

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION  
REGULAR MEETING  
474 BROADWAY, CITY COUNCIL ROOM  
JANUARY 25<sup>TH</sup> 2023  
MINUTES**

PRESENT: CHAIRPERSON HOLMES  
COMMISSIONER ZANGRANDO  
COMMISSIONER LEIDIG

**ANNOUNCEMENT OF RECORDING OF PROCEEDINGS**

The proceedings of this meeting are audio recorded for the benefit of the Commissions Coordinator who acts as Secretary. Because minutes are not a verbatim record of the proceedings, the minutes are not a word for word transcript of the recordings. Recorded audio available upon request.

CHAIRPERSON HOLMES CALLED THE REGULAR MEETING TO ORDER AT 9:34am and opened the public comment section. There being no one to speak, closed the public comment section at 9:35am.

Chairperson Holmes made a motion to approve the December 2022 meeting minutes. Seconded by Commissioner Zangrando. Commissioner Leidig abstains due to absence.

**PUBLIC SAFETY**

Fire Chief Dolan appeared before the Commission to speak on the request for a new non competitive and temporary singular position of Fire Instructor Coordinator (part time). After a brief discussion, Commissioner Leidig made a motion to approve as presented. Seconded by Commissioner Zangrando. Motion carries unanimously.

Commissioner Zangrando made a motion to approve the following Leave of Absence. Seconded by Commissioner Leidig. Motion carries unanimously.

Senior Account Clerk	Raelynn Smith	Effective 12/26/22-03/14/23
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**MAYOR**

Deputy Mayor Rella appeared before the Commission to speak on several requests.

The first request being the Proposed New Position Duty Statement for a singular competitive Claims Coordinator position. After a brief discuss, Commissioner Leidig made a motion to approve the new position, with the minor addition. Seconded by Commissioner Zangrando. Motion carries unanimously.

The next request Deputy Rella spoke on was the proposed revisions to the Administrator of Parks, Open Lands and Historic Preservation job specification. While the commission did *not* accept the proposed revisions as presented by the department, the commission did make a motion to add a third minimum qualification option, as well as adding 'or its part time equivalence' to each of the three minimum qualification options. Commissioner Leidig made a motion to approve with the minor addition. Seconded by Commissioner Zangrando. Motion carries unanimously.

The next request Deputy Rella spoke on was the proposed revisions to the Administrator of the Office of Planning and Economic Development job specification. Again, the commission did *not* accept the proposed revisions as presented by the department, but did make a motion to add 'or its part time equivalence' to the existing two minimum qualification options. Commissioner Leidig made a motion to approve with that minor addition. Seconded by Commissioner Zangrando. Motion carries unanimously.

Chairperson Holmes made a motion to approve the Request for Additional Classified Position of one temporary Administrative Assistant. Seconded by Commissioner Zangrando. Motion carries unanimously.

**ACCOUNTS**

Commissioner Zangrando made a motion to approve the following Temporary Appointment extension. Seconded by Commissioner Leidig. Motion carries unanimously.

Clerk (part time)	Deborah O'Rourke	Effective through 03/31/23
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**RECREATION**

Commissioner Leidig made a motion to approve the following Non Competitive Class Appointments. Seconded by Commissioner Zangrando. Motion carries unanimously

Recreation Assistant	Olivia Hansen	Effective 01/07/23
Recreation Specialists	Recreation Specialist	Effective 01/07/23

**SCHOOL**

Commissioner Leidig made a motion to approve the following Labor Class Appointments. Seconded by Commissioner Zangrando. Motion carries unanimously.

Food Service Helpers	Danielle Arruda	Effective 09/07/21
Food Service Helpers	Timothy Valdivia	Effective 12/19/22
School Monitors	Kayla Benner	Effective 09/06/22
School Monitors	Tiffany Duplessis	Effective 01/11/23
School Monitors	Andrew Dzurica	Effective 09/06/22 - 06/30/23
School Monitors	Alyssa Fluri	Effective 01/03/23
School Monitors	Brian Frappier	Effective 01/11/23
School Monitors	Nina Gerardi	Effective 05/01/22
School Monitors	Peter Higgins	Effective 12/09/22
School Monitor	Christina Pilkington	Effective 09/06/22
School Monitors	Mary Kate Metwally	Effective 11/14/22
School Monitors	Jane Szpak	Effective 01/03/23

Commissioner Leidig made a motion to approve the following Non Competitive Class Appointments. Seconded by Commissioner Zangrando. Motion carries unanimously.

Automotive Mechanics	James Cauany	Effective 08/15/22
Clerks (part time)	Joni Ernst	Effective 01/03/23
Clerks (part time)	Alyssa Fluri	Effective 01/03/23
Clerks (part time)	Peter Higgins	Effective 12/09/23
Clerks (part time)	Mary Kate Metwally	Effective 11/14/23
Keyboard Specialists (part time)	Joni Ernst	Effective 01/03/23
Keyboard Specialists (part time)	Alyssa Fluri	Effective 01/03/23
Keyboard Specialists (part time)	Peter Higgins	Effective 12/09/22
Keyboard Specialists (part time)	Deb Hopkins	Effective 01/03/23
Keyboard Specialists (part time)	Mary Kate Metwally	Effective 11/14/22
Motor Vehicles Operator	Christine Riddervold	Effective 09/14/22
Registered Professional Nurse	Mary Sherman	Effective 09/06/22 – 06/30/22
School Bus Assistants	Suzanne Barrett	Effective 01/03/23
School Bus Assistants	Gregory Brown	Effective 11/09/22
School Bus Assistants	Mary Garafalo	Effective 12/07/22
School Bus Assistants	Kelly Thimineur	Effective 11/16/22
School Bus Drivers	Raymond Dickson	Effective 11/02/22 12/20/22
School Bus Drivers	Scot Prehn	Effective 12/20/22
School Bus Drivers	Andrietta Ramsey	Effective 11/09/22
School Bus Drivers	Paula Cauary	Effective 12/30/22
School Bus Drivers	Erik Noro	Effective 12/23/22
Teacher Aides	Sherry Carter	Effective 01/11/23
Teacher Aides	Valerie Clements	Effective 01/11/23
Teacher Aides	Alyssa Fluri	Effective 01/03/23
Teacher Aides	Candace Gardner	Effective 09/30/22
Teacher Aides	Michelle Garman	Effective 10/04/21
Teacher Aides	Nina Gerardi	Effective 05/01/22
Teacher Aides	Peter Higgins	Effective 12/09/22
Teacher Aides	Askim Knott	Effective 10/31/22
Teacher Aides	Dana Nichols	Effective 09/06/22
Teacher Aides	Mary Kate Metwally	Effective 11/14/22
Teacher Aides	Jane Szpak	Effective 01/03/23
Teacher Aides	Susan Wright	Effective 10/31/22
Teacher Aides	Gerard Duchaussee	Effective 11/10/21
Teacher Aides		
Teacher Aides		
Teacher Aides		

Commissioner Leidig made a motion to approve the following Passing of Probationary Periods. Seconded by Commissioner Zangrando. Motion carries unanimously.

Building Maintenance Mechanic	Gerard Duchaussee	Effective 11/10/22
Food service Helpers	Karen Olmstead	Effective 09/07/22
Food Service Helpers	Lisa Bates	Effective 10/29/22
Licensed Practical Nurse	Cynthia Robbins	Effective 10/20/22
Licensed Practical Nurse	Tricia Thomas	Effective 10/20/22
Registered Professional Nurse	Tina Frolish	Effective 10/30/22
School Bus Drivers	Rodd Kaslik	Effective 09/08/22
School Monitors	Amy Calzonetti	Effective 09/02/22
School Monitors	Jamie Duffney	Effective 12/08/22
School Monitors	Candace Gardner	Effective 09/22/22
Teacher Aides	Marlonna Hubinsky	Effective 01/10/23
Teacher Aides	Michele Garman	Effective 10/05/22

Commissioner Leidig made a motion to approve the following Reinstatement. Seconded by Commissioner Zangrando. Motion carries unanimously.

Clerk	Miriam O'Callaghan	Effective 08/22/22
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### **CIVIL SERVICE**

Update on Annual Report

Establish Eligible Lists

Police Officer #66-533

Permanent Appointments from Established Eligible Lists

Exam and Vacancy Announcements

Account (Provisional)

Administrator of Parks, Open Lands and Historic Preservation (Provisional)

Administrator of Planning and Economic Development (Provisional) Reissued

Archivist #63-905

Assistant Facilities Manager #64-678

Assistant Police Chief #77-522

City Attorney

Code Enforcement Technician (Provisional)

Head School Grounds Monitor #69-288

Police Chief #77-540

Resignations/Retirements

Administrator of Parks, Open Lands and Historic Preservation	Tina Carton	Resignation Effective 12/12/22
Budget Director	Lynn Bachner	Resignation Effective 12/31/22
Computer Support Technician	Hunter Rumpf	Resignation Effective 12/31/22
Food Service Helper	Joyce Montgomery	Resignation Effective 11/09/22
Teacher Aide	Karen Doane	Retirement Effective 09/01/22

Commissioner Leidig made a motion to close the meeting at 12:02pm Seconded by Commissioner Zangrando. Motion carries unanimously.

NEXT CIVIL SERVICE COMMISSIONER MEETING SCHEDULED FOR FEBRUARY 22<sup>ND</sup> AT 9:30AM IN THE CITY COUNCIL ROOM

CSC approved \_\_\_03/29/23\_\_\_