

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
1 SOUTH FEDERAL ST HOUSING AUTHORITY BOARD MEETING ROOM
TUESDAY SEPTEMBER 18TH 2018
MINUTES**

PRESENT: MARK CACOZZA, CHAIRPERSON
ELIO DELSETTE, COMMISSIONER
ABSENT: PAUL KISSELBRACK, COMMISSIONER

CHAIRPERSON CACOZZA CALLED THE MEETING TO ORDER AT 9:35am and opened the public comment section. There being no one wishing to speak, Chair Cacozza closed the public comment section at 9:36.

Commissioner DelSette made a motion to approve the July 25th 2018 Minutes as amended. Seconded by Chair Cacozza. Ayes all.

Chair Cacozza wants to let the record and Minutes reflect that the Civil Service Commission August meeting was scheduled for the 22nd but was cancelled due to the City Hall fire and the extensive water damage which closed the building. The meeting could not be rescheduled until an alternate meeting venue was found. The Commission is appreciative of the Housing Authority accommodations and allowing the use of the Board Meeting room to host the Commission meeting. While the Saratoga Springs Public Library has public meeting spaces, they are heavily used and booked far in advance. City Hall is expected to remain close for at least one year; Chair Cacozza suggested the Coordinator schedule the next several months of meetings in advance; Commissioner DelSette and the Coordinator agreed.

ACCOUNTS

Commissioner DelSette made a motion to approve the proposed revisions to the *Assistant to the Purchasing Agent* job specification. Seconded by Chair Cacozza. Motion carried.

DPW

Commissioner DelSette made a motion to approve waiving the remainder of the probationary period for *Senior Engineering Technician Matt Zeno*. Seconded by Chair Cacozza. Motion carried.

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

Mary Peterson	Laborer	Effective 09/17/18
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HOUSING AUTHORITY

Upon reaching the Housing Authority items on the Agenda, and holding the meeting in the Board Room of the Housing Authority, the Commission invited Executive Director of the Housing Authority to speak in regards to the proposed new Position of Project Manager. Mr. Feldman accepted and joined the meeting, giving a brief explanation of why the new position is being requested. There will be an expansion in the near future, and potentially acquiring already standing units.

Commissioner DelSette made a motion to approve the following *New Position Duty Statement*. Seconded by Chair Cacozza. Motion carried.

Project Manager (Competitive)

Commissioner DelSette made a motion to approve the following *Non Competitive Class Appointment(s)*. Seconded by Chair Cacozza. Motion carried.

Kathleen Peterson	Clerk (part time)	Effective 07/31/18
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LIBRARY

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

Brian Hall

Cleaner

Effective 09/10/18

Commissioner DelSette made a motion to approve the following *Non Competitive Class Appointment(s)*. Seconded by Chair Cacoza. Motion carried.

Raymond Michaud

Building Maintenance Worker

Effective 09/12/18

MAYOR

Commissioner DelSette made a motion to approve the following *Temporary Appointments*. Seconded by Chair Cacoza. Motion carried.

Dan Cogan

Zoning and Building Technician (part time)

Effective 09/10/18 – 12/15/18

Mary Laskey

Laborer

Effective 08/27/18 – 10/01/18

PUBLIC SAFETY

Commissioner DelSette made a motion to approve the following *Non Competitive Class Appointment(s)*. Seconded by Chair Cacoza. Motion carried.

Linda Cocco

School Crossing Guard

Effective 09/05/18 – 06/30/18

Michael Cole

School Crossing Guard

Effective 09/05/18 – 06/30/18

Susan Dockrell

School Crossing Guard

Effective 09/05/18 – 06/30/18

John Getler

School Crossing Guard

Effective 09/05/18 – 06/30/18

Norman Greenfield

School Crossing Guard

Effective 09/05/18 – 06/30/18

Julie Hastings

School Crossing Guard

Effective 09/05/18 – 06/30/18

Thomas Humes

School Crossing Guard

Effective 09/05/18 – 06/30/18

Kathleen Kelly

School Crossing Guard

Effective 09/05/18 – 06/30/18

Sandra Lacey

School Crossing Guard

Effective 09/05/18 – 06/30/18

Eithne Lerman

School Crossing Guard

Effective 09/05/18 – 06/30/18

Janice Stateri

School Crossing Guard

Effective 09/05/18 – 06/30/18

Richard Robischon

School Crossing Guard

Effective 09/05/18 – 06/30/18

Juliana Santiago

School Crossing Guard

Effective 09/05/18 – 06/30/18

Robert Stiles

School Crossing Guard

Effective 09/05/18 – 06/30/18

John Stowell

School Crossing Guard

Effective 09/05/18 – 06/30/18

Paul Swiers

School Crossing Guard

Effective 09/05/18 – 06/30/18

RECREATION

Commissioner DelSette made a motion to approve the following *Non Competitive Class Appointment(s)*. Seconded by Chair Cacoza. Motion carried

Matthew Jensen

Recreation Leader

Effective 08/25/18

Larry Messer

Recreation Leader

Effective 08/25/18

Mikaela Venum

Recreation Leader

Effective 08/25/18

Ryan Czarnecki

Youth Parker Supervisor

Effective 08/04/18 – 09/11/18

Sydney DeLeonardis

Youth Parking Supervisor

Effective 08/18/18 – 09/07/18

SCHOOL

Chairperson Cacoza made a motion to approve the following *New Position Duty Statement*. Seconded by Commissioner DelSette. Ayes all.

Human Resource Generalist (Competitive) – 2 Positions c

Commissioner DelSette made a motion to approve the following *Provisional Appointment(s)*. Seconded by Chairperson Cacoza. Ayes all.

Irene Goodwin

Custodian

Effective 08/24/18

Jonathan Rivers

Custodian

Effective 08/27/18

Commissioner DelSette made a motion to approve the following *Labor Class Appointment(s)*. Seconded by Chairperson Cacoza. Ayes all

Julienne Flynn

Food Service Helper

Effective 09/12/18

Jodi Parent

Food Service Helper

Effective 09/04/18

Christine Riddervold	Food Service Helper	Effective 09/12/18
Margaret Trainor	Food Service Helper	Effective 09/04/18
Karen Savage	School Monitor	Effective 09/12/18

Commissioner DelSette made a motion to approve the following *Non Competitive Class Appointment(s)*. Seconded by Chairperson Cacoza. Ayes all.

Wilfred Messier	Clerk (part time)	Effective 07/17/18 – 07/17/19
Lena Ruggles	Custodian (part time)	Effective 09/10/18 – 09/10/19
Nathanial Homhaun	Custodian (part time)	Effective 08/01/18 – 08/01/19
Kimberly Murauskas	Keyboard Specialist	Effective 08/13/18 – 10/31/18 01/14/19 – 03/15/18
Kelly Hayes	School Bus Driver	Effective 09/13/18 – 09/13/19
Lynn Malinoski	School Bus Driver	Effective 09/13/18 – 09/13/19
Jose Rivera	School Bus Driver	Effective 08/17/18 – 08/17/19
Ann Talamo	School Bus Driver	Effective 07/10/18 – 07/10/19
Milena Giraldo-Lopez	Teacher Aide	Effective 09/02/18
Karen Karadenes	Teacher Aide	Effective 09/04/18 – 06/03/19
Kimberly Gambel	Teacher Aide	Effective 09/12/18
Samantha Jacksland	Teacher Aide	Effective 09/12/18
Ellen Jackson	Teacher Aide	Effective 09/05/18
Jodi Matthews	Teacher Aide	Effective 09/06/18
Cynthia Moczydlowsky	Teacher Aide	Effective 09/04/18 – 06/30/19
Mackenzey Nutter	Teacher Aide	Effective 09/10/18 – 09/10/19
Martha Ray	Teacher Aide	Effective 09/04/18 – 06/30/19
Amy Rypkema	Teacher Aide	Effective 09/04/18 – 06/30/19

CIVIL SERVICE

Established Head Custodian Eligible List #77-346

Chairperson Cacoza recommended that Civil Service begin to itemize more of the monthly happenings on the Agenda and the Minutes. Commissioner DelSette agreed; as did the Coordinator.

Chairperson Cacoza also wanted to commend the Coordinator on going to City Hall the night of the fire, and the handling of the transition and relocation of offices.

Prepared by Corissa Salvo, Civil Service Coordinator
 Approved on __10/30/18__