

CITY OF SARATOGA SPRINGS
MUNICIPAL CIVIL SERVICE COMMISSION
SARATOGA SPRINGS, NEW YORK 12866
regular MEETING city council chambers
Friday, august 5, 2016
MINUTES

PRESENT: elio dELsette, chairperson
 Robert mains, commissioner
 Mark Cacozza, Commissioner

Commissioner DelSette opened the meeting at 9:30am

Commissioners Mains and DelSette welcomed Commissioner Mark Cacozza to the Civil Service Commission.

Commissioner Mains made a motion to elect Elio DelSette as Civil Service Chairperson in accordance with the City of Saratoga Springs Municipal Civil Service Commission Rule II. Seconded by Commissioner Cacozza. Ayes all.

Chairperson DelSette opened the public speaking session at 9:33am There being no one wishing to speak, Chairperson DelSette closed the public speaking session at 9:33am.

Chairperson DelSette made a motion to approve the April 15, 2016 and June 3, 2016 minutes. Seconded by Commissioner Mains. Ayes Chairperson DelSette and Commissioner Mains. Commissioner Cacozza abstained as he was not a member of the Civil Service Commission nor present for these meetings in April and June.

The Commission discussed issues concerning process, procedures, policies and the authority of the Commission in accordance with the City Charter and Civil Service Rules, and Regulations. The Commission reviewed Title 2 section 2.5 of the City Charter which establishes the Civil Service Commission with the Commissioners being appointed by the City Council. The Commissioners determined that any one of the City Council members could nominate a candidate for consideration; the nomination is not exclusive to the Mayor.

The Commission also reviews Title 3 section K of the City Charter which outlines City Departments under the administration of the Mayor. The Commission noted that the Civil Service Commission and/or staff were not listed in this section.

The Commission discussed the Payroll Administrator removing the approved over-time for a staff member due to the over-time not being approved by the Mayor prior to earning the 1.5 hours. The Commission had approved the job related training session for both staff members; the secretary (as the day-to-day) supervisor approved the 1.5 hours of over-time on the time sheet. However, this was not accepted by the Payroll Administrator and was removed from the accruals.

Commissioner Mains asked if the School District has any input into the over-time, comp-time; personal days, vacation days, etc. or if they provide any approval process seeing that the School District reimburses for a portion of the Civil Service budget. The secretary responded that the School District does not; the School District understands that the staff members are appointed and supervised by the Civil Service Commission.

The secretary informed the Commission that she has spoken with the City Attorney and the Assistant City Attorney regarding the issues she was having with the Payroll Administrator and the Finance Department. The secretary presented the titles from the City Charter and the Civil Service Rule II for supporting documents. Both the City Attorney and the Assistant City Attorney agreed that the Civil Service Commission was a separate entity (a department unto itself) and needs to be in order to perform their functions as outline by law, and that the Civil Service Commissioners were the department head(s) and supervisor(s) of the staff.

After a brief discussion the Commission agreed to draft a letter to the Mayor, City Attorney, and Commissioner of Finance to be signed by all the Civil Service Commissioners requesting acknowledgement and acceptance that the Commission is its own department, therefore, time sheets, leave request forms, etc will be signed/approved by the Commission and not signed/approved by the Mayor

Commissioner Cacozza asked the secretary to draft a letter for his review. Commissioner Cacozza would review the letter, make recommendations or revisions, and the letter would be distributed to all the Commissioners for their approval and signature.

ACCOUNTS: Commissioner Mains made a motion to approve the Albany Law School Intern Benjamin Gold effective May 23, 2016 until July 30, 2016. Seconded by Commissioner Cacozza. Ayes all.

Review of new position duty statement was tabled as no paper work was submitted by the Accounts Department.

HOUSING AUTHORITY: Commissioner Cacoza made a motion to confirm the Labor Class appointment of Derek Melancon to the position of Laborer effective June 8, 2016. Seconded by Commissioner Mains. Ayes all.

LIBRARY: Commissioner Mains made a motion to approve the voluntary demotion of Beth Donworth from full-time Senior Library Clerk to part-time Library Clerk. Seconded by Commissioner Cacoza. Ayes all.

The Commission reviewed the job specification revisions submitted by the Saratoga Springs Public Library. The secretary explained that the Library was trying to up-date the duties and responsibilities to include the different aspects of the public library and to capture the evolution of the positions in the computerization of the library.

Commissioner Mains made a motion to approve the revisions to the Librarian I job specifications as requested by the Public Library. Seconded by Commissioner Cacoza. Ayes all

Commissioner Mains made a motion to approve the revisions to the Senior Library Clerk job specification as requested by the Public Library. Seconded by Commissioner Cacoza. Ayes all.

MAYOR: Commissioner Cacoza made a motion to approve the Exempt Class appointment of Meg Kelly to the position of Deputy Mayor effective July 25, 2016. Seconded by Commissioner Mains. Ayes all.

Commissioner Mains made a motion to approve the Provisional appointment of L. Michelle Gorce'-Tymann to the position of Executive Assistant. Seconded by Commissioner Cacoza. Ayes all.

PUBLIC SAFETY: Commissioner Cacoza made a motion to approve the Provisional appointment of Raelynn Smith to the position of Senior Clerk effective June 13, 2016. Ayes all.

Commissioner Cacoza made a motion to approve the temporary Labor Class appointment of Michael Brown to the position of Laborer effective June 6, 2016 to September 2, 2016. Seconded by Commissioner Mains. Ayes all.

Commissioner Cacoza made a motion to approve the temporary Non-Competitive appointment of Riley Catone to the position of Clerk part-time effective June 22, 2016 to August 10, 2016. Seconded by Commissioner Mains. Ayes all.

Commissioner Cacoza made a motion to approve the following temporary Non-Competitive appointments to the position of Vehicle Traffic Controller effective June 14, 2016 to September 6, 2016. Seconded by Commissioner Mains. Ayes all.

Jeffrey Babcock	Sara Brennan	Kyle Buckley	Patrick Coyne	Charles Fay
Thomas Humes	Robert Lloyd	Tiffany Lucia	Luke Mosseau	Myah Ondreko
Richard Robischon	Luis Ruiz	Juliana Santiago	Janice Starteri	Lucas Steele
Robert Stiles	Paul Swiers	Barbara Whelan	Parker Wilson	

PUBLIC WORKS: Commissioner Mains made a motion to approve the Provisional appointment of Matt Zeno to the position of Senior Engineering Technician effective July 30, 2016. Seconded by Commissioner Cacoza. Ayes all.

Commissioner Mains made a motion to approve the leave of absence from August 21, 2016 to October 29, 2016. Seconded by Commissioner Cacoza. Ayes all.

Commissioner Cacoza made a motion to approve the temporary leave coverage appointment for Madison Stanley effective July 21, 2016 to August 25, 2016. Seconded by Commissioner Mains. Ayes all.

Commissioner Cacoza made a motion to approve the temporary leave coverage appointment for Lois Scarangelo effective July 25, 2016 until October 29, 2016. Seconded by Commissioner Mains. Ayes all.

Commissioner Cacoza made a motion to approve the temporary appointment for leave coverage for Nicholas Kearney effective June 28, 2016 until September 27, 2016. Seconded by Commissioner Mains. Ayes all.

Commissioner Cacoza made a motion to approve the Non-Competitive appointment of Louis Flanders, Jr to the position of Working Supervisor effective July 11, 2016. Seconded by Commissioner Mains. Ayes all.

Commissioner Mains made a motion to approve the Non-Competitive appointment of Ryan Veitch to the position of Maintenance Mechanic effective June 27, 2016. Seconded by Commissioner Cacoza. Ayes all.

Commissioner Mains made a motion to approve the Labor Class appointment of Stephen McCarthy to the position of Laborer effective June 13, 2016. Seconded by Commissioner Cacoza. Ayes all.

PUBLIC WORKS: Commissioner Mains made a motion to approve the following Labor Class appointments to the summer position of Carousel Worker effective June 12, 2016 to December 31, 2016. Seconded by Commissioner Cacoza. Ayes all.

Alvah Cornell Terri Coseo Alexandra Crooks Sydney Cross Connie McIntosh Natalie McRoberts
Shelia O'Donnell

RECREATION: Commissioner Mains made a motion to confirm the following Non-Competitive appointments. Seconded by Commissioner Cacoza. Ayes all. effective

Marilyn Eddy	Sports Program Counselor	08/01/16
Tony DeVizzio	Sports Program Coordinator	07/01/16
Jacquelyn Danek	Sports Program Coordinator	07/09/16
Willie Davis	Sports Program Coordinator	07/15/16
Abigail Dunay	Sports Program Coordinator	07/25/16
Benjamin Gleeksman	Sports Program Coordinator	07/11/16
Jake House	Skate Guard	07/05/16
Myah Ondreyko	Sports Program Instructor	07/05/16
Alexander Perez	Skate Guard	06/18/16
Thomas Reynolds	Sports Program Coordinator	07/02/16
Michael Tillman	Sports Program Counselor	07/05/16
Samantha Trimboli	Sports Program Coordinator	07/18/16
Andie Zajaceskowski	Senior Skate Guard	06/18/16

Commissioner Cacoza made a motion to approve the following temporary appointments to the Youth Parker summer program effective July 8, 2016 to September 1, 2016. Seconded by Commissioner Mains. Ayes all.

DaVaughn Berry William Capuano Ryan Cherry William Conklin Justin Klotz Nicholas LoPresti
Cameron McCall Daniel Miller Duncan Moller Khaleel Muldrow Sara Parker Thomas Pelletier
Andre Rafferty Richard Schrade Nicholas Winters

Commissioner Cacoza made a motion to approve the following temporary appointments to the Camp Saradac summer camp program effective June 29, 2016 to August 26, 2016. Seconded by Commissioner Mains. Ayes all.

Morgan Baker Michael Bashant Elizabeth Berry Jordyn Bloem Linda Byers
Janice Carlson Natalie Collura Mary Egan Cheyenne Dingman Richard Harrison Hill, Jr
Emily Jackson Alexander Jenkins Matthew Jensen Sawyer Kinglsey Cathy Ann LaMontain
Jessica Masse Taylor Lozier Nicholas Richard Tristan Saunders Demetri Swann
Dixieanna Wangerin Graham Wetzel Karry Ziegler

SCHOOL DISTRICT: Commissioner Mains made a motion to classify one additional Information Technology Support Technician I position as requested by the school district effective July 1, 2016. Seconded by Commissioner Cacoza. Ayes all.

The Commission reviewed the new position duty statement submitted by the School District. After a brief discussion it was determined that the duties/responsibilities proposed were assigned to a previously established position – Working Supervisor. Chairperson DelSette made a motion to add the school district duties to the established Working Supervisor job specification, Seconded by Commissioner Mains. Ayes all.

Commissioner Cacoza made a motion to approve the suggested recommendations proposed by the School District to the newly classified Transportation Safety and Training Coordinator position. Seconded by Commissioner Mains. Ayes all.

Commissioner Mains made a motion to approve the Provisional appointment of Wanda LaFance to the position of School Bus Dispatcher effective May 31, 2016. Seconded by Commissioner Cacoza. Ayes all.

Commissioner Mains made a motion to approve the Provisional appointment of Debra Meerdink to the position of School Nurse Supervisor effective September 1, 2016. Seconded by Commissioner Cacoza. Ayes all.

Commissioner Cacoza made a motion to approve the volunteer demotion of Jacqueline Bruce from 12 months Keyboard Specialist to 10 month Keyboard Specialist effective September 6, 2016. Seconded by Commissioner Mains. Ayes all.

Commissioner Mains made a motion to approve the Non-Competitive appointment of Jeffrey Becktoft to the position of Working Supervisor effective July 1, 2016. Seconded by Commissioner Cacoza. Ayes all.

SCHOOL DISTRICT: Commissioner Mains made a motion to confirm the following temporary appointments to the summer position of Cleaner effective June 27, 2016 to September 2, 2016. Seconded by Commissioner Cacoza. Ayes all.

Adrian Alfonso	Renee Banagan	Grant Burns	Alexander Chandler	Zakary Cla
Sacheverel Eldid	Christopher Goodwin	Nicholas Goodwin	John Holton	Connor Kenision
Shelby Klippel	Noah Kurtz	Julian Legal	Kaitlyn O'Donnell	Brandon Oligny
Eric Petkus	Jeffrey Raway	Ryan Richardson	Alyece Robarge	Austin Roggen
Nicholas Romanzo	Alyia Ruggles	Lena Ruggles	John Valentine	Justin Whittington
Jakob Wiegand				

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

Deborah Brodsky	School Monitor	effective July 1, 2016
Kristen Houghton	School Monitor	effective June 15, 2016
Joyce Montgomery	Food Service Helper	effective September 6, 2016
Sarah Morin	School Monitor	effective June 15, 2016
Haley Nightingale	School Monitor	effective June 15, 2016
Sandra Pallace	School Monitor	effective July 1, 2016
Joanne Seastrand	Food Service Helper	effective May 11, 2016

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

Annette Bartol	Clerk part time	07/01/16
	Keyboard Specialist part-time	07/01/16
Barbara Cook	Keyboard Specialist part time	06/24/16
Nicholas Danna	School Automotive Mechanic	08/01/16
Theresa DeGregorio	School Bus Driver	07/19/16
Edward Fanning	School Bus Driver	07/18/16
Sandra Fecura	Teacher Aide	09/06/16
Dana Foster	Clerk part-time	06/27/16
	Keyboard Specialist part-time	06/27/16
Susan Haley	Clerk part-time	07/28/16
Kristen Houghton	Teacher Aide	06/15/16
June House	Keyboard Specialist part-time	07/01/16
Lillian Johnson	School Bus Driver	07/19/16
Michael Kolakovic	School Bus Driver	08/01/16
Janet Kramer	Registered Professional Nurse	07/01/16
Mary Jane LaMontain	School Bus Driver Assistant	06/27/16
Marlo May	Keyboard Specialist part-time	06/21/16
	Clerk part-time	06/21/16
Deanna Meyer	Keyboard Specialist part time	06/24/16
William Mooney	School Bus Driver	07/18/16
Sarah Morin	Teacher Aide	06/15/16
Andrea Neal	School Bus Driver	07/18/16
LeaEt Ordon	School Bus Assistant	06/01/16
	School Bus Driver	06/01/16
Haley Nighingale	Teacher Aide	06/15/16
Sandra Pallace	Keyboard Specialist part-tie	07/01/16
	Clerk part time	07/01/16
	Teacher Aide	07/01/16
Kathy Roicki	Clerk part-time	07/05/16
Melissa Scammell	Clerk part-time	06/21/16
	Keyboard Specialist part time	06/21/16
Joanne Seastrand	Food Service Cashier part-time	05/11/16
Julia Sirianni	Teacher Aide	09/06/16
Edward Spann	Custodian part time	06/29/16
Jay Thomas	School Bus Driver	07/19/16

CIVIL SERVICE:

The Commission reviewed the 2017 Budget request prepared by the secretary. The Commission discussed the need for their own legal representative as the City Attorney would not be able to represent the Civil Service Commission if there were a problem between a City Department and the Civil Service Commission – the City Attorney cannot represent opposing clients. Also the City Attorney was not sure if he would be able to represent the Commission if there was a conflict with the City Center or School District.

The secretary also requested additional funds to cover examination monitoring. The State recommends that there be more than one person monitoring an exam. The duties of the newly filled Civil Service Clerk position include assisting in the monitoring of exams on Saturdays.

Chairperson DelSette made a motion to submit the 2017 budget request to the Mayor’s presentation to the Council and also to the Finance office as drafted by the secretary and approved by the Commission. Seconded by Commissioner Cacoza. Ayes all.

The secretary informed the Commission that the State had approved the 211 waiver for Daniel Mullan, Head School Grounds Monitor, at the School District up to and including July June 30, 2017. The Commission must canvass the eligible list within six months and must also request and administer another Head School Grounds Monitor exam when next offered by the State; most likely February of 2017.

The secretary requested that the Commission consider approving the three week training at the State – Civil Service Institute. The secretary nominated Corissa Salvo as a possible participant; the State has accepted and approved Corissa’s attendance. The Institute is for one week in September (19-22); one week in October (24-27), and the last week is November 29th through December 2nd

Commissioner Mains made a motion to approve Corissa Salvo’s attendance at the Civil Service Institute in Albany scheduled for September until December. Seconded by Commissioner Cacoza. Ayes all.

EXAMINATION WERE ORDER FOR the following class titles:

- Animal Control/Parking Enforcement Officer ordered 06/30/16
- Executive Assistant ordered 06/20/16
- Head School Grounds Monitor ordered 07/29/16
- Parking Enforcement Officer ordered 06/30/16
- School Nurse Supervisor ordered 06/20/16
- Senior Account Clerk ordered 07/29/16
- Senior Clerk ordered 06/28/16
- Senior Engineering Technician ordered 07/29/16
- Senior Library Clerk ordered 06/20/16

ANNOUNCE EXAMINATION FOR the following class title:

- Administrator of Parks, Open Lands, and Historic Preservation #65-122
- Public Safety Dispatcher #64-148

ESTABLISH ELIGIBLE LIST FOR the following examinations:

- Data Collector #67-011 established April 15, 2016 – April 15, 2020
- Department of Public Works Business Manager #69-221 established August 5, 2016 to August 5, 2018
- Head Custodian #70-031 established August 5, 2016 to August 5, 2018
- Human Resources Administrator #61-989 established August 5, 2016 to August 5, 2017
- Librarian I #69-682 established August 5, 2016 to August 5, 2017
- Payroll Clerk #60-351 established August 5, 2016 to August 5, 2018

Chairperson DelSette made a motion to adjourn the meeting at 11:30am. Seconded by Commissioner Mains. Ayes all.

Approved: Respectfully submitted by: Patsy Berrigan Secretary