOLVED, that the Part-Time Assistant City Clerk shall receive an annual salary of \$19,195.50, or as otherwise may be negotiated from time to time with the collective bargaining representative, the United Public Service Employees Union.

Approved as to form, _____, 2026

Richard T. Morrissey, Acting Corporation Counsel

Cheryl Christiansen

Most recent position as Personnel Technician with 6+ years of experience assisting with and fulfilling staffing needs and improving civil service efficiencies requirements. Team player with excellent communication skills, and organization skills, driven and highly self-motivated. Strong business acumen and able to work independently.

Experience

Personnel Technician | City of Troy personnel | Troy, NY

Perform various technical and confidential aspects of personnel operations and civil service, including maintenance of all personnel related records, updates to employee records, performance reviews or evaluations, and terminations. File documents of personnel actions and provide the information to payroll and department/bureau heads. Knowledge of NYS civil service laws, including preparation of materials for compliance with local Civil Service requirements. Preparation of civil service examination announcements and job postings. Examination planning and administering Civil Service exams for the City of Troy and other appointing authorities. Review and process employment or exam applications for completeness. Process exam fee deposits. Perform reception duties, such as typing/data entry of personnel and civil service correspondence, process incoming mail. Answers a variety of inquiries by telephone and in person regarding exam eligibility, salaries, benefits, and other pertinent information. Assists with the payroll preparation process. Order and maintain office supplies and equipment. Assist with new employee orientations and trainings. Compile data and prepare a variety of reports and correspondence. Administrative support of department/bureau heads with various personnel and Civil Service functions. Communicate with administrators and co-workers on city matters.

January 2016 - July 2018

Confidential Assistant to Corporation Counsel | City of Troy, NY

Manage highly confidential administrative functions and secretarial duties for four attorneys in a municipal Law Department. Compose and revise legal documents for attorneys, consisting of correspondences, court filings relative to federal, civil and criminal proceedings; including but not limited to preparing and typing a variety of legal documents including complaints, answers, motions, discovery, memoranda of law, etc. Schedule appointments and depositions for attorneys, as well as track and maintain attorney schedules. Track account expenditures, and invoicing procedures. Ensure all legal documents are processed and handled in a timely and efficient manner in order to comply with appropriate regulations and deadlines. File and archive all documents in compliance with state and federal documentation laws. Assemble and monitor legislation for monthly committee and Council meetings, assisting in ensuring compliance with all laws and regulations. Serve as liaison between attorneys and city staff, outside attorneys, court personnel, and witnesses. Update law books and manuals, City codes, etc. process timesheets for payroll.

January 2014 - December 2016

City Clerk | City of Troy, NY

Responsible for the issuing and processing of official City and State licenses and permits required by law or code through BAS computer system. Ensuring the seamless functioning of city business. Administrative functions to serve the business needs of the city and residents. Responsible for attending all City Council meetings, keeping

official records of Council proceedings, providing status reports and performing other administrative duties involved with managing the Clerk's office as required by law or ordinance. Planning and attending all Electrical and Plumbing Board exam meetings. Supervise staff, assist Council members, and work with other City departments. Process all City government legislation passed by City Council. Produced a variety of financial reports from revenue taken in by the Clerk's office.

August 2010 - December 2014

Deputy City Clerk | City of Troy, NY

Assisted the City Clerk as needed, order supplies, organize files and records, secretarial duties, answer phones, assist city resident with applying for permits. Process official City and State licenses and permits required by law or code through BAS computer system. Attend Council meetings as needed. Maintain the reliability of all the office equipment, ensured timely payments of vendor invoices. Process and send purchase orders and credit memos. Assist in completion and maintenance of general office ledgers. Supervision of Assistant Clerk in all office procedures on permits and licenses issued.

February 2008 - August 2010

Assistant to the City Clerk | City of Troy, NY

Provided support to Deputy and City Clerk, with answers inquiries by telephone and in person from residents, processing incoming and outgoing mail, performing data entry and filing. Responsible for issuing official City and State licenses and permits required by law or code for residents.

Skills

Proficient with Microsoft, EGOV, KVS, Civic Plus and BAS systems software • Strong organizational skills and excellent interpersonal communication • Proficient at problem solving and achieving effective resolutions • Experience in office administration and supervision • Experience in Local/State Government Laws

Education

1985 Graduate of Hudson Valley Community College, Troy, New York

1983 Graduate of Lansingburgh High School, Troy, New York

NYS Department of Civil Service Institute – Trainings

• 2023 • 2022 • 2018

**RESOLUTION APPROVING AND CONFIRMING THE CITY CLERK'S
APPOINTMENT OF MICHAEL GREGG AS PART-TIME ASSISTANT TO THE CITY
CLERK AND SETTING THE ANNUAL SALARY OF THE PART-TIME ASSISTANT
TO THE CITY CLERK**

BE IT RESOLVED, that pursuant to § C-6 of the City Charter, the City Clerk's appointment of Michael Gregg as Part-Time Assistant to the City Clerk is hereby approved and confirmed; and

BE IT FURTHER RESOLVED, that the Part-Time Assistant City Clerk shall receive an annual salary of \$19,195.50, or as otherwise may be negotiated from time to time with the collective bargaining representative, the United Public Service Employees Union.

Approved as to form, _____, 2026

Richard T. Morrissey, Acting Corporation Counsel



CONTACT

📞 [REDACTED]

✉️ [REDACTED]

📍 [REDACTED]

EDUCATION

2010-2014
CORNELL UNIVERSITY

- B.A. Government / Political Science

SKILLS

- Project Management
- Supervisory Experience
- Lead Staff Trainer
- Microsoft Office Suite
- Zoom, WebEx, Google Meet
- Computer Proficiency
- Academic Writing
- Press Releases
- Grant Writing
- Public Speaking

MICHAEL R. GREGG

WORK EXPERIENCE

- **Troy Public Library - Lansingburgh Branch** 2016 - 2025
Library Associate
 - Responsible for building operation and staff when Branch Manager is unavailable or absent
 - Helps manage staff schedule and circulation desk coverage, manages calendars, opens and closes the building
 - Point-of-contact for janitorial workers, construction, plumbing, and HVAC contractors
 - Oversees the library's mobile hotspot program and the newspaper/serials collection for Lansingburgh branch
 - Assists with the management of the library collection (weeding materials, purchasing items, curating displays)
 - Administers both in-house and hired performers for programming
 - Checks-out and renews materials; processes, sorts, and re-shelves returned materials
 - Handles patron interactions at the circulation desk and over the phone; completes and updates registration records; collects fines and fees; explains and enforces policies and procedures; provides information about library services; answers patron questions
 - Assists Friends of the Library with fundraising and event organizing
- **Music Industry Experience** 2017 - Present
Independent Contractor
 - Hosts Troy Foundry Theatre's Open Mic Nights and Annual Gala
 - Guest speaker at Susan Odell Taylor School on songwriting and music education
 - Frequent event producer for venues such as the Cohoes Music Hall
 - and the Hangar on the Hudson
 - Banjo player for Troy-based band Zan and the Winter Folk
 - Gives private lessons in claw-hammer banjo technique
 - Booked, hosted, and ran Sunday Songwriters Series at Little Pecks (2019-2020)
- **Legislative Assistant** 2013-2014
Rensselaer County Legislature Office of the Minority
 - Drafted Legislation and wrote all press releases
 - Interacted with constituents through email, phone, and mail
 - Organized the office and assisted with general office duties

**RESOLUTION APPOINTING JEFFREY NESICH AS CITY AUDITOR
AND SETTING THE ANNUAL SALARY OF THE CITY AUDITOR**

BE IT RESOLVED, that pursuant to § C-8 of the City Charter, the City Council hereby appoints Jeffrey Nesich to serve as City Auditor; and

BE IT FURTHER RESOLVED, that the City Auditor shall receive an annual salary of \$19,121.00, or as otherwise may be negotiated from time to time with the collective bargaining representative, the United Public Service Employees Union.

Approved as to form, _____, 2026

Richard T. Morrissey, Acting Corporation Counsel

JEFFREY W. NESICH



EDUCATION

MASTER'S DEGREE

Public Administration
SUNY Stony Brook

BACHELOR'S DEGREE

Politics/Economics
SUNY Purchase College

SKILLS

// PROFESSIONAL

- Executive Presentations
- Account Management
- Business Management
- Budgeting & Planning

SKILLS

// TECHNICAL

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

REFERENCES

Available Upon Request

CAREER SUMMARY

Over 50 years of Public Policy experience at the State and Local level.
Extensive budget management and auditing experience.

WORK EXPERIENCE

DIRECTOR OF INTERNAL AUDIT

New York State Department of Corrections and Community Supervision /
Albany, NY / 2011-2017

CHIEF FINANCIAL OFFICER

New York State Division of Parole / Albany, NY / 2007-2010

DIRECTOR OR ADMINISTRATION

New York State Division of Parole / Albany, NY / 1989-2007

PRINCIPAL/SENIOR BUDGET EXAMINER

New York State Division of the Budget / Albany, NY / 1979-1989

ADDITIONAL WORK EXPERIENCE

CITY AUDITOR - Part-Time

City of Troy, NY / 2018-2021

ZONING COMMISSION

Zoning Board of Appeals/ City of Troy, NY / 2012-2017

HOOSIC VALLEY SCHOOL BOARD

Elected Member 2006-2010

VILLAGE OF VALLEY FALLS

Part time Deputy Mayor 1989-2010

LOCAL POLITICAL EXPERIENCE

Mayor Elect Madden Fiscal Advisory Committee 2015

Mayor Elect Rosamilia Transition Committee Co-Chair 2011

Spitzer Capital District Action Network 2008

**RESOLUTION APPOINTING ANASHA CUMMINGS AS LEGISLATIVE ASSISTANT
TO THE COUNCIL AND SETTING THE ANNUAL SALARY OF THE LEGISLATIVE
ASSISTANT TO THE COUNCIL**

BE IT RESOLVED, that pursuant to § C-5 of the City Charter, the City Council hereby appoints Anasha Cummings as Legislative Assistant to the Council to serve at the will and pleasure of the Council; and

BE IT FURTHER RESOLVED, that the Legislative Assistant to the Council shall receive an annual salary of \$10,000.00.

Approved as to form, _____, 2026

Richard T. Morrissey, Acting Corporation Counsel

ABOUT

For four years on the City Council, I made it a point to be everywhere and talk to everyone I could throughout the City. I was a fixture at events and in many organizations. I loved that time, and I love the people of this city, but for the last four years, I have taken a significant step back, found focus, love, and personal development. I work at an organization directly helping people throughout the County save money and live more safely and comfortably in their homes through the EmPower+ and Weatherization Assistance Programs. This direct work feeds something in me that the indirect work of policy making did not, however I still care deeply about the future of our city, so this opportunity to serve as Legislative Assistant for this remarkable City Council was not something I could pass up. I believe I can offer some unique experience and skills to this position, and am very hopeful for the work we can do together. Troy has an incredible wealth of passionate and engaged citizens. I would like to work with the incoming City Council to make current processes more accessible to public participation, and to develop new processes that allow for deeper involvement in legislation development and budgeting.

EDUCATION**Beacon Institute for Rivers and Estuaries - River University****2012**

Studied Applied Environmental Policy, The Ecology of American Rivers, and Green Infrastructure in a hands-on interdisciplinary program at the Beacon Institute, with field work on the Clearwater sloop.

Rensselaer Polytechnic Institute, Troy, NY**2008-2012**

Majored in Design, Innovation, and Society, which focuses on interdisciplinary design processes, how to understand what people need, and design innovative technical, social, and physical solutions. Minored in Sustainability Studies, which focuses on systems design, global warming science and ecology, economics, and development.

RELEVANT EXPERIENCE**Weatherization Crew Chief, Commission on Economic Opportunity****Nov. 2024-Present**

Manage a crew and act as responsible person on site delivering weatherization services to residents.

Weatherization Crew Member, Commission on Economic Opportunity**Nov. 2023-Nov. 2024**

Help insulate, air seal, and otherwise make qualifying residences in Rensselaer County more efficient through the EmPower+ and Weatherization Assistance Programs.

District 4 Councilmember, Troy City Council**Jan. 2018-Dec. 2021**

The Troy City Council is responsible for budget oversight, policy development, and constituent support. During my time on the Council, I worked to improve access to government, enhance our parks and trails, invest in our infrastructure, develop our waterfront for all, and increase the scope of local government to understand and improve our impact on issues of global significance.

Digital Video and IT Subcontractor, Duncan Crary Communications**2016-2020**

Duncan Crary is a PR professional who has made a practice of promoting small businesses and creative ventures in Troy. As a subcontractor, I helped with IT, Web Development, and Video Production for many clients. We produced a series of videos for the Troy Cultural Alliance, promoting many of Troy's cultural institutions, which can be viewed at <http://tca.anasha.us>

VISTA Sustainability Coordinator, Troy Rehabilitation and Improvement Program**2013-2014**

As an AmeriCorps Vista working with TRIP, I developed training and educational content, encouraged staff wide participation in sustainability initiatives, and organized several sustainability related events.

Systems Designer, Project Nexus**Jun. 2012-Dec. 2013**

Project Nexus was a web startup that I helped develop with several friends from RPI. It was designed to help organize projects and build collaboration between the community and volunteer organizations.

Intern, Congressman Paul D. Tonko's District Office**June 2011-Dec. 2011**

Supported constituent services, wrote letters, and helped support the Mighty Waters Initiative.

RESOLUTION APPOINTING JESSICA CAMARO, JAMIE MAGUR, AND JOHN ASHLEY TO SERVE AS CITY MARSHALS FOR THE CITY OF TROY

WHEREAS, pursuant to Chapter C, Part 4, Article XII of the City Charter of Troy, the City Council is authorized to appoint as many persons as may be necessary, not exceeding five (5) initially, unless a greater number be at any time prescribed by the City Council to act as Marshals of the City Court; and

WHEREAS, the City Council desires to appoint Jessica Camaro, Jamie Magur, and John Ashley to serve as Troy City Marshals effective immediately and to replace all current City Marshals whose terms have expired or who have resigned.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby appoints Jessica Camaro, Jamie Magur, and John Ashley to serve as City Marshals of the City Court of the City of Troy, each for a term running from January 1, 2026 through December 31, 2027, and to hold office thereafter until a successor shall be appointed and have qualified, unless sooner removed or suspended from office in accordance with the City Charter; and

BE IT FURTHER RESOLVED, that all current City Marshals whose terms have expired are hereby discharged from office effective immediately or upon conclusion of any evictions for which warrants were issued by the Court and served by the Marshal before January 5, 2026, whichever occurs later.

Approved as to form, _____, 2026

Richard T. Morrissey, Acting Corporation Counsel

James "Jamie" Magur

Professional Summary

Experienced real-estate developer, construction executive, small-business owner, and community-revitalization leader. Proven track record in redevelopment, neighborhood stabilization, and public-private collaboration.

Core Competencies

- Real Estate Development & Acquisition
- Construction Management & General Contracting
- Small Business Ownership & Operations
- Urban Revitalization & Neighborhood Development
- Partnerships with Local & State Agencies
- Budgeting, Cost Analysis & Development Finance
- Mixed-Use & Affordable Housing Development
- Public Communication & Stakeholder Engagement
- Organizational Governance & Board Leadership

Professional Experience

Troy Grooming Co. – Troy, NY | Owner, Operator & Barber (2015 – Present)

- Founder and operator of a successful downtown barbershop.
- Manage daily operations, finances, scheduling, and staff.
- Lead a team of three barbers serving hundreds weekly.
- Strong anchor business contributing to downtown vibrancy.

Troy Building Co. Corp. – Troy, NY | Owner / Principal Contractor (2015 – Present)

- Lead residential, commercial, and mixed-use construction projects.
- Manage subcontractors, proposals, budgets, and field operations.
- Deliver projects ranging from small renovations to multimillion-dollar developments.

Magur Holdings LLC – Troy, NY | Owner / Real Estate Developer (2017 – Present)

- Oversee acquisition, redevelopment, and management of multifamily, mixed-use, and commercial properties.

- Develop capital plans, rent structures, and financial modeling.
- Execute value-add improvements and property stabilization strategies.

Troy Community Land Bank – Troy, NY | Chairperson & Board Member (2022 – Present)

- Appointed to Board in 2022; elevated to Chairperson in 2024.
- Lead governance, redevelopment strategy, and interagency coordination.
- Advance modular housing, infill development, and distressed-property rehabilitation.

Troy Business Improvement District (BID) – Troy, NY | Vice Chairperson & Board Member (2019 – Present)

- Appointed Vice Chair in 2024; board member since 2019.
- Guide district revitalization, beautification, and capital improvements.
- Support business engagement and long-term downtown strategy.

Education

- Bachelor of Science in Finance – Manhattan College (2001)
- Associate in Applied Science, Business Administration – HVCC (1999)

Additional Education Coursework

- Construction Management
- Real-Estate Development
- Housing Policy
- Development Finance
- Project Management

Community & Civic Engagement

- Frear Park Conservancy – Vice Chair & Board Member (2017 – Present)
- Troy Community Land Bank – Chairperson & Board Member
- Troy Business Improvement District – Vice Chairperson & Board Member

JOHN S. ASHLEY JR

18. [REDACTED] | ([REDACTED] (H) | [REDACTED]
[REDACTED]

SUMMARY OF QUALIFICATIONS

- Experienced maintenance professional with expertise in electrical and electronic systems, adept at troubleshooting, testing, and maintaining equipment to ensure optimal functionality.
- Proficient in utilizing diagnostic tools such as multi-meters and ammeters, with a strong emphasis on safety and compliance in all maintenance procedures.
- Strong leadership and project management skills, capable of overseeing teams and ensuring timely completion of maintenance tasks and projects.
- A.A.S. in Business Management from HVCC, Troy, NY, with specialized training as a Radio Frequency Transmission Operator/Maintenance.

RELEVANT EXPERIENCE & SKILLS

Electrical & Electronic Proficiency

- Extensive knowledge in electrical and electronic theory, conducting routine tests, and validating equipment functionality in high-pressure environments.
- Skilled in mechanical and electrical assembly, with a focus on enhancing system performance and reliability through precise maintenance practices.

Technical & Mechanical Assembly

- Proficient in reading and interpreting electrical and mechanical drawings for accurate assembly and troubleshooting of complex systems.
- Experience in erecting and maintaining communication systems, including antenna masts, with a strong attention to detail and methodical work processes.

Leadership & Project Management

- Proven ability to manage teams and projects effectively, ensuring efficient communication and coordination among team members to meet operational goals.
- Recognized for exceptional problem-solving skills, enabling quick resolution of issues while adhering to strict deadlines and safety standards.

EMPLOYMENT HISTORY

Rent-A-Center

October 2025 – Present

- Currently managing customer service and product delivery operations
- Ensuring customer satisfaction through efficient service delivery and problem resolution
- Maintaining operational standards and equipment handling procedures

Piedmont Airlines

Albany International Airport, NY | January 2023 – August 2025

- Performed aircraft ground operations and ramp service duties
- Maintained safety compliance and operational readiness in fast-paced aviation environment
- Coordinated with team members to ensure timely aircraft turnarounds and departures
- Operated ground support equipment and maintained equipment functionality

Machine Maintenance

Uncle Sam's Lane, Troy, NY | 2022 – Present

- Maintain operational efficiency of over 20 machines through diligent monitoring, part replacement, and equipment adjustments, ensuring minimal downtime.

Scale Yard Coordinator

Ben Weitsman of Albany Scrap Metal Yard | 2019 – 2020

- Led project initiatives to enhance workflow and communication, significantly improving operational efficiency and safety standards.

Radio Frequency Transitions & Structural Aircraft Maintenance

US Air Force Reserves, Chicopee, MA | 2009 – 2018

- Conducted routine tests on communication and electronic systems, ensuring compliance with technical specifications and operational readiness.
- Managed multiple projects, effectively communicating progress and challenges to leadership, demonstrating strong organizational skills.

Dietary Aide & Building Maintenance

The Eddy Nursing Home, Troy, NY | 2011 – 2013

- Enhanced service procedures, ensuring high satisfaction levels through prompt problem resolution and maintenance support.

Food Service Server

Rensselaer Polytechnic Institute via Sodexo, Troy, NY | 2008 – 2009

- Provided top-tier customer service, ensuring a positive dining experience while maintaining operational cleanliness and efficiency.

Teen & Preteen Youth Counselor – PT

YMCA, Troy, NY | 2006 – 2008

- Developed engaging programs for youth, fostering a safe and supportive environment for personal development.

Salesman

Electronic Paper Inc., Clifton Park, NY | 2005 – 2007

- Delivered exceptional customer service, providing product advice and support to meet customer needs effectively.

EDUCATION

CORE COMPETENCIES

- Electrical & Electronic Systems Maintenance
- Mechanical Assembly & Troubleshooting
- Team Leadership & Project Management
- Safety Compliance & Quality Assurance
- Problem-Solving & Critical Thinking
- Communication & Coordination
- Equipment Testing & Diagnostics
- Aviation Ground Operations
- Customer Service Excellence

JESSICA CALARCO RN, CCM

PROFESSIONAL EXPERIENCE

INDEPENDENT CONTRACTOR

Registered Nurse UAS Assessor

Albany, NY

February 2023-present

- Conducted functional, psychosocial and environmental safety assessments, virtually and in person, to determine re-eligibility of members and review individual health plans for managed MLTC programs through the NYS UAS system.

PRIVATE HOME CARE RN

Full time Home Care Alzheimer's RN and Private Staffing supervisor

Albany, NY

November 2021-February 2023

BALANCED HOMECARE LLC.

Director of Wellness

Albany, NY

June 2021-November 2021

- Responsible for UAS assessments and care plans.
- Responsible for training and management of Wellness staff, CNA's and LPN's
- Coordinate training and policies for DOH compliance.
- Update and maintain patient health records per DOH compliance.
- Coordinate case management services for residents and families.
- Communicate with providers and facilities vendors.
- Maintain facility Wellness/COVID supplies and testing.

ANTHEM BLUE CROSS & BLUE SHIELD

Registered Nurse Case Manager CCM

Albany, NY

February 2017-April 2021

- Managing the daily workflow and providing feedback and support for RN CM I's.
- Responsible for performing telephonic care management for members with complex and chronic care needs by assessing, developing, implementing, coordinating, monitoring, and evaluating care plans designed to optimize member health care across the care continuum.
- Responsible for ensuring member access to services appropriate to their health needs. Conducting assessments to identify individual needs and a specific care management plan to address objectives and goals as identified during assessment.

SAMARITAN HOSPITAL

Case Manger

Troy, NY

January 2016-Feburary 2017

- Developing safe and clinically appropriate discharge plans by collaborating with Providers, skilled nursing facilities and outpatient clinics.
- Utilization management and review for newly admitted patients using MCG 20th Edition Care Guidelines including, interacting with clinical review nurses and pursuing denial management.
- Acting as the liaison between patients and care personnel to ensure that all necessary care is provided promptly and effectively.
- Collaborating with families and community providers to prevent readmission.
- Assisting the Emergency Department with admission prevention.
- Managing all urgent after hour's disposition issues.

EDUCATION

MARIA COLLEGE

Albany, NY

Associates of Applied Science in Nursing (AAS)

August 2012-May 2014

CERTIFICATIONS

- NYS Registered Professional Nurse (RN)
- CCMC Certified Case Manager
- Trained NYS UAS assessor
- PRI/Screen Certified

**RESOLUTION APPOINTING IAN SILVERMAN AS LEGISLATIVE COUNSEL TO
THE TROY CITY COUNCIL AND SETTING THE ANNUAL SALARY OF THE
LEGISLATIVE COUNSEL**

BE IT RESOLVED, that pursuant to § C-5 of the City Charter, the City Council hereby establishes the position of Legislative Counsel in the Legislative Branch to assist the City Council in the performance of its legislative duties; and

BE IT FURTHER RESOLVED, that the Council hereby appoints Ian Silverman as Legislative Counsel to the City Council to serve at the will and pleasure of the Council; and

BE IT FURTHER RESOLVED, that the Legislative Counsel to the City Council shall receive an annual salary of \$50,000.00.

Approved as to form, _____, 2026

Richard T. Morrissey, Acting Corporation Counsel

**RESOLUTION SETTING THE AMOUNT OF COMPENSATION TO BE PAID TO
THE PRESIDENT OF THE CITY COUNCIL IN ADDITION TO HER REGULAR
ANNUAL SALARY AS A COUNCIL MEMBER**

BE IT RESOLVED, that pursuant to § C-3 of the City Charter, the President of the City Council shall receive further compensation of \$5,000.00, to be paid in addition to her annual salary of \$15,000.00 as a Council member.

Approved as to form, _____, 2026

Richard T. Morrissey, Acting Corporation Counsel

RESOLUTION APPOINTING MEMBERS OF THE STANDING COMMITTEES OF THE TROY CITY COUNCIL

BE IT RESOLVED, that pursuant to Sections C-3 and C-9 of the City Charter, the President shall be the presiding officer of the Council, the chair of the standing Committee of the whole on Finance, and an ex-officio and non-voting member of all other standing committees; and

BE IT FURTHER RESOLVED, that pursuant to Sections C-9 and C-10 of the City Charter, the following nominations for standing committee memberships are hereby approved:

FINANCE: Membership on this committee shall include the President of the City Council as Chairperson, all City Council Members, the Comptroller, Budget Officer, Auditor, Treasurer, Assessor, and Purchasing Agent.

GENERAL SERVICES: Membership on this committee shall include the Commissioner of General Services, City Engineer, Director of Parks and Recreation, and at least three(3) City Council Members as follows:

1. Jona Favreau, Chair
2. Greg Campbell-Cohen
3. Phil DiLorenzo

LAW: Membership on this committee shall include the Corporation Counsel, Counsel staff as the Corporation Counsel desires, and at least three (3) City Council Members as follows:

1. Katie Spain McLaren, Chair
2. Noreen McKee
3. Greg Campbell-Cohen

PLANNING: Membership on this committee shall include the Commissioner of Planning and Economic Development, any assistant commissioners, the Chair of the Planning Board, the Corporation Counsel, and at least three (3) City Council members as follows:

1. Phil DiLorenzo, Chair
2. Shikole Struber
3. Noreen McKee

PUBLIC SAFETY: Membership on this committee shall include the Commissioner of Public Safety, if any, the Police Chief, the Fire Chief, and at least three (3) City Council members as follows:

1. Noreen McKee, Chair
2. Jona Favreau
3. Shikole Struber

PUBLIC UTILITIES: Membership on the committee shall include the Superintendent of Public Utilities, Chief Water Plant Operator, Supervisor of Water, Supervisor of Sewers, and at least three (3) City Council members as follows:

1. Greg Campbell-Cohen, Chair
2. Jona Favreau
3. Katie Spain McLaren

SCIENCE AND TECHNOLOGY: Membership on this committee shall include the Director of Operations, the Deputy Mayor and/or a representative of the Bureau of Information Services, and at least three (3) City Council members as follows:

1. Shikole Struber, Chair
2. Phil DiLorenzo
3. Katie Spain McLaren

Approved as to form _____, 2026

Richard T. Morrissey, Acting Corporation Counsel

**RESOLUTION DESIGNATING THE RECORD AS THE
OFFICIAL NEWSPAPER OF THE CITY OF TROY**

BE IT RESOLVED, that pursuant to Chapter 2, Article I, § 2-2 of the Troy Code of Ordinances, the City Council hereby designates The Record as the official newspaper of the City of Troy.

Approved as to form, _____, 2026

Richard T. Morrissey, Acting Corporation Counsel

**RESOLUTION DESIGNATING PIONEER COMMERCIAL BANK AS THE OFFICIAL
DEPOSITORY OF THE CITY OF TROY**

BE IT RESOLVED, that pursuant to Chapter 2, Article I, § 2-1 of the Troy Code of Ordinances and § C-51(E) of the Troy City Charter, the City Council hereby designates the following bank, including its successor institution, if applicable, as the official depository of the City of Troy for fiscal year 2026:

PIONEER COMMERCIAL BANK

Approved as to form, _____, 2026

Richard T. Morrissey, Acting Corporation Counsel

**RESOLUTION CONFIRMING APPOINTMENTS TO THE
TROY INDUSTRIAL DEVELOPMENT AUTHORITY**

WHEREAS, Article 8, Title 11 of the Public Authorities Law of State of New York created and established the Troy Industrial Development Authority; and

WHEREAS, the Troy Industrial Development Authority Board consists of a Chairperson and eight other members, all of whom are appointed for a term of three (3) years by the Mayor of the City, subject to confirmation by the City Council, and must include: two (2) members of the City Council of the City of Troy; one (1) representative of the school board; and one representative from each of the fields of business, industry, and labor; and

WHEREAS, a vacancy exists on the Troy Industrial Development Authority; and

WHEREAS, the Mayor has appointed Greg Campbell-Cohen to serve on the Board of the Troy Industrial Development Authority as a representative of the City Council;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Troy hereby confirms the appointment of Greg Campbell-Cohen to fill the vacancy on the Troy Industrial Development Authority as a representative of the City Council such term to commence upon final passage of this Resolution and to expire in accordance with Public Authorities Law § 1952.

Approved as to form, _____, 2026

Richard T. Morrissey, Acting Corporation Council

**RESOLUTION APPROVING APPOINTMENT OF NOREEN MCKEE TO
THE TROY LOCAL DEVELOPMENT CORPORATION**

WHEREAS, Article II, Section 1(b) of the Amended and Restated By-Laws of the Troy Local Development Corporation (“Troy LDC”) provides for the selection of one member of the City Council to serve as a Member of the Troy LDC, *ex officio*, as approved by the Mayor and the City Council; and

WHEREAS, a vacancy exists on the Troy LDC for a City Councilperson to serve as a Member; and

WHEREAS, Councilperson Noreen McKee has been nominated to fill the vacancy.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby approves the appointment of Noreen McKee to be a Member of the Troy LDC for an *ex officio* term commencing immediately, subject to the additional approval of this legislation by the Mayor.

Approved as to form, _____, 2026

Richard T. Morrissey, Acting Corporation Counsel