

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION  
REGULAR MEETING  
CITY HALL – RECREATION CENTER – 15 VANDERBILT AVE SARATOGA SPRINGS  
THURSDAY APRIL 25<sup>TH</sup> 2019  
MINUTES**

PRESENT: MARK CACOZZA, CHAIRPERSON  
ELIO DELSETTE, COMMISSIONER

ABSENT: PAUL KISSELBRACK, COMMISSIONER (resigned)

Chairperson Cacozza made the announcement after Roll Call that Commissioner Kisselbrack resigned due to having to relocate outside of the City. The Commission has appreciated his input and insight over the past year.

CHAIRPERSON CACOZZA CALLED THE MEETING TO ORDER AT 9:33am and opened the public comment section. There being no one wishing to speak, Chair Cacozza closed the public comment section at 9:34am.

Chair Cacozza made a motion to approve the March 2019 Regular Meeting Minutes as amended. Seconded by Commissioner DelSette. Motion carries.

In regards to the March Special Meeting for Fire Captain Minutes, Chairperson Cacozza advised the Coordinator to affix to the Minutes a special note, explain why these particular Minutes would never, and could never be officially approved by a majority during a meeting, as Commissioner Kisselbrack resigned, and Commissioner DelSette was absent from this meeting.

**FINANCE**

Chairperson Cacozza made a motion to approve the following *Temporary/Part Time Appointment(s)*. Seconded by Commissioner DelSette. Motion carries.

Amy Ryan	Deputy Commissioner of Finance	Effective 04/29/19 – 05/29/19
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**DPW**

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

Shaun Birrell	Laborer (ft)	Effective 05/05/19
Karen Daigle	Laborer (pt)	Effective 04/13/19
Dean Rocchio	Laborer (ft)	Effective 05/05/19

**MAYOR**

Commissioner DelSette made a motion to approve the following *Provisional Appointment(s)*. Seconded by Chairperson Cacozza. Motion carries.

Amanda Tucker	Senior Planner	Effective 04/24/19
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**PUBLIC SAFETY**

Commissioner DelSette made a motion to approve the following *Provisional Appointment(s)*. Seconded by Chairperson Cacozza. Motion carries.

Paul Swiers	Animal Control/Parking Enforcement Officers	Effective 04/15/19
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**RECREATION**

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

Matthew Lacy	Camp Saradac Director	Effective 04/01/19
Julia DiMenna	Recreation Assistant	Effective 04/18/19
Elizabeth Siebeneck	Recreation Assistant	Effective 04/18/19
Autumn Soukup	Recreation Assistant	Effective 04/18/19

**SCHOOL**

Commissioner DelSette made a motion to approve the following en bloc. Seconded by Chairperson Cacoza. Motion carries.

**Completed Probationary Period(s)**

Pamela Hoyt	Clerk	Effective 04/02/19
Julienne Flynn	Food Service Helper	Effective 04/10/19
Jodi Parent	Food Service Helper	Effective 04/02/19
Christine Riddervold	Food Service Helper	Effective 04/10/19
Margaret Trainor	Food Service Helper	Effective 04/02/19
Joseph Wagner	Network Technician	Effective 04/09/19
Daniel Hinckley	School Bus Driver	Effective 04/09/19
Brett VanZandt	School Bus Driver	Effective 04/12/19
Karen Savage	School Monitor	Effective 04/10/19
Margaret Mary DeBlasiis	Senior Food Service Helper	Effective 03/29/19
Samantha Jacksland	Teacher Aide	Effective 04/10/19
Ellen Jackson	Teacher Aide	Effective 04/03/19
Imelda Hommel	School Bus Assistant	Effective 03/08/19

**Labor Class Appointment(s)**

Pattie Otte	School Monitor	Effective 04/01/19 – 04/01/20
Mary Ellen Thompson	Food Service Helper	Effective 04/10/19 – 04/10/20

**Non Competitive Appointment(s)**

Victor Politi Jr	Building Maintenance Mechanic	Effective 04/10/19
Patti Otte	Clerk	Effective 04/01/19 – 04/01/20
Rhonda Anderson	Custodian	Effective 04/01/19 – 04/01/20
Joseph Rivers	Custodian	Effective 04/09/19 – 04/09/20
Mary Ellen Thompson	Food Service Cashier	Effective 04/10/19 – 04/10/20
Patti Otte	Keyboard Specialist	Effective 04/01/19 - 04/01/20
Marlonna Hubinsky	School Bus Assistant	Effective 04/05/19 - 04/05/20
Stefanie Joseph	School Bus Driver	Effective 04/08/19
Susan Stockman	School Bus Driver	Effective 04/08/19
Jerry Williams II	School Bus Driver	Effective 03/27/19 – 03/27/20
LeRoy Penn	School Grounds Monitor	Effective 04/10/19 – 04/10/20
Lori Bogan	Teacher Aide	Effective 04/01/19 – 04/01/20

**Temporary Appointment(s)**

Susan Stockman	School Bus Driver	Effective 04/03/19 – 04/05/19
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**CIVILSERVICE**

Commissioner DelSette made a motion to approve the following Temporary Appointment(s). Seconded by Chairperson Cacoza. Motion carries.

Mary Peterson	Clerk	Effective 03/02/19 – 03/17/19
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*Establish Eligible Lists*

- Clerk #10-319
- Keyboard Specialist #10-419
- Librarian I #64-449
- Librarian II #64-685
- Librarian II #74-248
- Librarian III #64-688
- Librarian III #74-268
- Traffic Maintenance Manager #74-721

*Announce Exams*

Assistant Building Inspector #63-349 (06/22/19)  
Assistant Building and Construction Inspector #65-621 (06/22/19)  
Zoning and Building Inspector #69-379 (06/22/19)

*Discuss Administered Exam(s)*

Clerk #10-319 (04/13/19)  
Keyboard Specialist #10-419 (04/13/19)

*Discuss Upcoming Exam(s)*

Firefighter #64-632 (04/27/19)  
Administrative Assistant #63-538 (05/11/19)  
Administrative Assistant – Engineering #64-379 (05/11/19)  
Assistant City Clerk #64-898 (05/11/19)  
DPW Coordinator #69-380 (05/11/19)  
Department of Public Works Purchasing Coordinator #64-897 (05/11/19)

*Permanent Appointment(s) from Established Eligible List(s)*

Network Technician #19-206 – Joseph Wagner – Effective 04/09/19  
Police Lieutenant #70-525 – Laura Emanation – Effective 04/20/19  
Traffic Maintenance Manager #74-721 – Andy Krupski – 04/22/19

Chairperson Cacoza made a motion to close the meeting. Seconded by Commissioner DelSette. Motion carried

**SPECIAL NOTE:** At the May 24<sup>th</sup> 2019 Meeting, Commissioner DelSette requested the approval of the April 25<sup>th</sup> 2019 Minutes be tabled. The motion carried and the Chair requested that Commissioner DelSette submit a draft of the language he proposed be added. On June 11<sup>th</sup> 2019 Commissioner DelSette submitted a memorandum which outlined his position but did not include proposed modifications to the Minutes as drafted. Commissioner DelSette was unable to attend the June 18<sup>th</sup> 2019 Meeting and resigned July 2019. Therefore the April 25<sup>th</sup> 2019 Minutes were never approved and could never be formally approved since Commissioner Sonnenschein was not a member of the Commission in April 2019 and unable to vote.

*Prepared by: Corissa Salvo, Civil Service Coordinator*