

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
474 BROADWAY, 3RD FLOOR – MUSIC HALL
WEDNESDAY JUNE 30TH 2021
MINUTES**

PRESENT: MARK CACOZZA, CHAIRPERSON
ANGELA RELLA, COMMISSIONER

CHAIRPERSON CACOZZA CALLED THE REGULAR MEETING TO ORDER AT 9:31am and opened the public comment section. There being no one wishing to speak, Chair Cacoza closed the public comment section at 9:32am.

Chairperson Cacoza made a motion to table the May 2021 regular meeting Minutes. Seconded by Commissioner Rella. Motion carries unanimously.

Chairperson Cacoza made a motion to move the Library agenda items up first on the agenda, as Library Director Issac Pulver was before the Commission to speak. Seconded by Commissioner Rella. Motion carries unanimously.

LIBRARY

Chairperson Cacoza made a motion to approve the following proposed job specification revisions. Seconded by Commissioner Rella. Motion carries unanimously.

Building Maintenance Worker, Community Relations Coordinator, Librarian I, II and III, Library Assistant, Library Clerk, Library Director III, Principal Library Clerk, Senior Library Clerk, Working Supervisor (Library).

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

Building Maintenance Worker (part time) Thomas Clark Effective 06/15/21

PUBLIC SAFETY

After a brief discussion and vote, Chairperson Cacoza made a motion to approve the proposed New Position Duty Statement for 'Receptionist'. Seconded by Commissioner Rella. Motion carries unanimously.

After a brief discussion and vote, Commissioner Rella made a motion to approve the proposed revisions to the Identification Clerk job specification. Seconded by Chairperson Cacoza. Motion carries unanimously.

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

Laborer Robert Haughton Effective 06/07/21 – 09/03/21
Laborer Shawn DeGaray Effective 06/07/21 – 09/03/21

ACCOUNTS

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

Assistant Assessor Carrie Schermerhorn Effective 07/06/21

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

Senior Clerk (part time) Joshua Halliday Effective 07/08/21 – 12/30/21

CITY CENTER

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

Laborer Ed Cuerdon Effective 07/04/21
Laborer Terence Gonzalez Effective 07/04/21
Laborer Ronnie Nelson Effective 07/04/21
Laborer Jacob Vikery Effective 07/04/21

DPW

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

Laborer	Robert Barile	Effective 06/05/21
Laborer	Jan Powers	Effective 06/19/21
Laborer	Jordan Rivers	Effective 06/20/21 – 09/03/21
Laborer	Dana Serbalik	Effective 06/05/21
Laborer	Noah Wicks	Effective 05/18/21 – 09/03/21
Laborer	Johnny Wine	Effective 06/13/21 – 09/06/21
Laborer	Stephanie Zabala	Effective 06/16/21

FINANCE

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

Senior Clerk	Cathy Lozier	Effective 06/21/21
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MAYOR

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

Administrative Aide (part time)	Hilary Oreschnick	Effective 06/16/21
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RECREATION

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

Camp Counselor	Kelsey Baker	Effective 06/22/21 – 08/31/21
Camp Counselor	Amanda Bell	Effective 06/22/21 – 08/31/21
Camp Counselor	DeVaughn Berry	Effective 06/19/21 – 08/31/21
Camp Counselor	Avery DeLeonardis	Effective 06/22/21 – 08/31/21
Camp Counselor	Cheyenne Dingman	Effective 06/22/21 – 08/31/21
Camp Counselor	Miranda Dockum	Effective 06/22/21 – 08/31/21
Camp Counselor	Zachery Flanders	Effective 06/19/21 – 08/31/21
Camp Counselor	Kaitlyn Jacob	Effective 06/22/21 – 08/31/21
Camp Counselor	Julianna LaBreche	Effective 06/19/21 – 08/31/21
Camp Counselor	Julia McDonald	Effective 06/19/21 – 08/31/21
Camp Counselor	Jordan Peluso	Effective 06/19/21 – 08/31/21
Camp Counselor	Ethan Phillips	Effective 06/22/21 – 08/31/21
Camp Counselor	Kiley Tevendale	Effective 06/19/21 – 08/31/21
Camp Counselor	Elizabeth Veitch	Effective 06/22/21 – 08/31/21
Camp Saradac Assistant Director	Emily Jackson	Effective 06/19/21 – 08/31/21
Camp Saradac Director	Grady Gawrys	Effective 06/08/21 – 08/31/21
Recreation Assistant	Kyle Edwards	Effective 06/05/21
Recitation Assistant	Anna Armstrong	Effective 06/19/21
Recreation Assistant	Zachary Carpenter	Effective 07/05/21 – 08/31/21
Recreation Assistant	Kyle Holmes	Effective 07/05/21
Recreation Assistant	Elena Schneider	Effective 07/05/21 – 08/31/21
Recreation Assistant	Patrick Sorbero	Effective 07/05/21 – 09/12/21
Recreation Assistant	Sophie Nye	Effective 05/18/21
Recreation Leader	Jennifer Steele	Effective 05/18/21
Recreation Specialist	Tony Devizzio	Effective 07/03/21 - 08/31/21
Recreation Specialist	Benjamin Gleeksman	Effective 07/03/21 – 08/31/21
Youth Parker	Hannah Holowach	Effective 07/04/21 – 09/12/21
Youth Parker	Lukas Johnson	Effective 07/07/21 – 09/12/21
Youth Parker	Zachary Saunders	Effective 07/07/21 – 09/12/21
Youth Parker	Samantha Shapiro	Effective 07/07/21 – 09/12/21
Youth Parker Coordinator	Stephen Porto	Effective 06/12/21 – 09/12/21
Youth Parker Supervisor	Luke Shapiro	Effective 07/06/21 – 09/12/21
Youth Parker Supervisor	Quinn Trexler	Effective 07/06/21 – 09/12/21

SCHOOL

Chairperson Cacoza made a motion to add School to the agenda. Seconded by Commissioner Rella. Motion carries and School items were added.

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

Labor Class Appointment(s)

School Monitor	Claire Barton	Effective 04/22/21 – 04/22/22
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Leave of Absences

School Monitor	Carmen Carson	Effective 05/05/21 – 06/10/22
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Clerk	Michele Kane	Effective 06/01/21 – 06/25/22
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Non Competitive Appointment(s)

Clerk (part time)	Claire Barton	Effective 04/22/21 – 04/22/22
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Custodian (part time)	Celine Cammarere	Effective 06/02/21 – 06/02/22
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Keyboard Specialist (part time)	Claire Barton	Effective 04/22/21 – 04/22/22
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Teacher Aide (part time)	Claire Barton	Effective 04/22/21 – 04/22/22
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Completed Probationary Period

Senior Food Service Helper	Pauline Willey	Effective 05/29/21
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CIVIL SERVICE

Establish Eligible List(s)

Clerk #10-321

Human Resources Specialist #66-431

Keyboard Specialist #10-421

Water Meter Service Worker #68-710

Permanent Appointment from Established Eligible Lists

Kyle Clinton – Police Officer #65-560 – Effective 07/12/21

Keith Dewar – Firefighter # - Effective 07/10/21

Nicole Kommer – Human Resources Specialist # - Effective 06/30/21

Justin Kreider – Water Meter Service Worker #68-710

Vincent Parisi – Police Officer #65-560 – Effective 07/11/21

Eric Petkus – Firefighter # - Effective 07/11/21

Ryan Rifenburg – Firefighter # - Effective 07/12/21

Matthew Zell – Police Officer #65-560- Effective 07/10/21

Resignations or Retirements

Laborer – Jan Powers – Retirement Effective 06/18/21

Maintenance Mechanic – Timothy Bean – Retirement Effective 04/30/21

Police Officer – Spencer Macy – Resignation Effective 06/29/21