

**CITY OF SARATOGA SPRINGS
MUNICIPAL CIVIL SERVICE COMMISSION
SARATOGA SPRINGS, NEW YORK 12866
REGULAR MEETING
City council chambers
friDAY, JUNE 3, 2016
MINUTES**

PRESENT: elio Delsette, Chairperson
robert mains, commissioner

ABSENT: Kimberly galvin, commissioner

CHAIRPERSON DELSETTE CALLED THE MEETING TO ORDER AT 9:55am

Chairperson DelSette opened the public comment period. There being no one wishing to speak, Chairperson DelSette closed the public comment period.

Chairperson DelSette made a motion to enter into Executive Session to discuss personnel issue at 9:25am. Seconded by Commissioner Mains. Ayes all

Commissioner Mains made a motion to conclude the Executive Session at 9:55am. Seconded by Chairperson DelSette. Ayes all.

Executive Session decision: Approval of reinstatement if candidate successfully completes the medical examination qualifications for the position.

Commissioner Mains made a motion to approve the May 30, 2012 minutes. Seconded by Commissioner Galvin. Ayes all.

PUBLIC SAFETY: Assistant Police Chief Catone addressed the Commission regarding the Commissioner of Public Safety's request that the Commission review/approve the disqualifications of candidates for the positions within the Public Safety Department.

The secretary informed the Commission that the candidates had been informed and that no one had submitted any facts in opposition to the reasons for disqualifications; no responses had been received from any of the candidates.

Chairperson DelSette made a motion to approve the disqualification requests based on the information provided in the background process. Seconded by Commissioner Mains. Ayes all.

Commissioner Mains made a motion to approve the transfer request for David Isabel to the position of Public Safety Dispatcher effective June 19, 2016. Seconded by Chairperson DelSette. Ayes all.

Commissioner Mains made a motion to approve the summer Labor Class appointment of Patrick Lacijan to the position of Laborer effective June 13, 2016 up to and including September 2, 2016. Seconded by Chairperson DelSette Ayes all.

Commissioner Mains made a motion to approve the Labor Class appointment of Anthony Licata to the position of Cleaner (Police Department) effective April 25, 2016. Seconded by Chairperson DelSette. Ayes all.

ACCOUNTS: Chairperson DelSette made a motion to approve the temporary Grant appointment of Loraine Wies to the position of Archivist effective May 9, 2016 up to and including June 30, 2016. Seconded by Commissioner Mains. Ayes all.

Commissioner Mains made a motion to approve Madison Stanley as the temporary Intern for the Accounts Department from the University of Connecticut effective June 2, 2016 up to and including August 31, 2016. Seconded by Chairperson DelSette. Ayes all.

CITY CENTER: Commissioner Mains made a motion to approve the Non-Competitive appointment of Gregory Gorton to the position of Working Supervisor effective March 7, 2016. Seconded by Chairperson DelSette. Ayes all.

FINANCE: Chairperson DelSette made a motion to approve the Provisional appointment of Susan Armstrong to the position of Web Content Coordinator effective June 6, 2016. Seconded by Commissioner Mains. Ayes all.

MAYOR: Chairperson DelSette made a motion to approve the temporary appointment of Jacqueline Zaumann as an Intern in the Mayor's office effective May 10, 2016 up to and including May 27, 2016. Seconded by Commissioner Mains. Ayes all.

Chairperson DelSette made a motion to approve the temporary appointment of Zhengyuan Lin as an Intern in the Mayor's office effective May 16, 2016 up to and including August 31, 2016. Seconded by Commissioner Mains. Ayes all.

PUBLIC WORKS: The Secretary updated the Commission on the Water Treatment Plant Operator duties/responsibilities that was tabled at the April meeting. The secretary explained that several positions within the City of Saratoga Springs requires or may require the incumbent to ascent and descend a ladder. (maintenance mechanics in the utilities dept or sewer dept, laborers while painting or changing lighting fixtures, records retention, Engineering Dept) Only the Fire Department receives any official training on the proper use of a ladder.

Chairperson DelSette made a motion to add the physical abilities to the Water Treatment Plant Operator and Water Treatment Plant Operator/Trainee job specifications. Seconded by Commissioner Mains. Ayes all.

The Commission reviewed the new position duty statements submitted by the Commissioner of Public Works for an environmental position and a Plumber/HVAC position.

Commissioner Mains made a motion to adopt the title and job specification for Environmental Services Manager (MS4). Seconded by Chairperson DelSette. Ayes all.

Commissioner Mains made a motion to adopt the title and job specifications for HVAC/Plumber Technician. Seconded by Chairperson DelSette. Ayes all.

Chairperson DelSette made a motion to approve the Provisional appointment of Michael Veitch to the position of Department of Public Works Business Manager effective May 9, 2016. Seconded by Commissioner Mains. Ayes all.

Commissioner Mains made a motion to approve the temporary Provisional appointment of Matthew Zeno to the position of Senior Engineering Technician effective May 1, 2016 up to and including July 31, 2016. Seconded by Chairperson DelSette. Ayes all.

Commissioner Mains made a motion to approve the temporary Non-Competitive appointment of Christopher McGourty to the position of Working Supervisor effective February 25, 2016 up to and including April 8, 2016. Seconded by Chairperson DelSette. Ayes all.

Chairperson DelSette made a motion to approve the following temporary Labor Class appointments. Seconded by Commissioner Mains. Ayes all.

Brandon Charles White	Laborer	effective May 2, 2016 up to and including August 2, 2016
Todd Thomas, Jr	Laborer	effective June 6, 2016 up to and including September 6, 2016

Commissioner Mains made a motion to approve the Labor Class appointments to the Carousel effective May 1, 2016 up to and including December 31, 2016. Seconded by Chairperson DelSette. Ayes all.

Thomas Boehlert	Connie McIntosh	Sheila O'Donnell	Sharon Wardell
Patricia Horning	Dennis Johnson	Marjorie Leaborne	

RECREATION: Commissioner Mains made a motion to approve the following Non-Competitive appointments. Seconded by Chairperson DelSette. Ayes all.

Addison Bonacio	Sports Program Coordinator	effective April 24, 2016
Sarah Covell	Sports Program Counselor	effective April 21, 2016
Rachel Signor	Recreation Leader	effective May 22, 2016
	Sports Program Coordinator	effective May 22, 2016

Chairperson DelSette made a motion to approve the temporary summer camp appointments. Seconded by Commissioner Mains. Ayes all.

Matthew Lacy	Camp Saradac Director	effective May 10, 2016 up to and including August 31, 2016
Emily Lescault	Camp Saradac Counselor	effective June 4, 2016 up to and including August 26, 2016
Larry Messer	Camp Saradac Counselor	effective June 11, 2016 up to and including August 26, 2016
Daniels Winters	Water Director	effective June 14, 2016 up to and including August 26, 2016

SCHOOL DISTRICT: Commissioner Mains made a motion to classify and addition Clerk position as requested by the School District. Seconded by Chairperson DelSette. Ayes all.

Chairperson DelSette made a motion to approve the provisional appointment of Linda Doyle to the position of Account Clerk effective April 29, 2016. Seconded by Commissioner Mains. Ayes all.

The Commission reviewed the new position duty statement for a safety/training position within the transportation department submitted by the School District.

Commissioner Mains made a motion to adopt the title and job specification for Transportation Safety and Training Coordinator. Seconded by Chairperson DelSette. Ayes all.

Commissioner Mains made a motion to confirm the following Labor Class appointments. Seconded by Chairperson DelSette. Ayes all

		effective
Sara Cadoret	School Monitor	04/21/16
Lori Coffin	School Monitor	04/21/16
Anthony Melite`	Food Service Helper Pt	05/11/16
Erin Russo	School Monitor	04/22/16
Erin Smith	School Monitor	04/21/16

Chairperson DelSette made a motion to confirm the following Non-Competitive appointments. Seconded by Commissioner Mains. Ayes all.

		effective
Sharon Baldwin	School Bus Assistant	05/02/16
David Benson	School Bus Driver	04/11/16
Laura Blunt	Registered Profession Nurse	09/01/16
Sara Cadoret	Teacher Aide	04/21/16
	Keyboard Specialist PT	04/21/16
	Clerk part time	04/21/16
Lori Coffin	Teacher Aide	04/21/16
	Clerk part time	04.21.16
	Keyboard Specialist pt	04.21.16
Anisa Elsawi	Clerk part time	05/11/16
	Keyboard Specialist pt	05/11/16
Kelly Leabourne	Teacher Aide	04/21/16
	Clerk part time	04/21/16
	Keyboard Specialist pt	04.21.16
Lauren Ostrowski	Teacher Aide	04/21/16
	Clerk part time	04/21/16
	Keyboard Specialist pt	04/21/16
McKenzie Regan	Clerk part time	05/01/16
Phyllis Russo	Teacher Aide	04/22/16
	Keyboard Specialist pt	04/22/16
	Clerk part time	04/22/16
Erin Smith	Clerk part time	04/21/16
	Keyboard Specialist pt	04/21/16

CIVIL SERVICE: The Commission reviewed the examination planning informational memorandum testing year of 2016/2017 sent by the New York State Department of Civil Service.

EXAMINATION WAS ORDERED for the following class title:

Librarian I – ordered May 3, 2016

EXAMINATIONS WERE ANNOUNCED for the following class title:

Department of Public Works Business Manager #69-221

Librarian I #69-682

APPLICATIONS WERE APPROVED for the following examinations:

Data Collector #67-011 approved – 18 disapproved - 2

Department of Public Works Business Manager #69-221 approved – 5 disapproved - 3

Payroll Clerk #60-351 approved – 7 disapproved - 1

Public Works Director #62-045 approved – 6 disapproved - 0

CIVIL SERVICE:

ELIGIBLE LISTS WERE ESTABLISHED for the following examinations:

Assistant School Food Service Director	#65-387 established June 3, 2016 to June 3, 2020
Assistant Building Inspector	#67-201 established June 3, 2016 to June 3, 2017
Firefighter	#61-563 established June 3, 2016 to June 3, 2017
Head School Grounds Monitor	#64-095 established June 3, 2016 to June 3, 2017
Zoning & Building Technician	#64-883 established June 3, 2016 to June 3, 3027

Chairperson DelSette made a motion to adjourn the meeting at 10:55am. The next Civil Service Commission meeting is scheduled for 9:30am on Friday, August 5, 2016

Approved: August 5, 2016

Secretary

Respectfully submitted by: Patsy Berrigan