CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
474 BROADWAY, 3RD FLOOR
THURSDAY JANUARY 28TH 2021  9:30AM
MINUTES

PRESENT:   MARK CACOZZA, CHAIRPERSON
NURIT SONNENSCHEIN, COMMISSIONER (Remotely via Zoom)
JEN DUNN, COMMISSIONER (Remotely via Zoom)

PUBLIC HEARING – Increase in Civil Service Examination Fees.
Opened at 9:36am – no comments from the public.
Chairperson Cacozza made a motion to close the public hearing at 9:38am. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

CHAIRPERSON CACOZZA CALLED THE REGULAR MEETING TO ORDER AT 9:38am. Due to circumstances, the public comment section was unable to be entertained. Public comments will be accepted via email for future meetings while social distancing is required. No public comments were received.

Chairperson Cacozza made a motion to table the approval of the December regular meeting minutes. Seconded by Commissioner Dunn. Motion carries unanimously.

HOUSING AUTHORITY
Commissioner Sonnenschein made a motion to approve the Proposed Revisions to the Housing Authority Occupancy Specialist Job Specification as modified. Seconded by Commissioner Dunn. Motion carries unanimously.

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

  Jennifer Hill  Housing Authority Occupancy Specialist  Effective 01/04/21 (Provisional Promotion)
  Madison Squires  Housing Authority Occupancy Specialist  Effective 01/11/21

Chairperson Cacozza made a motion to approve the following Labor Class Appointment(s). Seconded by Commissioner Dunn. Motion carries unanimously.

  Wilfred Diaz  Laborer  Effective 01/04/21

MAYOR
Chairperson Cacozza made a motion to approve the Proposed Revisions to the Administrative Assistant Job Specification. Seconded by Commissioner Dunn. Motion carries unanimously.

PUBLIC SAFETY
Commissioner Sonnenschein made a motion to approve the Code Administrator and Code Administrator Assistant and Accounts Payable Job Specifications en bloc. Seconded by Chairperson Cacozza. Motion carries unanimously.

SCHOOL
Chairperson Cacozza made a motion to approve the following Non Competitive Class Appointment(s) en bloc. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

  Colin MacNicol  Building Maintenance Mechanic  Effective 01/13/21
  Allissa LaPort  Licensed Practical Nurse  Effective 10/26/20 – 10/26/21
  Harry Beckenstein  School Bus Driver  Effective 11/05/20
  Melissa Parish  School Bus Driver  Effective 01/05/21 – 01/05/22
  Tina Baird  Teacher Aide  Effective 12/10/20
  Clare Kelly  Teacher Aide  Effective 12/17/20 – 12/17/21
  Graham Patton  Teacher Aide  Effective 12/17/20 – 12/17/21
  Nazha Mitali  Teacher Aide  Effective 12/04/20 – 12/07/21
  Sarah Winters  Teacher Aide 01/05/21 – 01/05/22

Commissioner Sonnenschein made a motion to approve the following School District Items en bloc. Seconded by Chairperson Cacozza. Motion carries unanimously.
Labor Class Appointments
Michele Arena  Food Service Helper  Effective 01/13/20
Graham Patton  School Monitor  Effective 12/17/20 – 12/17/21
Melissa Parish  School Monitor  Effective 12/14/20 – 12/14/21
Maureen Tanchyk  School Monitor  Effective 12/10/20
Kristen Thompson  School Monitor  Effective 12/10/20 – 01/12/21
Sarah Winters  School Monitor  Effective 01/05/21 – 01/05/22

Completed Probationary Periods
Julie Nolan  Clerk  Effective 11/04/20
Kristina Lucia  Food Service Helper  Effective 11/02/20
Tiffany MacNeil  Food Service Helper  Effective 11/07/20
Daniel Eckert  Head Custodian  Effective 12/17/20
Becky Burden  School Bus Driver  Effective 01/05/21
Allison Garhartt  School Bus Driver  Effective 11/24/20
Rachel Green  School Bus Driver  Effective 12/18/20
Kristen Thompson  School Bus Driver  Effective 11/25/20
MaryAnn Poore  Teacher Aide  Effective 11/26/20

Leave of Absence(s)
Gerald Verrigni Jr  Cleaner  Effective 12/02/20 – 02/26/21
Tina Knott  Keyboard Specialist  Effective 01/01/21 – 12/31/21
Elizabeth Bellon  School Bus Driver  Effective 02/01/21 – 04/01/21
Laura Berrios McKeon  School Bus Driver  Effective 10/14/20 – 12/06/20
Lawrence Boylan  School Bus Driver  Effective 12/10/20 – 03/05/21
Amanda DeWein  School Bus Driver  Effective 12/26/20 - 01/31/21 (Extended)
Michelle O’Rourke  School Monitor  Effective 12/22/20 – 06/30/21
Mary Farrell  Teacher Aide  Effective 01/30/21 – 06/30/21

CIVIL SERVICE
Discussion and Vote on Exam Fee Increase effective February 1st 2021.
Commissioner Dunn made a motion to approve the exam fee increase. Seconded by Commissioner Sonnenschein.
Motion carries unanimously.

Open Competitive and non-uniform exams fees increased from $10.00 to $15.00, and uniformed and/or promotional exam fees increased from $15.00 to $25.00

Establish Eligible Lists
Custodian #10-620
Clerk #10-319 – Askim Knott – Effective 11/30/20
Police Officer #65-560
Custodian #10-618 – Steven Wilcox – Effective 12/10/20
Vacancy Announcement(s)
Administrative Assistant (Provisional)
Senior Planner (Provisional)
Housing Authority Occupancy Specialist (Provisional)
Permanent Appointment(s) from Established Eligible Lists
Clerk #10-319 – Askim Knott – Effective 11/30/20
Custodian #10-618 – Steven Wilcox – Effective 12/10/20
Announce Exams
Assistant Police Chief #71-699
Police Chief #71-689
Senior Library Clerk #63-895 (Open Competitive) and #74-967 (Promotional)
Announce Exams
Assistant Police Chief #71-699
Police Chief #71-689
Senior Library Clerk #63-895 (Open Competitive) and #74-967 (Promotional)
Resignations or Retirements
Clerk – Tina Marie Rosa Wendell – Resignation Effective 11/27/20
Fire Lieutenant – Mark Bellantini – Effective 01/30/21
Food service Helper – Mary Shannon – Resignation Effective 12/24/20
School Bus Driver – Sean Broderick – Resignation Effective 02/01/21
School Bus Driver – Michael Davis – Resignation Effective 11/27/20
School Bus Driver – Kristen Thompson – Resignation Effective 01/14/21
School Bus Dispatcher – Brendan Geraghty – Retirement Effective 06/25/21
School Monitor – Kayla Benner – Resignation Effective 01/16/21
School Monitor – Elzbieta Obstarczyk – Resignation Effective 11/21/20
Chairperson Cacozza made a motion to close the meeting at 10:42am. Seconded by Commissioner Dunn. Motion marries unanimously.

CSC Approved