

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION  
REGULAR MEETING  
SARATOGA SPRINGS RECREATION CENTER  
WEDNESDAY MAY 27<sup>TH</sup> 2020 9:30AM  
MINUTES**

PRESENT: MARK CACOZZA, CHAIRPERSON (Remotely via Zoom)  
NURIT SONNENSCHIN, COMMISSIONER (Remotely via Zoom)  
DEIRDRE LADD, COMMISSIONER (Remotely via Zoom)

CHAIRPERSON CACOZZA CALLED THE MEETING TO ORDER AT 9:54am. Due to circumstances, the public comment section was unable to be entertained. Public comments will be accepted via email for future meetings while social distancing is required. No public comments were received.

Commissioner Sonnenschein made a motion to approve the April meeting Minutes as amended. Seconded by Chairperson Cacozza. Motion carries unanimously.

**ACCOUNTS**

Furloughed Employees (0)

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

Nancy Wagner Clerk (part time - grant funded) Effective 05/26/20 – 06/30/20

**DPW**

Furloughed Employees 05/18/20 – 07/31/20

Laborers (23)  
Public Works Dispatcher (2)  
Engineering Technician (1)

**FINANCE**

Furloughed Employees 05/18/20 – 07/31/20

Finance Coordinator (1)

**MAYOR**

Furloughed Employees 05/18/20 – 07/31/20

Executive Assistant to the City Attorney (1)  
Senior Planner (1)

**PUBLIC SAFETY**

Furloughed Employees 05/18/20 – 07/31/20

Animal Control/Parking Enforcement Officer (1)  
Communication Manager (1)  
Firefighter (2) 05/23/20 – 07/31/20  
Police Officer (3)  
Police Sergeant (2)  
Senior Account Clerk (1)

Laid Off Employees

School Crossing Guard (12)  
Senior Clerk (part time) (1)  
Traffic Control Technician (part time) (1)

**RECREATION**

Furloughed Employees 05/18/20 – 07/31/20

- Program Coordinator (2)
- Recreation Office Manager (1)
- Recreation Accounts Specialist (1)

**SCHOOL**

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

Kimberly Ross	Assistant Director of Transportation	Effective 07/01/20
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Commissioner Sonnenschein made a motion to approve the follow *Completed Probationary Periods*, en bloc. Seconded by commissioner Ladd. Motion carries unanimously.

Approve Completed Probationary Periods

Jeffrey Barton	Custodian	Effective 03/21/20
Shannon Hmura	Food Service Helper	Effective 06/06/20
Curtis Colvin	School Bus Assistant	Effective 04/08/20
Amanda DeWein	School Bus Driver	Effective 05/19/20
Matthew Sutphen	School Bus Driver	Effective 05/30/20
Darlene Weaver	School Bus Driver	Effective 04/09/20
Dale Wojtowecz	School Bus Driver	Effective 04/08/20
Michele Baker	School Monitor	Effective 04/10/20
Rachael Emmitt	Teacher Aide	Effective 05/06/20

**CIVIL SERVICE**

Chairperson Cacoza made a motion to approve the 52.7 Appointment (pre-approved by NYS Civil Service) of Kelly Gliosco to the position of Utilities Clerk effective 05/27/20. Seconded by Commissioner Sonnenschein. Motion carries unanimously

Establish Eligible List(s)

- Deputy Registrar of Vital Statistics #66-365
- Senior Clerk #68-342

Chairperson Cacoza made a motion to close the May meeting. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

*Prepared by: Corissa Salvo, Civil Service Coordinator  
Approved 07/29/20*