PRESENT:  MARK CACOZZA, CHAIRPERSON  
NURIT SONNENSCHEIN, COMMISSIONER  
DAVID SNYDER, COMMISSIONER  

CHAIRPERSON CACOZZA CALLED THE MEETING TO ORDER AT 12:31pm and opened the public comment section. There being no one wishing to speak, Chair Cacozza closed the public comment section at 12:32pm.

Commissioner Sonnenschein made a motion to approve the August 2019 regular meeting minutes as amended. Seconded by Commissioner Snyder. Motion carries unanimously.

EXECUTIVE SESSION
Commissioner Sonnenschein made a motion to enter Executive Session at 12:33pm. Seconded by Commissioner Snyder. Motion carries unanimously.

Chairperson Cacozza made a motion to close the Executive Session at 1:33pm. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

PUBLIC SAFETY
Chairperson Cacozza made a motion to approve the Requested Additional Classified Position of a permanent Police Sergeant. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

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

- Linda Cocco, School Crossing Guard, Effective 09/04/19 – 06/31/20
- Michael Cole, School Crossing Guard, Effective 09/04/19 – 06/31/20
- Susan Docrell, School Crossing Guard, Effective 09/04/19 – 06/31/20
- John Getler, School Crossing Guard, Effective 09/04/19 – 06/31/20
- Norman Greenfield, School Crossing Guard, Effective 09/04/19 – 06/31/20
- Thomas Humes, School Crossing Guard, Effective 09/04/19 – 06/31/20
- Kathleen Kelly, School Crossing Guard, Effective 09/04/19 – 06/31/20
- Sandra Lacy, School Crossing Guard, Effective 09/04/19 – 06/31/20
- Ethine Lerman, School Crossing Guard, Effective 09/04/19 – 06/31/20
- Richard Robischon, School Crossing Guard, Effective 09/04/19 – 06/31/20
- Luis Ruiz, School Crossing Guard, Effective 09/04/19 – 06/31/20
- Julianna Santiago, School Crossing Guard, Effective 09/04/19 – 06/31/20
- Janice Starteri, School Crossing Guard, Effective 09/04/19 – 06/31/20
- Robert Stiles, School Crossing Guard, Effective 09/04/19 – 06/31/20

MAYOR
Commissioner Sonnenschein made a motion to approve the requested New Position Duty Statement of Community Development Project Coordinator (part time and temporary). Seconded by Commissioner Snyder. Motion carries unanimously.

DPW
Commissioner Sonnenschein made a motion to approve the following DPW items en bloc. Seconded by Commissioner Snyder. Motion carries unanimously.

Labor Class Appointment(s)
- Drew Barbolt, Laborer (ft), Effective 09/22/19
- Jacob Carpenter, Laborer (pt to ft), Effective 09/22/19
- John Michaud, Laborer (pt to ft), Effective 09/22/19

Non Competitive Class Appointment(s)
- Blaise Wile, Maintenance Mechanic, Effective 10/06/19
FINANCE
Chairperson Cacozza made a motion to approve the following Exempt Class Appointment(s). Seconded by Commissioner Snyder. Motion carries unanimously.

Lynn Bachner  Deputy Commissioner of Finance  Effective 10/02/19 – 12/31/19

Commissioner Sonnenschein made a motion to approve the following Completed Probationary Periods. Seconded by Commissioner Snyder. Motion carries unanimously.

Laura Townsend  City Tax Revenue Supervisor  Effective 07/25/19

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

Kerri Bishop  Finance Coordinator  Effective 08/2/19 – 08/30/19

LIBRARY
Chairperson Cacozza made a motion to approve the requested New Position Duty Statement of Library District Treasurer (full time Competitive, part time Non Competitive). Seconded by Commissioner Sonnenschein. Motion carries unanimously.

The Library is now required by NYS Education Law 259(1)(a) to appoint an independent Treasurer who is not a member of the Library Board of Trustees. This position would be responsible for the receipt and disbursement of tax monies after Board approval.

Chairperson Cacozza made a motion to approve the Proposed Revisions to the Senior Account Clerk Job Specification (to add Library sub section of duties – minimum qualifications staying the same). Seconded by Commissioner Snyder. Motion carries unanimously.

Commissioner Sonnenschein made a motion to approve the addition of ‘Special Requirement’ language to the following Library Job Specifications. Seconded by Commissioner Snyder. Motion carries unanimously.

The ‘Special Requirement’ language being “If required to drive a Library-owned or leased vehicle, must possess a valid NYS drivers’ license - defined as a license which is not conditional, temporary, restricted or suspended - at the time of appointment, and maintain such license for the duration of employment, in accordance with the Library’s vehicle use policy”.

| Building Maintenance Worker | Library Building Monitor | Web Administrator |
| Cleaner | Library Clerk | Working Supervisor |
| Community Relations Coordinator | Library Director III |
| Computer systems Manager | Library District Treasurer |
| Human Resources Manager | Library Shelver |
| Librarian I | Micro-Computer Training Specialist |
| Librarian II | Principal Account Clerk |
| Librarian III | Senior Account Clerk |
| Library Assistant | Senior Library Clerk |

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

Charles Barnes  Recreation Assistant  Effective 09/07/19
Bradley Blake  Recreation Assistant  Effective 09/07/19
Tyler Gundrum  Recreation Leader  Effective 09/11/19
Luke Shapiro  Recreation Leader  Effective 09/07/19
Jacquelyn Danek  Recreation Specialist  Effective 09/10/19 – 10/31/19

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

Labor Class Appointment(s)

| Jonathaon Eckert | Cleaner | Effective 09/11/19 |
| Mary Ann Bensn | Food Service Helper | Effective 09/06/19 – 09/06/20 |
| Cherie Gailor | Food Service Helper | Effective 09/19 – 09/16/20 |
School Monitor Effective 09/16/19 – 09/16/20
Sarah McCreary Food Service Helper Effective 09/01/19 – 09/01/20
Katherine Raymond Food Service Helper Effective 09/06/19 – 09/06/20
Michael Baker School Monitor Effective 09/04/19
Jenn Brown School Monitor Effective 09/04/19
Laurie Cecchini School Monitor Effective 09/06/19 – 09/06/20
Kara Collins School Monitor Effective 08/21/19 – 08/21/20
Tarah Marie Duguid School Monitor Effective 09/03/19 – 09/13/20
George Herbert School Monitor Effective 09/16/19

Non Competitive Appointment(s)
Jean Brown Clerk (part time) Effective 09/10/19 – 09/10/20
Keyboard Specialist (part time) Effective 09/10/19 – 09/10/20
Kara Collins Clerk (part time) Effective 08/21/19 – 08/21/20
Keyboard Specialist (part time) Effective 08/21/19 – 08/21/20
Teacher Aide Effective 08/21/19 – 08/21/20
Tara Duguid Clerk (part time) Effective 09/03/19 – 09/03/20
Keyboard Specialist (part time) Effective 09/03/19 – 09/03/20
Teacher Aide Effective 09/03/19 – 09/03/20
Cherie Gailor Clerk (part time) Effective 09/16/19 – 09/16/20
Food Service Cashier Effective 09/16/19 – 09/16/20
Keyboard Specialist (part time) Effective 09/16/19 – 09/16/20
School Bus Driver Effective 09/13/19 – 09/13/20
Teacher Aide Effective 09/16/19 – 09/16/20
Kristen Gatt Clerk (part time) Effective 09/03/19 – 09/03/20
Keyboard Specialist (part time) Effective 09/03/19 – 09/03/20
Christina Pilkington Clerk (part time) Effective 09/05/19 – 09/05/20
George Herbert Custodian (part time) Effective 09/16/19 – 09/16/20
Mary Ann Benson Food Service Cashier Effective 09/06/19 – 09/06/20
Sarah McCreary Food Service Cashier Effective 09/01/19 – 09/01/20
Katherine Raymond Food Service Cashier Effective 09/06/19 – 09/06/20
Curtis Colvin School Bus Assistant Effective 09/05/19
Margaret Schultz School Bus Assistant Effective 09/05/19
Mohamed Amin School Bus Driver Effective 09/09/19 – 09/09/20
Amanda DeWein School Bus Driver Effective 08/07/19 – 08/07/20
William Grey III School Bus Driver Effective 09/09/19 – 09/09/20
Marlonna Hubinsky School Bus Driver Effective 07/16/19 – 07/16/20
Matthew Sutphen School Bus Driver Effective 08/07/19 – 08/07/20
Darlene Weaver School Bus Driver Effective 08/05/19 – 08/05/20
Dale Wojtowecz School Bus Driver Effective 09/05/19
Laurie Cecchini Teacher Aide Effective 09/11/19 – 09/11/20
Kelly Leabourne Teacher Aide Effective 09/10/19 – 09/10/20

Leave of Absence(s)
Thomas Giorgio Automotive Mechanic Effective 09/16/19 – 10/18/19
Anthony Pellegrino Building Maintenance Mechanic Effective 09/18/19 – 11/08/19
Ellen Jackson Teacher Aide Effective 09/17/19 – 11/22/19

Completed Probationary Period(s)
Brook Thornhill Food Service Helper Effective 09/20/19
Janel Fritz Motor Vehicle Operator Effective 09/13/19

CIVIL SERVICE
Establish Eligible List(s)
Assistant Building and Construction Inspector #65-621 (2)
Assistant Building Inspector #63-349 (2)
Code Enforcement Technician #63-311 (6)
Firefighter #64-632 (100)
Zoning and Building Inspector #69-379 (2)
Permanent Appointment(s) from Eligible Lists
  Custodian #10-618 – Eileen Mastrianni – 08/26/19
  Police Chief #75-074 – Shane Crooks – 09/07/19
  Police Lieutenant #70-525 - Jason Mithcell – 11/02/19
  Police Sergeant #74-648 – Adam Dingmon – 09/22/19
  Police Sergeant #74-648 – Evan Fort - 09/21/19
  Police Sergeant #74-648 – Angela McGovern – 09/23/19
  Senior Account Clerk #60-389 – Amy Lynn Dalioso – 09/01/19
  Transportation Routing Clerk #60-588 – 08/23/19
  Transportation Safety and Training Coordinator #66-541 – Judy Kahn – 08/23/19
Vacancy Announcement(s)
  Maintenance Mechanic – DPW Electricians Crew
  Maintenance Mechanic – Housing Authority
  Motor Equipment Operator – DPW Utilities Department
  Public Safety Proposal Writer – Traffic Study
  School Bus Driver

Acknowledge Saratoga Springs School District Letter of Appreciation
Acknowledge Saratoga Springs Public Library Letter of Appreciation

Commissioner Sonnenschein made a motion to close the September 2019 meeting. Seconded by Commissioner Snyder. Motion carries unanimously. Meeting closed at 2:33pm.

Prepared by: Corissa Salvo, Civil Service Coordinator – Approved ___________