

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
SARATOGA SPRINGS PUBLIC LIBRARY – SUSMAN ROOM
WEDNESDAY JANUARY 22ND 2020 10:30AM
MINUTES**

PRESENT: MARK CACOZZA, CHAIRPERSON
NURIT SONNENSCHN, COMMISSIONER (Remotely via conference call)
DAVID SNYDER, COMMISSIONER

CHAIRPERSON CACOZZA CALLED THE MEETING TO ORDER AT 10:33am and opened the public comment section. There being no one wishing to speak, Chair Cacozza closed the public comment section at 10:34am.

Commissioner Snyder made a motion to approve the November 2019 Minutes as presented. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Commissioner Snyder made a motion to approve the December 2019 Minutes as presented. Seconded by Chairperson Cacozza. Motion carries unanimously.

EXECUTIVE SESSION

Commissioner Snyder made a motion to adjourn into Executive Session for the purpose of considering a request by the Police Department and Fire Department to disqualify one candidate for the position of Public Safety Dispatcher, and one candidate for the position of Firefighter. The motion was seconded and adopted unanimously.

The Commission entered into Executive Session at 10:35am with Police Chief Crooks, Fire Chief Dolan, Police Lieutenant Jillson, Police Sergeant Sicko, and Police Sergeant Veitch in attendance. Public Safety Dispatcher candidate Doe #1 had been duly notified of his/her right to attend and did not appear. The application to disqualify Public Safety Dispatcher candidate Doe #1 was presented to the Commission by Chief Crooks and Sergeant Sicko. Discussion ensued and a motion to disqualify Public Safety Dispatcher candidate Doe #1 was made and adopted unanimously.

Firefighter Candidate Doe #2 had been duly notified of his/her right to attend this meeting and did not appear. The application to disqualify Firefighter candidate Doe #2 was presented to the Commission by Chief Dolan and Sergeant Sicko. Discussion ensued and a motion to disqualify Firefighter candidate Doe #2 was made and adopted unanimously.

A motion was made to terminate the Executive Session and it was adopted unanimously.

The Commission's regular meeting was reconvened at 10:56am and the Chair announced that during Executive Session a motion to disqualify Public Safety Dispatcher candidate Doe #1 and Firefighter candidate Doe #2 had been adopted.

DPW

DPW Business Manager Michael Veitch appeared before the Commission to discuss two proposed *New Position Duty Statements*.

First to be discussed was that of a *DPW Dispatch Supervisor*. A brief discussion ensued and with a modification in regards to the presented supervisory detail (direct v general), Commissioner Snyder made a motion to approve the *New Position Duty Statement* for one *DPW Dispatch Supervisor (Competitive)*. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Mr. Veitch stayed to discuss the request for a new position of a *Welder/Fabricator*. A brief discussion ensued and a modification was made in regards to the presented supervisory detail (general v direct), Commissioner Snyder made a motion to approve the *New Position Duty Statement* for one *Welder/Fabricator (Non Competitive)*. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Mr. Veitch thanked the Commission for their time on these items and departed the meeting.

Commissioner Snyder made a motion to approve the following *Labor Class Appointment(s)*. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Andrew McCormick	Laborer	Effective 01/12/20
Nicholas Murray	Laborer	Effective 01/12/20
Steven Wilcox	Laborer	Effective 01/12/20

Commissioner Sonnenschein made a motion to approve the following *Provisional Appointment(s)*. Seconded by Commissioner Snyder. Motion carries unanimously.

Nicholas Rumpf	Senior Account Clerk	Effective 01/06/20
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ACCOUNTS

Commissioner Snyder made a motion to approve the following *Exempt Class Appointment(s)*. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

John Daley	Deputy Commissioner of Accounts	Effective 01/01/20 – 03/02/20
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FINANCE

Commissioner Snyder made a motion to approve the following *Exempt Class Appointment(s)*. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Deidre Ladd	Deputy Commissioner of Finance	Effective 01/01/20 – 12/31/21
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MAYOR

Commissioner Snyder made a motion to approve the following *Exempt Class Appointment(s)*. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Lynn Bachner	Executive Assistant to the Mayor	Effective 01/01/20
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Chairperson Cacoza made a motion to approve the following *Provisional Appointment(s)*. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Robin McFee	Executive Assistant to the City Attorney	Effective 01/21/20
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PUBLIC SAFETY

Commissioner Snyder made a motion to approve the following *Exempt Class Appointment(s)*. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Eileen Finneran	Deputy Commissioner of Public Safety	Effective 01/01/20 – 12/31/21
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Commissioner Snyder made a motion to approve the following *Leave of Absence(s)*. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Wade Collins	Police Sergeant	Effective 01/06/20 - ? (Military)
Tyler McIntosh	Police Sergeant	Effective 01/23/20 - ? (Military)

RECREATION

Chairperson Cacoza made a motion to approve the following *Non Competitive Class Appointment(s)*. Seconded by Commissioner Snyder. Motion carries unanimously.

Cameron Porter	Recreation Assistant	Effective 01/11/20
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SCHOOL

Commissioner Snyder made a motion to approve the following *Labor Class Appointment(s)*. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Jonathan Rivers	Cleaner	Effective 12/11/19
Kandy Fisher	Food Services Helper	Effective 12/03/19 – 12/03/20
Janice Hammond	Food Service Helper	Effective 12/12/19 – 12/12/20
	School Monitor	Effective 12/12/19 – 12/12/20
Shayna Marie Conway	School Monitor	Effective 11/14/19 – 11/14/20
Joseph Fortino	School Monitor	Effective 12/19/19 – 12/19/20
Tammy Haarman	School Monitor	Effective 12/20/19 – 11/20/20
Molly Knott	School Monitor	Effective 12/10/19 – 12/12/20
William Murnan	School Monitor	Effective 12/05/19 – 12/05/20
Theresa Stallone	School Monitor	Effective 01/06/20 – 01/06/21
Vicky Weber	School Monitor	Effective 12/12/19 – 12/12/20
Kimberlee Williams	School Monitor	Effective 11/14/19 – 11/14/20

Commissioner Sonnenschein made a motion to approve the following *Non Competitive Class Appointment(s)*. Seconded by Commissioner Snyder. Motion carries unanimously.

Anissa Craig	Clerk (part time)	Effective 11/25/19 – 11/25/20
Tammy Haarman	Clerk (part time)	Effective 11/20/19 – 11/20/20
	Keyboard Specialist (part time)	Effective 11/20/19 – 11/20/20
	Tammy Harmon	Effective 11/20/19 – 11/20/20
Molly Knott	Clerk (part time)	Effective 12/10/19 – 12/10/20
	Keyboard Specialist (part time)	Effective 12/10/19 – 12/10/20
	Teacher Aide	Effective 12/10/19 – 12/10/20
Vicky Weber	Clerk (part time)	Effective 12/12/19 - 12/12-20
	Keyboard Specialist (part time)	Effective 12/12/19 – 12/12/20
	Teacher Aide	Effective 12/12/19 – 12/12/20
Kimberlee Williams	Clerk (part time)	Effective 11/14/19 - 11/14/20
Kandy Fisher	Food Service Cashier	Effective 01/15/20
Janice Hammond	Food Service Cashier	Effective 12/12/19 – 12/12/20
Anissa Craig	Keyboard Specialist (part time)	Effective 11/25/19 – 11/25/20
	Teacher Aide	Effective 11/25/19 – 11/25/20
Allison Garhartt	School Bus Assistant	Effective 12/16/19 / 12/16/20
	School Bus Driver	Effective 12/16/19 -12/16/20
Kimberly Muraskas	School Bus Assistant	Effective 12/18/19 -12/18/20
Kristen Thompson	School Bus Assistant	Effective 12/03/19 – 12/03/20
	School Bus Driver	Effective 12/03/19 - 12/03/20
Anthony Wright	School Bus Assistant	Effective 11/25/19
Lynn Blasso	School Bus Driver	Effective 12/16/19 - 12/16/20
Cherie Gailor	School Bus Driver	Effective 11/01/19
Samuel Silburn	School Bus Driver	Effective 12/13/19
Sean Transue	School Bus Driver	Effective 12/16/19
Carey Thobae	Senior Food Service Helper	Effective 01/06/20
Shayna Marie Conway	Teacher Aide	Effective 11/14/19 – 11/14/20
Martha George	Teacher Aide	Effective 01/15/20
William Murnan	Teacher Aide	Effective 12/05/19 – 12/05/20
Julia Willey	Teacher Aide	Effective 11/14/19 – 11/14/20

Commissioner Snyder made a motion to approve the following *Provisional Class Appointment(s)*. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Eric Beames	Information Technology Support Technician I	Effective 12/11/19
Ryan Warner	Telecom and Electrical Technician II	Effective 01/15/20

Commissioner Sonnenschein made a motion to approve the following *Leave of Absence(s)*. Seconded by Commissioner Snyder. Motion carries unanimously.

Debra Keracado Rivers	Custodian	Effective 11/05/19 – 12/31/19
Jean Crumb	Food Service Helper	Effective 01.08.20 – 02/08/20
Katherine Hopper	Keyboard Specialist	Effective 12/10/19 – 12/22/19

Commissioner Snyder made a motion to approve the following *Completed Probationary Period(s)*. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Pauline Willey	Food Service Helper	Effective 11/25/19
Kristina Derlinga	HR Generalist	Effective 12/19/19
Annetta Dunham	HR Generalist	Effective 12/19/19
Linda Doyle	Senior Account Clerk	Effective 01/23/20
Linda Ferguson	Senior Account Clerk	Effective 01/23/20
Stephanie Joseph	School Bus Driver	Effective 01/16/20
Susan Stockman	School Bus Driver	Effective 01/16/20

CIVIL SERVICE

Appointments made from Established Eligible Lists

Julie Nolan – Clerk – 01/31/20
Dean Gaetano – Police Officer – 01/14/20 (permanent)
William Coyner – Police Officer – 01/13/20 (permanent)
Tara Szczesniak – Senior Typist – 12/02/19

Exam Announcements

Environmental Services Manager #61-510 (02/29/20)
Head Custodian #74-902 (03/14/20)
Head School Grounds Monitor #68-477 (02/29/20)
Librarian I #62-388 (03/01/20 – 03/31/20)
Librarian II (OC and Promo) #62-405 & #73-065 (03/01/20 – 03/31/20)
Librarian III (OC and Promo) #62-429 & #73-068 (03/01/20 – 03/31/20)
Modernization Coordinator #60-573 (02/29/20)
Program Coordinator #66-834 (02/29/20)
Senior Account Clerk #62-205 (02/29/20)

Vacancy Announcement(s)

Assistant Facilities Manager
Communications Manager
City Engineer
Code Enforcement Technician
Executive Assistant (City Attorney)
Senior Clerk (Part Time)

Approved: CSC Regular Meeting February 26th 2020