

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
SARATOGA SPRINGS RECREATION CENTER – COUNCIL ROOM
WEDNESDAY FEBRUARY 26TH 2020 9:30AM
MINUTES**

PRESENT: MARK CACOZZA, CHAIRPERSON
NURIT SONNENSCHN, COMMISSIONER (Remotely via conference call)
DAVID SNYDER, COMMISSIONER

CHAIRPERSON CACOZZA CALLED THE MEETING TO ORDER AT 9:30am and opened the public comment section. There being no one wishing to speak, Chair Cacozza closed the public comment section at 9:31am.

Commissioner Snyder made a motion to approve the January 2020 Minutes as presented. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

ACCOUNTS

Commissioner Snyder made a motion to approve the following *Provisional Class Appointment(s)*. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Sabrina Lauzon	Assistant City Clerk	Effective 03/09/20
Amber McDonald	Deputy Registrar of Vital Statistics	Effective 02/10/20

Commissioner Snyder made a motion to approve the following *Completed Probationary Period(s)*. Seconded by Chairperson Cacozza. Motion carries unanimously.

Amber McDonald	Assistant City Clerk	Effective 02/04/20
Margaret LoPresti	Real Property Appraisal Technician	Effective 02/04/20

DPW

Commissioner Sonnenschein made a motion to approve the following *Provisional Class Appointment(s)*. Seconded by Commissioner Snyder.

Deborah LaBreche	City Engineer	Effective 02/24/20
------------------	---------------	--------------------

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

Adam Gary	Motor Equipment Operator	Effective 02/15/20
-----------	--------------------------	--------------------

Chairperson Cacozza made a motion to approve the following *Exempt Class Appointment(s)*. Seconded by Commissioner Snyder. Motion carries unanimously.

Joseph O'Neill III	Deputy Commissioner of Public Works	Effective 02/08/20
--------------------	-------------------------------------	--------------------

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

Nicholas Rumpf	Senior Account Clerk	Effective 01/13/20 – 01/17/20
Joseph O'Neill II	Working Supervisor	Effective 02/28/20 – 12/30/21

HOUSING AUTHORITY

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

Chad Henderson	Maintenance Mechanic	Effective 12/02/19
----------------	----------------------	--------------------

FINANCE

Commissioner Snyder made a motion to approve the following *Provisional Class Appointment(s)*. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Theresa Wilson	Communications Manager	Effective 02/10/20
----------------	------------------------	--------------------

Commissioner Snyder made a motion to approve the Proposed Job Specification Revisions for Communications Manager. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

LIBRARY

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

Samuel Adam	Library Clerk (part time)	Effective 02/24/20
Sara Hodorowski	Library Clerk (part time)	Effective 02/11/20
Ericc Blackman	Library District Treasurer (part time)	Effective 02/06/20
Loro McDougal	Library Building Monitor	Effective 01/21/20

PUBLIC SAFETY

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

Patrick Fitzpatrick	Senior Clerk (Part Time)	Effective 02/04/20
---------------------	--------------------------	--------------------

RECREATION

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

Bradley Blake	Recreation Leader	Effective 02/01/20
Samuel Jacob	Recreation Leader	Effective 02/01/20
Sean Sesselman	Recreation Leader	Effective 02/01/20
Jennifer Steele	Recreation Leader	Effective 02/01/20

SCHOOL

Commissioner Sonnenschein made a motion to approve the following *Labor Class Appointment(s)*. Seconded by Commissioner Snyder. Motion carries unanimously.

Margaret Irwin	Food Service Helper	Effective 02/12/20
Kristina Lucia	Food Service Helper	Effective 01/31/20
Tiffany MacNeil	Food Service Helper	Effective 02/12/20
Kimberly Palazzo	Food Service Helper	Effective 02/04/20 - 02/04/21
Jessica Bishop	School Monitor	Effective 01/31/20 – 01/31/21
Shirley Motyl	School Monitor	Effective 02/07/20 – 02/07/21
Heather Rivenburg	School Monitor	Effective 11/13/19

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

Kevin Melton	Building Maintenance Mechanic	Effective 02/03/20
Jessica Bishop	Clerk (part time)	Effective 01/31/20 – 01/31/21
	Keyboard Specialist (part time)	Effective 01/31/20 – 01/31/21
	Teacher Aide	Effective 01/31/20 – 01/31/21
Shirley Motyl	Clerk (part time)	Effective 02/07/20 – 02/07/21
	Keyboard Specialist (part time)	Effective 02/07/20 – 02/07/21
	Teacher Aide	Effective 02/07/20 - 02/07/21
Sherri Rose	Clerk (part time)	Effective 01/29/20 – 01/29/21
	Keyboard Specialist (part time)	Effective 01/29/20 – 01/29/21
Gerald Weatherwax	Custodian (part time)	Effective 02/01/20 – 02/01/21
Jodi Burton	Food Service Cashier	Effective 02/12/20
Kimberly Palazzo	Food Service Cashier	Effective 02/04/20 – 02/04/21
Tarah Duguid	Keyboard Specialist (part time)	Effective 01/16/21 – 01/16/21
Michael Smallerz	School Bus Assistant	Effective 01/30/20/ - 01/30/21
	School Bus Driver	Effective 01/30/20/ - 01/30/21
Lynn Blasso	School Bus Driver	Effective 02/11/20/ - 02/11/21
Kim Ann Soto	School Bus Driver	Effective 10/31/20
Robin Ammon	Teacher Aide	Effective 02/12/20
Brenna Champagne	Teacher Aide	Effective 02/12/20
Danyela DeLaurie	Teacher Aide	Effective 02/12/20

Patricia Otte	Teacher Aide	Effective 02/12/20
Katherine Phillips	Teacher Aide	Effective 02/01/20 – 02/01/21
Deborah Snyder	Teacher Aide	Effective 01/31/20
Emmalee Wolfe	Teacher Aide	Effective 02/03/20 – 02/11/20

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

Debra Keracado Rivers	Custodian	Effective 01/01/20 – 02/6/20 Extended 02/06/20 – 03/05/20
Martha George	Teacher Aide	Effective 03/02/20 – 03/31/20

Commissioner Sonnenschein made a motion to approve the following *Completed Probationary Period(s)*. Seconded by Commissioner Snyder. Motion carries unanimously.

Gerard Duchaussee	Maintenance Mechanic	Effective 12/07/29
Jerry Williams II	School Bus Driver	Effective 02/06/20
Kathleen Coleman	Senior Typist	Effective 02/27/20
Denise Francis	Transportation Routing Clerk	Effective 03/04/20
Judy Kahn	Transportation Safety and Training Coordinator	Effective 03/04/20

Commissioner Sonnenschein made a motion to approve the following *Request for Additional Classified Position(s)*. Seconded by Commissioner Snyder. Motion carries unanimously.

Teacher Aide Position (1)	Effective 01/31/20
---------------------------	--------------------

CIVIL SERVICE

Commissioner Snyder made a motion to approve the *Exempt Class Review(s)*. Seconded by Chairperson Cacoza. Motion carries unanimously.

Deputy Commissioner of Public Safety
Deputy Commissioner of Public Works
Executive Assistant to the Mayor

Permanent Appointment(s) from Established Eligible Lists

Lisa Maslak	Clerk #10-319	Effective 01/06/20
Scott Dingmon	Custodian #10-618	Effective 01/31/20
Jonathan Rivers	Custodian #10-618	Effective 02/11/20
Matthew Derway	Fire Lieutenant #78-663	Effective 02/08/20
Robert Killeen	Firefighter #64-632	Effective 02/07/20 (Conditional)
Daniel Sheehan	Firefighter #64-632	Effective 02/07/20 (Conditional)

Vacancy Announcement(s)

Assistant City Clerk (Provisional)
Assistant City Engineer (Provisional)
Parking Enforcement Officer (Part time and Seasonal)
Cleaner (Police Department-Part time and Permanent)

Approved: CSC Regular Meeting March 2020