PRESENT:  MARK CACOZZA, CHAIRPERSON  
ELIO DELSETTE, COMMISSIONER  
PAUL KISSELBRACK, COMMISSIONER  

CHAIRPERSON CACOZZA CALLED THE MEETING TO ORDER AT 9:37am and opened the public comment section. There being no one wishing to speak, Chair Cacozza closed the public comment section at 9:38am.

Chair Cacozza made a motion to approve the February 2019 Minutes as amended. Seconded by Commissioner DelSette. Motion carries.

PUBLIC SAFETY

A candidate appeared before the Commission to discuss the possibility of their application being approved for the upcoming Firefighter examination, even though it was submitted after the last filing date. The last filing date for the Firefighter applications was March 14th 2019. The candidate had contacted the Coordinator via her work email on Saturday March 16th 2019, acknowledging that he missed the last filing date but asking for an extension. The candidate then contacted the Coordinator via her personal social media page. The Coordinator responded back from the work email on Monday March 18th 2019 to let the candidate know that unless there were religious or military reasons, unfortunately no late applications would be approved. The Candidates response was ‘I didn’t know if you could say paperwork was on ur desk or something…’. The candidate stopped in to the Civil Service Office twice in one day, still asking for his application to be approved. The Coordinator was firm in that the application would not be approved, having read the rules and policy to the candidate, and the candidate continued to ask the Coordinator to bend the rules for their late submission. The candidate asked if there was anyone else they could speak to so the Coordinator invited him to speak before the Commission. After speaking with the candidate, the Commission was unanimous in agreeing with the Coordinator – the application would not be approved, and the candidate would not be sitting for the Firefighter exam.

Chairperson Cacozza made a motion to approve the following Leave of Absence(s). Seconded by Commissioner Kisselbrack. Motion carries.

Jason Tetu  Police Sergeant  Effective 04/01/19 – 03/31/20 for Military

EXECUTIVE SESSION

Commissioner DelSette made a motion to proceed in to Executive Session. Seconded by Commissioner Kisselbrack. Motion carries.

Chairperson Cacozza paraphrased Sec 105.F of the Public Officers Law that would allow individuals not related directly to the Executive Session to be in attendance if authorized by the Commission. The Fire Chief and Lieutenant Jillson were in attendance, as was Police Chief Vetch and Assistant Police Chief Catone.

The Police Department brought forth five proposed disqualifications from the entry level Police Officer eligible list. Of the five that were notified in advance of the proceedings, two (candidate #1 and #2) attended the meeting to challenge the proposed disqualification. Both candidates were afforded the opportunity to present their positions and address the situation outlined in the Disqualification Memo of the Police Department. The Commission had one week to review the Memo provided by the Police Department explaining the reasons for disqualification, as well as the laws, rules, and criteria in regards to a Police Officer disqualification.

Candidate #1 – Chairperson Cacozza made a motion to disqualify. Seconded by Commissioner Kisselbrack. Opposed by Commissioner DelSette. Motion carries.

Candidate #2 – Commissioner Kisselbrack made a motion to disqualify. Seconded by Commissioner DelSette. Ayes all. Motion carries.
Candidate #3 – Commissioner Kisselbrack made a motion to disqualify. Seconded by Commissioner DelSette. Ayes all. Motion carries.

Candidate #4 – Commissioner DelSette made a motion to disqualify. Seconded by Commissioner Kisselbrack. Ayes all. Motion carries.

Candidate #5 – Commissioner Kisselbrack made a motion to disqualify. Seconded by Commissioner DelSette. Ayes all. Motion carries.

Commissioner DelSette made a motion to close the Executive Session at 10:34a. Seconded by Commissioner Kisselbrack. Motion carries.

DPW
Commissioner DelSette made a motion to approve the following request for an Additional Classified Senior Engineering Technician position. Seconded by Chairperson Cacozza. Motion carries.

Commissioner Kisselbrack made a motion to approve the following Labor Class Appointment(s). Seconded by Commissioner DelSette. Motion carries.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shaun Birrell</td>
<td>Laborer (from pt to ft)</td>
<td>03/25/19</td>
</tr>
<tr>
<td>Christopher McNulty</td>
<td>Laborer (from pt to ft)</td>
<td>03/03/19</td>
</tr>
<tr>
<td>Garrett Wood</td>
<td>Laborer (pt)</td>
<td>03/25/19</td>
</tr>
</tbody>
</table>

FINANCE
Chairperson Cacozza made a motion to approve the following Leave of Absence(s). Seconded by Commissioner DelSette. Motion carries.

Chairperson Cacozza made a motion to approve the following Temporary Appointment(s). Seconded by Commissioner DelSette. Motion carries.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Townsend</td>
<td>City Tax Revenue Supervisor</td>
<td>03/13/19 – 05/13/19</td>
</tr>
</tbody>
</table>

LIBRARY
Commissioner Kisselbrack made a motion to approve the following Labor Class Appointment(s). Seconded by Commissioner DelSette. Motion carries.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Gurnett</td>
<td>Library Shelver</td>
<td>02/25/19</td>
</tr>
<tr>
<td>Mez Rofiqoh</td>
<td>Library Shelver</td>
<td>03/04/19</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephanie Ryall</td>
<td>Library Clerk</td>
<td>03/27/19</td>
</tr>
<tr>
<td>Jean Tranchina</td>
<td>Library Building Monitor</td>
<td>02/26/19</td>
</tr>
</tbody>
</table>

MAYOR
Chairperson Cacozza made a motion to approve the following Provisional Class Appointment(s). Seconded by commissioner DelSette. Motion carries.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christy Spadaro</td>
<td>Human Resources Administrator</td>
<td>03/25/19</td>
</tr>
<tr>
<td>Susan Barden</td>
<td>Principal Planner</td>
<td>03/04/19</td>
</tr>
</tbody>
</table>

RECREATION
Commissioner Delsette made a motion to approve the following Non Competitive Class Appointment(s). Seconded by Commissioner Kisselbrack. Motion carried.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bradley Blake</td>
<td>Recreation Assistant</td>
<td>03/20/19</td>
</tr>
<tr>
<td>William Capuano</td>
<td>Recreation Leader</td>
<td>07/01/19 – 08/31/19</td>
</tr>
<tr>
<td>Jennifer Steele</td>
<td>Recreation Leader</td>
<td>03/16/19</td>
</tr>
<tr>
<td>Liam Rice</td>
<td>Recreation Specialist</td>
<td>04/18/19</td>
</tr>
<tr>
<td>Kate Shelburne</td>
<td>Recreation Specialist</td>
<td>03/23/19</td>
</tr>
</tbody>
</table>
SCHOOL
Commissioner Kisselbrack made a motion to approve the following, en bloc. Seconded by Chairperson Cacozza. Motion carries.

Leave of Absence(s)
Sara Cadoret Teacher Aide Effective 04/18/19 – 05/17/19
Peter Galatio Payroll Clerk Effective 02/06/19 – 04/12/19
John Lynch School Bus Driver Effective 03/11/19 – 06/30/19

Reinstatement(s)
Michael Boyce School Bus Driver Effective 02/25/19

Completed Probationary Period(s)
Mark Leffler Head School Grounds Monitor Effective 03/14/19
Michelle Ovitt Head Custodian Effective 03/20/19
Linda Perry Keyboard Specialist Effective 03/21/19

Labor Class Appointment(s)
Andrea Penamora Food Service Helper Effective 03/18/19 – 03/18/20
School Monitor Effective 03/18/19 – 03/18/20

Non Competitive Appointment(s)
Maidie Ellen Dolan Teacher Aide Effective 02/25/19 – 02/25/20
Andrea Penamora Clerk Effective 03/18/19 – 03/18/20
Keyboard Specialist Effective 03/18/19 – 03/18/20
Food Service Cashier Effective 03/18/19 - 03/18/20
Teacher Aide Effective 03/18/19 – 03/18/20
Margaret Verrigni Clerk Effective 02/25/19 - 02/25/20
Keyboard Specialist Effective 02/25/19 – 02/25/20
Jessie Stokes School Bus Driver (Trainee) Effective 03/04/19 – 03/04/20

CIVILSERVICE
Commissioner DelSette made a motion to approve the following Temporary Appointment(s). Seconded by Commissioner Kisselbrack. Motion carries.

Mar Peterson Clerk Effective 03/02/19 – 03/17/19

Establish Eligible Lists
Public Safety Dispatcher #60-349

Announce Exams
Clerk #10-139 (04/13/19)
Code Enforcement Technician #63-311 (06/22/19)
DPW Coordinator #69-380 (05/11/19)
Fire Captain #71-025 (06/22/19)
Keyboard Specialist #10-419 (04/13/19)
Police Sergeant #74-647 (06/01/19)
Real Property Appraisal Technician #64-290 and #72-750 (06/01/19)
Senior Planner #68-245 (06/01/19)
Principal Planner #72-025 (06/01/19)
Transportation Routing Clerk #60-588 (06/01/19)
Transportation Safety and Training Coordinator #66-541 (06/01/19)

Announce Provisional Vacancy Announcement(s)
Senior Engineering Technician

Discuss Administered Exam(s)
Assistant Police Chief #75-072 (03/02/19)
Police Chief #75-074 (03/02/19)
Police Officer Physical Agility Exam (03/24/19)
City Tax Revenue Supervisor #60-552 (03/02/19)
Human Resource Generalist #69-198 and #74-406 (03/16/19)
Performance Typing Tests for Public Safety Dispatchers
Senior Account Clerk #60-389 (03/02/19)

*Discuss Upcoming Exam(s)*
Clerk #10-319 (04/13/19)
Keyboard Specialist #10-419 (04/13/19)
Firefighter #64-632 (04/27/19)

*Discuss 2018 School Reimbursement*
$40,474 will be reimbursed to Civil Service in the City of Saratoga Springs, from the City of Saratoga Springs Enlarged School District for services provided through the 2018 year

*Permanent Appointment(s) from Established Eligible List(s)*
Housing Authority Occupancy Specialist #60-227 Jennifer Barkley Effective 04/01/19

Commissioner Kisselbrack made a motion to close the meeting. Seconded by Commissioner DelSette. Motion carried

Prepared by: Corissa Salvo, Civil Service Coordinator