

**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 SONNENSCHN, 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 Cacoza 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 Cacoza 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 Cacoza 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 Cacoza 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
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MAYOR

Chairperson Cacoza 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 Cacoza. Motion carries unanimously.

SCHOOL

Chairperson Cacoza 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 Cacoza. Motion carries unanimously.

Labor Class Appointments

Michele Arena	Food Service Helper	Effective 01/13/201
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
Police Officer #65-560

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)

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

Senior Typist – Donna Snyder – Retirement Effective 06/30/21

Teacher Aide – Ashley Smith – Resignation Effective 01/05/21

Traffic Control Maintainer II – Thomas Armstrong – Retirement Effective 01/29/21

Transportation Routing specialist – Melodie Monica – Resignation Effective 01/15/21

Chairperson Cacoza made a motion to close the meeting at 10:42am. Seconded by Commissioner Dunn. Motion carries unanimously.

CSC Approved _____