

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
474 BROADWAY, 3RD FLOOR – MUSIC HALL
WEDNESDAY APRIL 28TH 2021
MINUTES**

PRESENT: MARK CACOZZA, CHAIRPERSON
JEN DUNN, COMMISSIONER
ANGELA RELLA, COMMISSIONER

CHAIRPERSON CACOZZA CALLED THE REGULAR MEETING TO ORDER AT 9:31am and opened the public comment section. While there was a guest in the audience, no one wished to speak. Chair Cacozza closed the public comment section at 9:32am.

Chairperson Cacozza made a motion to table the March regular meeting Minutes. Seconded by Commissioner Dunn. Motion carries unanimously.

ACCOUNTS

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

Barbara Brindisi	Assistant City Clerk	Effective 03/29/21
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MAYOR

Chairperson Cacozza made a motion to move the Mayors Department up on the agenda. Seconded by Commissioner Dunn. Motion carries unanimously.

Commissioner Rella made a motion to approve the proposed revisions to the Administrator of Planning and Economic Development Job Specification. Seconded by Chairperson Cacozza. Motion carries unanimously.

Commissioner Dunn made a motion to approve the request for *two* additional Assistant Building Inspector positions, for a total of four. Seconded by Commissioner Rella. Motion carries unanimously.

HOUSING AUTHORITY

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

Sandra Cann	Laborer	Effective 04/19/21
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PUBLIC SAFETY

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

Jason Yourdon	Fire Lieutenant	Effective 04/24/21
Peter Frolish	Fire Lieutenant	Effective 04/15/21

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

Dr. Michael Holland	Health Office/Commissioner	Effective 04/17/21
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RECREATION

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

David Abbott	Recreation Leader	Effective 04/24/21
Mary Brophy Magnus	Recreation Specialist	Effective 04/17/21
Emily Ristau	Recreation Specialist	Effective 04/08/21 – 11/15/21

LIBRARY

Chairperson Cacozza made a motion to add the proposed revisions to the Library Shelver Job Specification to the Agenda. Seconded by Commissioner Rella. Motion carries unanimously.

Commissioner Rella made a motion to approve the proposed revisions to the Library Shelver Job Specification. Seconded by Commissioner Dunn. Motion carries unanimously.

SCHOOL

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

Matthew Malinoski	IT Support Technician	Effective 03/26/21
Andrea Neal	Transportation Routing Clerk	Effective 04/15/21

Chairperson Cacoza made a motion to approve the following School items en bloc. Seconded by Commissioner Dunn. Motion carries unanimously.

Labor Class Appointment(s)

Jean Crumb	Cleaner	Effective 04/14/21
Jennifer Behrens	School Monitor	Effective 03/17/21 – 03/17/22

Non Competitive Class Appointment(s)

Jennifer Behrens	Clerk (part time)	Effective 03/17/21 – 03/17/22
	Keyboard Specialist (part time)	Effective 03/17/21 – 03/17/22
	Teacher Aide	Effective 03/07/21 – 03/17/22
Sean Carey	Custodian (part time)	Effective 04/13/21 – 04/13/22
Quinn Leffler	Custodian (part time)	Effective 03/11/21 – 03/11/22
Kimberlee Staunches	Custodian (part time)	Effective 04/12/21 – 04/12/22
Kristina Lucia	Food Service Cashier	Effective 04/14/21
Melanie Mosiniak	Registered Professional Nurse (part time)	Effective 04/12/21
Patricia Marks	School Bus Driver Assistant	Effective 04/04/21 – 04/07/22
Matthew Bourdeau	School Bus Driver	Effective 04/13/21 – 04/13/22
Maria Bravo	School Bus Driver	Effective 04/02/21
Shaun Broderick	School Bus Driver	Effective 04/01/21 – 04/01/22
Elizabeth Chiocchio	School Bus Driver	Effective 04/13/21 – 04/13/22
Armond DiGiuseppe	School Bus Driver	Effective 03/25/21 – 03/25/22
Michael O'Reilly	School Bus Driver	Effective 04/07/21 – 04/07/22
Janice Wheeler	School Bus Driver	Effective 04/13/21 – 04/13/22

Leave of Absence(s)

Sheri Foster	Food Service Helper	Effective 03/19/21 – 04/20/21
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Completed Probationary Period(s)

Angel Santiago	School Bus Driver Assistant	Effective 04/20/21
Paula Bachincksy	Food Service Helper	Effective 04/30/21

CIVIL SERVICE

Chairperson Cacoza made a motion to approve the extension of the expiration of the following eligible lists.

Clerk #10-319 extended until new eligible list established – exam is May 15th 2021

Keyboard Specialist #10-419 extended until new eligible list established – exam is May 15th 2021

Establish Eligible List(s)

Librarian I #61-111	04/28/21 – 04/28/22
Librarian II #61-298 and #74-386	04/28/21 – 04/28/22
Librarian III #61-416 and #74-815	04/28/21 – 04/28/22

Exam Announcements

Assistant Building and Construction Inspector #65-852	06/05/21
Assistant Building Inspector #67-956 and #74-844	6/05/21
Code Enforcement Technician #68-986	06/05/21

Vacancy Announcements

- Assistant Facilities Manager (Housing Authority)
- Building Maintenance Worker (Library)
- Fire Captain
- Fire Lieutenant
- Laborer (Carousel Worker)
- Laborer (DPW)
- Laborer (Housing Authority)
- Laborer (DPS)

Resignations or Retirements

- School Bus Driver – Brenda Diaz Quinones – 03/05/21
- School Bus Driver – Patricia Patrick – Resignation Effective 03/25/21
- School Bus Driver - Samuel Silburn – Resignation Effective 04/21/21
- Keyboard Specialist – Arlene Pearson – Retirement Effective 6/30/21
- Teacher Aide – Elaina Kamerling – Resignation Effective 4/21/21

Commissioner Rella made a motion to close the meeting. Seconded by Commissioner Dunn. Motion carries unanimously.