

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
474 BROADWAY, 3RD FLOOR – MUSIC HALL
WEDNESDAY AUGUST 25TH 2021
MINUTES**

PRESENT: MARK CACOZZA, CHAIRPERSON
ANGELA RELLA, COMMISSIONER

CHAIRPERSON CACOZZA CALLED THE REGULAR MEETING TO ORDER AT 9:31am and opened the public comment section. There being no one wishing to speak, Chair Cacoza closed the public comment section at 9:32am.

Approval of July 2021 Regular Meeting Minutes tabled.

MAYOR

Deputy Mayor Lisa Shields appeared before the Commission to briefly discuss the proposed minor revisions to the Administrator of Planning and Economic Development. Proposed revisions were to include *'Nothing in this job description shall be construed as conferring upon the Administrator of the Office of Planning and Economic Development the power to perform any activity in contravention to the authority of the Building Inspector and the Zoning and Building Inspector. The Building Inspector and the Zoning and Building Inspector shall have authority to administer and enforce those provisions of the City's codes, rules and regulations as specified in Chapters 117, 118, 240 and 241 of the City Code, together with other authority conferred on him or her under the laws of the State of New York.'* This language was pulled almost verbatim from the current City Charter.

Chairperson Cacoza made a motion to add the following language to the job specification: *The restriction set forth should not be construed to limit and restrict the Administrator OPED's right and authority to supervise and manage the activities and performance of the Building Inspector and Zoning and Building Inspector.* Seconded by Commissioner Rella. Motion carries unanimously and language is added to the job specification. Mayors department agreed to the addition and thanked the Commission.

Chairperson Cacoza made a motion to approve the following Provisional Class Appointment(s). Seconded by Commissioner Rella. Motion carries unanimously.

Assistant Building Inspector	Robert Kocis	Effective 09/13/21
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PUBLIC SAFETY

Chairperson Cacoza made a motion to add an item for Proposed Revisions to the Police Lieutenant Job Specification to the agenda. Seconded by Commissioner Rella. Motion carries unanimously and item added.

Chairperson Cacoza made a motion to approve the proposed revisions to the minimum qualifications section of the job specification while tabling the two requested typical work activities removals.

RECREATION

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

Recreation Assistant	Abigail Becker	Effective 08/10/21
Recreation Assistant	Matthew Rissetto	Effective 08/16/21
Recreation Assistant	Xavier Ruscio	Effective 08/02/21
Recreation Leader	Andrew Cecala	Effective 08/10/21

SCHOOL

Chairperson Cacoza made a motion to approve the following Provisional Class Appointment. Seconded by Commissioner Rella. Motion carries unanimously.

Information Technology Support Technician	Matthew Greenwood	Effective 07/27/21
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Chairperson Cacoza made a motion to approve the following School items en bloc. Seconded by Commissioner Rella. Motion carries unanimously.

Non Competitive Class

Cook	Joshua Kerwood	Effective 08/13/21
Cook	Catherine Sweet	Effective 08/13/21
Clerk (part time)	Sandra Mahoney	Effective 06/28/21 – 08/31/21
Groundskeeper	Joseph Rivers	Effective 07/23/21
Keyboard Specialist (part time)	Sandra Mahoney	Effective 06/28/21 – 08/31/21

Teacher Aide	Dawn Champagne	Effective 07/07/21 – 08/31/21
Teacher Aide	Kimberly Roy	Effective 07/07/21 – 08/31/21
<i>Labor Class</i>		
School Monitor	Amy Calzonetti	Effective 09/07/21

CIVIL SERVICE

The Coordinator updated the Commission on the beginnings of the 2022 budget season and what was requested for each line.

The Coordinator briefly discussed the upcoming Police Officer #65-560 physical agility exam to be administered the East Side Recreation track and field on September 11th 2021. 57 candidates were invited.

Establish Eligible List(s)

Senior Library Clerk #74-967 and #63-895

Permanent Appointment(s) from Established Eligible Lists

Librarian III	Catherine Brenner	Effective 09/08/21
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Vacancy and Exam Announcements

- Assistant Building Inspector (Provisional Vacancy Announcement)
- Assistant Administrative Director of Recreation (Provisional Vacancy Announcement)
- Computer Support Technician (Provisional Vacancy Announcement)
- Director of IT (Provisional Vacancy Announcement)
- Finance Coordinator (Provisional Vacancy Announcement)
- Motor Equipment Operator (Promotional Vacancy Announcement)
- Heavy Equipment Operator (Promotional Vacancy Announcement)
- Police Lieutenant #71-167 (Exam Announcement)

Resignations or Retirements

Communications Clerk	Rachel Petryna	Resignation Effective 08/27/21
Engineering Technician	Troy Bianco	Resignation Effective 08/16/21
Laborer	Elisabeth LaBreche	Resignation Effective 08/16/21

Chairperson Cacoza made a motion to close the meeting at 10:37am. Seconded by Commissioner Rella. Motion carries unanimously.

CSC Approved 09/29/21