CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
SARATOGA SPRINGS PUBLIC LIBRARY – SUSMAN ROOM – SARATOGA SPRINGS
FRIDAY MAY 24TH 2019
MINUTES

PRESENT: MARK CACOZZA, CHAIRPERSON
ELIO DELSETTE, COMMISSIONER
NURIT SONNENSCHEIN, COMMISSIONER

Commissioner Sonnenschein made a motion to table the approval of the April 2019 Minutes pending submission of proposed Minutes as drafted by Commissioner DelSette. Seconded by Commissioner DelSette. Motion carries unanimously.

Commissioner DelSette made a motion at 9:42am to move into Executive Session. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

The Police Department brought forth two proposed disqualifications from the entry level Police Officer eligible list #60-101. The two candidates were informed of their proposed disqualifications via certified mail and were afforded the opportunity to present their positions and address the situation(s) outlined in the disqualification memo. Neither candidates attended the meeting. 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 – Commissioner DelSette made a motion to disqualify. Seconded by Commissioner Sonnenschein. Ayes all. Motion carries unanimously.

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

Commissioner DelSette made a motion to close the Executive Session at 10:00am and resume the regular meeting. Seconded by Commissioner Sonnenschein. Motion carries unanimously and the Regular Meeting reconvened.

MAYOR
Commissioner DelSette made a motion to amend the proposed New Position Duty Statement for a Human Resource Specialist to include ‘…and coordinates with the Civil Service Coordinate’ as applicable. Seconded by Commissioner Sonnenschein. Ayes all. Motion carries unanimously.

The Commission requested that the Principal Account Clerk be revised to remove the duties that are to be assumed by the Human Resource Specialist in regards to health benefit administration.

Commissioner Sonnenschein made a motion to approve the New Position Duty Statement for a Human Resource Generalist. Seconded by Commissioner DelSette. Motion carries unanimously.

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

Amanda Tucker
Senior Planner
Effective 05/24/19 – 05/31/19

ACCOUNTS
In regards to the proposed revisions for the Secretary to the City Council, the Assessment Clerk and the Real Property Appraisal Technician job specifications, Chairperson Cacozza made a motion to move into Executive Session at 10:10am. Seconded by Commissioner Sonnenschein. The Commission and the Coordinator had a brief discussion. Commissioner Sonnenschein made a motion to close the Executive Session at 10:17am. Seconded by Chairperson Cacozza. Motion carries unanimously and Regular Meeting reconvened.
Commissioner Sonnenschein made a motion to table the three proposed revisions to the above mentioned job specifications upon further discussion and review with the Coordinator, the Human Resource Administrator, and the Commissioner of Accounts. Seconded by Commissioner DelSette. Motion carries unanimously.

DPW
Chairperson Cacozza made a motion to approve the following Temporary Laborer Class Appointment(s). Seconded by Commissioner Sonnenschein. Motion carries unanimously.

- Gregory Benton, Laborer, Effective 05/06/19 – 08/31/19
- Lucinda Burch, Laborer, Effective 05/10/19 – 12/31/19
- Emily Carlstrom, Laborer, Effective 05/10/19 – 12/31/19
- Dennis Johnson, Laborer, Effective 05/10/19 – 12/31/19
- Mary Peterson, Laborer, Effective 05/10/19 – 12/31/19
- April Rose, Laborer, Effective 05/10/19 – 12/31/19
- Anya Sager, Laborer, Effective 05/10/19 – 12/31/19
- Karrisa Thomas, Laborer, Effective 05/10/19 – 12/31/19
- Latisha Thomas, Laborer, Effective 05/10/19 – 12/31/19
- Sherry Wardell, Laborer, Effective 05/10/19 – 12/31/19

FINANCE
Commissioner DelSette made a motion to extend the following Part Time/Temporary Appointment for one month. Seconded by Commissioner DelSette. Motion carries unanimously.

- Amy Ryan, Deputy Commissioner of Finance, Effective 04/29/19 – 06/28/19

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

- Alan Fanitzi, Communications Manager, Effective 06/05/19

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

- Sophia Bianculli, Camp Saradac Assistant Director, Effective 06/10/19 – 09/01/19
- Kelsey Baker, Camp Saradac Counselor, Effective 06/26/19 – 08/30/19
- Morgan Baker, Camp Saradac Counselor, Effective 06/26/19 – 08/23/19
- Amanda Bell, Camp Saradac Counselor, Effective 06/26/19 – 08/30/19
- J. Coleman Figner, Camp Saradac Counselor, Effective 06/26/19 – 08/30/19
- Joshua Foley, Camp Saradac Counselor, Effective 06/26/19 – 08/30/19
- Emily Jackson, Camp Saradac Counselor, Effective 06/17/19 – 08/30/19
- Matthew H Jensen, Camp Saradac Counselor, Effective 06/17/19 – 08/30/19
- Isabelle F LoPresti, Camp Saradac Counselor, Effective 06/26/19 – 08/30/19
- Nicholas J LoPresti, Camp Saradac Counselor, Effective 05/18/19 – 08/30/19
- Taylor Lozier, Camp Saradac Counselor, Effective 06/17/19 – 08/30/19
- Gianna Mastrion, Camp Saradac Counselor, Effective 06/26/19 – 08/30/19
- Carolyn Shields, Camp Saradac Counselor, Effective 05/18/19 – 08/30/19
- Jack Whitaker, Camp Saradac Counselor, Effective 06/26/19 – 08/30/19
- Karry Ziegler, Camp Saradac Counselor, Effective 06/26/19 – 08/30/19
- Stephen Porto, Youth Parker Coordinator, Effective 06/18/19 – 09/06/19

SCHOOL
Commissioner DelSette made a motion to approve the following School related items en bloc. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Completed Probationary Periods
- Krystal Sweetser, Account Clerk, Effective 05/31/19
- Joanne Seastrand, Food Service Cashier, Effective 05/30/19
CIVIL SERVICE

Nicholas Carpenter, a candidate on the Police Officer eligible list #60-101 attended the physical agility and passed, thus being given a background investigation packet with strict instructions on when to return it, and having been informed that not returning the background packet would result in removal from the eligible list. Mr. Carpenter did not return his background packet. After over two months Mr. Carpenter requested to be reinstated to the eligible list #60-101 via email to the Coordinator, explaining that he had not returned the background packet because he was also on the New York State Police eligible list and was interested in processing with them. Mr. Carpenter claimed to have thought about the situation and wanted to be reinstated on our eligible list for possible processing.

After a brief discussion, Commissioner Sonnenschein made a motion to approve the request for reinstatement. Seconded by Commissioner DeSette. Motion carries unanimously.

Commissioner Sonnenschein made a motion to close the meeting. Seconded by Commissioner DeSette. Motion carried unanimously.