

CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBERS
THURSDAY JANUARY 25TH, 2018
MINUTES

PRESENT: ELIO DELSETTE, CHAIRPERSON
ROBERT MAINS, COMMISSIONER
MARK CACOZZA, COMMISSIONER

CHAIRPERSON DELSETTE CALLED THE MEETING TO ORDER AT 9:31am.

Chairperson DelSette made a motion to adopt the December 2018 meeting minutes as amended. Seconded by Commissioner Mains. Ayes all.

Chairperson DelSette opened the public speaking session at 9:31am. There being no one wishing to speak, Chairperson DelSette closed the public speaking session at 9:32am.

SCHOOL

After a discussion with Representatives of the School District (Hillary Brewer, Paul Aloy and Timothy Hilker) Commissioner Mains made a motion to approve Account Clerk job specification as amended. Seconded by Commissioner Cacoza. Ayes all.

Following the completion of discussion with the School Districts representatives, Commissioner Mains requested the Agenda be modified to move up the discussion of a Proposal dated January 16th 2018 made by the Mayor's Office, since the Mayor and Deputy Mayor were present. Chairperson DelSette opposed the request, indicating his strong preference that the discussion take place as scheduled at the end of the Agenda. Commissioner Mains made a motion to modify the Agenda which Commissioner Cacoza seconded. The motion passed. Commissioner Mains and Commissioner Cacoza in favor; Chairperson DelSette opposed. City Attorney DeLeonardis then entered the conference room.

At the Chair's request, the Coordinator read the Mayor's Proposal which included two options designated A and B, and provided a draft of a Resolution that the Mayor's Office suggested the Commission adopt if Option A was found acceptable by the Commission. A copy of the Proposal including the draft Resolution is appended to these Minutes as Exhibit 1. Chair DelSette posed numerous questions regarding the two options and was upset about the propriety of the Mayor's Offices in first disclosing the Proposal in a meeting with the Coordinator on January 2nd 2018 and not directly with the Commissioners. Chair DelSette further related that if Option 2 was pursued an amendment to the City Charter was required followed by public referendum to confirm the change in Civil Service administration. The Chair related that implementing Option 1 may be in violation of Section 22 of the NYS Civil Service Law and that before the Commission adopted the Resolution accompanying the Proposal it would seek the opinion of the NYS Civil Service Commission as to whether it was appropriate to do so. The Chair related that some 5 or 6 years prior, the City Council discussed Option 2 and did not choose to move forward with transferring administration of Civil Service to the County of Saratoga. Commissioner Mains raised the issue of whether the Commission's independence would be preserved if day to day supervision of the Commission's staff was delegated to the Human Resource Director as proposed in Option 1, since she was under the direct control and supervision of the Mayor. The City Attorney responded that all statutory duties and responsibilities would remain with the Commission and the day to day supervision of its personnel would devolve to the Human Resource Director, who would serve a dual role as she had performed in her prior position with the City of Albany. Chairperson DelSette then asked "Who has the power to make the changes proposed in Option 1?" The City Attorney replied "Your Commission", by adopting the suggested Resolution, adding that if the operational framework proposed did not work well, then the Commission could rescind the Resolution and go back to the current mode of operation. Commissioner Mains asked if this was the way the City of Albany operated. The Mayor and City Attorney were not certain but would inquire further. Commissioner Cacoza inquired why the Mayor's Office felt a need to make these proposals and were there specific concerns about current performance of the Commission. The City Attorney replied. "You can improve efficiency without saying you're inefficient". The Mayor declined the Chairpersons offer to personally address the Commission.

The Commission took no action on the matter and directed the Coordinator to solicit the input and guidance of the NYS Civil Service Department before further considering the proposal.

The Commission resumed its Agenda and returned to complete items concerning the School District.

Commissioner Cacozza made a motion to approve the following Non Competitive Class Appointment(s). Seconded by Commissioner Mains. Ayes all.

Sharon Brynczka	Keyboard Specialist	effective 12/20/17 – 12/20/18
Donna Thomas	Licensed Practical Nurse	effective 01/02/18 – 01/02/19
Sarah Ryan	Registered Professional Nurse	effective 12/01/17 – 15/01/18
Jody Seitz	Registered Professional Nurse	effective 01/17/18 – 01/17/19

Marianne Lynett	Teacher Aide	effective 01/17/18 – 01/17/19
Cynthia Moczydlowsky	School Bus Assistant	effective 12/08/17
	Teacher Aide	effective 01/19/18 – 01/25/18

Commissioner Cacozza made a motion to approve the following Labor Class Appointment(s). Seconded by Commissioner Mains. Ayes all.

Janel Fritz	Food Service Cashier	effective 01/26/18
Elizabeth Oehler	School Monitor	effective 01/26/18
Cynthia Moczydlowsky	School Monitor	effective 01/19/18 – 01/25/18
Jody Seitz	School Monitor	effective 01/17/18 – 01/17/19

CITY CENTER

Commissioner Cacozza made a motion to approve the following Non Competitive Class Appointment(s). Seconded by Commissioner Mains. Ayes all.

Shelby King	Operations Manger	effective 01/01/18
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DPW

Commissioner Mains made a motion to approve the following Non Competitive Class Appointment(s). Seconded by Commissioner Cacozza. Ayes all.

Jared Delaney	Working Supervisor	effective 12/04/17
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Commissioner Cacozza made a motion to approve the following Labor Class Appointment(s). Seconded by Commissioner Mains. Ayes all.

Damien Andress	Laborer	effective 15/04/17
Angela Thomas	Laborer	effective 01/02/18
Austin Willard	Laborer	effective 12/04/17

FINANCE

Commissioner Cacozza made a motion to approve the following Competitive Class Appointment(s). Seconded by Commissioner Mains. Ayes all.

Kameron Klippel	Payroll Administrator	effective 01/01/18
Laura Townsend	Provisional City Tax Revenue Supervisor	effective 01/08/18

HOUSING AUTHORITY

Commissioner Mains made a motion to approve the review and revision of the Modernization Coordinator (Competitive) job specification. Seconded by Commissioner Cacozza. Ayes all.

MAYOR

Commissioner Mains made a motion to approve the following Exempt Class Appointment(s). Seconded by Commissioner Cacozza. Ayes all.

Lisa Shields	Deputy Mayor	effective 01/01/18 – 12/31/19
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PUBLIC SAFETY

Commissioner Cacozza made a motion to approve the review and revision of the Special Prosecutor job specification. Seconded by Commissioner Mains. Ayes all.

Commissioner Mains made a motion to approve the following Competitive Class Appointment(s). Seconded by Commissioner Cacozza. Ayes all.

William Marshall	Provisional Public Safety Dispatcher	effective 01/13/18
Paul Swiers	Provisional Public Safety Dispatcher	effective 01/14/18

RECREATION

Commissioner Mains made a motion to approve the following Reclassification. Seconded by Commissioner Cacoza. Ayes all.

Recreation Accounts Specialist

Commissioner Mains made a motion to approve the New Position Duties Statement for the following titles. Seconded by Commissioner Cacoza. Ayes all.

Recreation Assistant
Recreation Leader
Recreation Specialist

CIVIL SERVICE

Commissioner Cacoza made a motion to table the following Exempt Class Position reviews until the February 21st 2018 meeting, as requested supporting documentation had not been submitted to Civil Service. Seconded by Commissioner Mains. Ayes all.

Deputy Commissioner of Public Works
Deputy Commissioner of Public Safety

Commissioner Mains made a motion to approve nine (9) applications for the Secretary to the Office of Planning and Economic Development Examination #62-650. Seconded by Commissioner Cacoza. Ayes all.

Commissioner Cacoza made a motion to approve five (5) applications for Head School Grounds Monitor Examination #61-476. Seconded by Commissioner Mains. Ayes all.

Commissioner Mains made a motion to establish the following Eligible Lists. Seconded by Commissioner Cacoza. Ayes all.

Animal Control/Parking Enforcement Officer #67-809
Engineering Technician #67-89
Housing Authority Assistant #67-939
HVAC Plumber Technician #68-712
Parking Enforcement Officer #64-613
Senior Engineering Technician #76-569

Chairperson DelSette adjourned the meeting at 11:32am.

Approved: March 29th, 2018

Respectfully submitted by: Corissa Salvo Civil Service Coordinator