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

CHAIRPERSON CACOZZA CALLED THE MEETING TO ORDER AT 9:30am and opened the public comment section. There being no one wishing to speak, Chair Cacozza closed the public comment section at 9:31am.

Commissioner Snyder made a motion to approve the January 2020 Minutes as presented. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

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

- Sabrina Lauzon, Assistant City Clerk, Effective 03/09/20
- Amber McDonald, Deputy Registrar of Vital Statistics, Effective 02/10/20

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

- Amber McDonald, Assistant City Clerk, Effective 02/04/20
- Margaret LoPresti, Real Property Appraisal Technician, Effective 02/04/20

DPW
Commissioner Sonnenschein made a motion to approve the following Provisional Class Appointment(s). Seconded by Commissioner Snyder.

- Deborah LaBreche, City Engineer, Effective 02/24/20

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

- Adam Gary, Motor Equipment Operator, Effective 02/15/20

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

- Joseph O’Neill III, Deputy Commissioner of Public Works, Effective 02/08/20

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

- Nicholas Rumpf, Senior Account Clerk, Effective 01/13/20 – 01/17/20
- Joseph O’Neill II, Working Supervisor, Effective 02/28/20 – 12/30/21

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

- Chad Henderson, Maintenance Mechanic, Effective 12/02/19

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

- Theresa Wilson, Communications Manager, Effective 02/10/20
Commissioner Snyder made a motion to approve the Proposed Job Specification Revisions for Communications Manager. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

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

- Samuel Adam, Library Clerk (part time) Effective 02/24/20
- Sara Hodorowski, Library Clerk (part time) Effective 02/11/20
- Ericc Blackman, Library District Treasurer (part time) Effective 02/06/20
- Loro McDougal, Library Building Monitor Effective 01/21/20

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

- Patrick Fitzpatrick, Senior Clerk (Part Time) Effective 02/04/20

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

- Bradley Blake, Recreation Leader Effective 02/01/20
- Samuel Jacob, Recreation Leader Effective 02/01/20
- Sean Sesselman, Recreation Leader Effective 02/01/20
- Jennifer Steele, Recreation Leader Effective 02/01/20

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

- Margaret Irwin, Food Service Helper Effective 02/12/20
- Kristina Lucia, Food Service Helper Effective 01/31/20
- Tiffany MacNeil, Food Service Helper Effective 02/12/20
- Kimberly Palazzo, Food Service Helper Effective 02/04/20 - 02/04/21
- Jessica Bishop, School Monitor Effective 01/31/20 – 01/31/21
- Shirley Motyl, School Monitor Effective 02/07/20 – 02/07/21
- Heather Rivenburg, School Monitor Effective 11/13/19

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

- Kevin Melton, Building Maintenance Mechanic Effective 02/03/20
- Jessica Bishop, Clerk (part time) Effective 01/31/20 – 01/31/21
- Keyboard Specialist (part time) Effective 01/31/20 – 01/31/21
- Shirley Motyl, Teacher Aide Effective 01/31/20 – 01/31/21
- School Bus Assistant Effective 02/07/20 – 02/07/21
- Keyboard Specialist (part time) Effective 02/07/20 – 02/07/21
- Teacher Aide Effective 02/07/20 - 02/07/21
- School Bus Driver Effective 02/07/20 – 02/07/21
- Keyboard Specialist (part time) Effective 02/07/20 – 02/07/21
- Teacher Aide Effective 02/07/20 - 02/07/21
- School Bus Driver Effective 02/07/20 – 02/07/21
- School Bus Driver Effective 01/29/20 – 01/29/21
- Keyboard Specialist (part time) Effective 01/29/20 – 01/29/21
- Jodi Burton, School Bus Driver Effective 01/29/20 – 01/29/21
- Kimberly Palazzo, School Bus Driver Effective 01/29/20 – 01/29/21
- Tarah Duguid, School Bus Driver Effective 01/29/20 – 01/29/21
- Michael Smallerz, School Bus Driver Effective 01/29/20 – 01/29/21
- School Bus Driver Effective 01/29/20 – 01/29/21
- School Bus Driver Effective 01/29/20 – 01/29/21
- Keyboard Specialist (part time) Effective 01/29/20 – 01/29/21
- Teacher Aide Effective 01/29/20 – 01/29/21
- School Bus Driver Effective 01/29/20 – 01/29/21
- Keyboard Specialist (part time) Effective 01/29/20 – 01/29/21
- Teacher Aide Effective 01/29/20 – 01/29/21
- School Bus Driver Effective 01/29/20 – 01/29/21
Commissioner Snyder made a motion to approve the following Leave of Absence(s). Seconded by Chairperson Cacozza. Motion carries unanimously.

- Debra Keracado Rivers Custodian Effective 01/01/20 – 02/6/20
- Martha George Teacher Aide Extended 02/06/20 – 03/05/20
- Effective 03/02/20 – 03/31/20

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

- Gerard Duchaussee Maintenance Mechanic Effective 12/07/29
- Jerry Williams II School Bus Driver Effective 02/06/20
- Kathleen Coleman Senior Typist Effective 02/27/20
- Denise Francis Transportation Routing Clerk Effective 03/04/20
- Judy Kahn Transportation Safety and Training Coordinator Effective 03/04/20

Commissioner Sonnenschein made a motion to approve the following Request for Additional Classified Position(s). Seconded by Commissioner Snyder. Motion carries unanimously.

- Teacher Aide Position (1) Effective 01/31/20

CIVIL SERVICE

Commissioner Snyder made a motion to approve the Exempt Class Review(s). Seconded by Chairperson Cacozza. Motion carries unanimously.

- Deputy Commissioner of Public Safety
- Deputy Commissioner of Public Works
- Executive Assistant to the Mayor

Permanent Appointment(s) from Established Eligible Lists

- Lisa Maslak Clerk #10-319 Effective 01/06/20
- Scott Dingmon Custodian #10-618 Effective 01/31/20
- Jonathan Rivers Custodian #10-618 Effective 02/11/20
- Matthew Derway Fire Lieutenant #78-663 Effective 02/08/20
- Robert Killeen Firefighter #64-632 Effective 02/07/20 (Conditional)
- Daniel Sheehan Firefighter #64-632 Effective 02/07/20 (Conditional)

Vacancy Announcement(s)

- Assistant City Clerk (Provisional)
- Assistant City Engineer (Provisional)
- Parking Enforcement Officer (Part time and Seasonal)
- Cleaner (Police Department-Part time and Permanent)

Approved: CSC Regular Meeting March 2020