

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
474 BROADWAY, CITY COUNCIL ROOM
FEBRUARY 22ND 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 9:36am and opened the public comment section. Public Safety Commissioner Montagnino appeared before the commission to present proposed revisions to the Police Chief job specification. While speaking to the commission, Commissioner Montagnino ‘humbly requests’ that the commission accept it as presented, or don’t, but not to edit his proposed revisions.

DPW

DPW Business Manager Michael Veitch appeared before the commission to briefly speak on a request. Commissioner Leidig made a motion to approve the proposed revisions to the Water Meter Accounts Supervisor job specification as presented. Seconded by Commissioner Zangrando. Motion carries unanimously.

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

HVAC Plumbing Technician	Kenneth Dooley	Effective 03/06/23
Reservation Coordinator	Leigh O’Connor	Effective 02/06/23

Chairperson Holmes made a motion to approve the following Non Competitive Promotional Appointments. Seconded by Commissioner Leidig. Motion carries unanimously.

Motor Equipment Operator	Arthur Gary	Effective 02/12/23
Motor Equipment Operator	Timothy Vennett	Effective 02/12/23

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

Working Supervisor	Joe O’Neill	Effective 02/13/23 – 12/31/23
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Commissioner Leidig made a motion to approve the following Exempt Class Appointments. Seconded by Commissioner Zangrando. Motion carries unanimously

Deputy Commissioner of Public Works	Joe O’Neill	Effective 02/13/23 – 12/31/23
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ACCOUNTS

Deputy Connors appeared before the commission to briefly speak on two requests.

Chairperson Holmes made a motion to approve the proposed revisions to the Fixed Asset and Inventory Clerk job specification, as presented by the department. Seconded by Commissioner Leidig. Motion carries unanimously.

Commissioner Leidig made a motion to approve the proposed revisions to the Records Retention Coordinator job specification with a minor addition. Seconded by Commissioner Zangrando. Motion carries unanimously.

MAYOR

Mayor Ron Kim appeared before the commission to discuss proposed revisions to the Administrator of Parks, Open Lands and Historic Preservation job specification. After a brief discussion, Commissioner Leidig made a motion to approve the proposed revisions as presented. Seconded by Commissioner Zangrando. Motion carries unanimously.

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

Administrative Assistant	Hillary Oreschnick	Effective 02/06/23
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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 Leader	Andrea Carroll	Effective 02/18/23
Recreation Specialist	Elizabeth Bates	Effective 02/11/23

SCHOOL

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

Automotive Mechanic	Cody Fortin	Effective 01/27/23
Clerks (part time)	Emily Rapp Eddy	Effective 01/13/23
Clerks (part time)	Kyla Rockwood	Effective 01/23/23
Clerks (part time)	Megan Rysedorph	Effective 01/03/23
Clerks (part time)	Jennifer Zeisler	Effective 01/12/23
Custodian (part time)	Xavier Clarke	Effective 02/01/23
Keyboard Specialists (part time)	Emily Rapp Eddy	Effective 01/13/23
Keyboard Specialists (part time)	Kyla Rockwood	Effective 01/20/23
Keyboard Specialists (part time)	Megan Ryesdorph	Effective 01/03/23
Keyboard Specialists (part time)	Jennifer Zeisler	Effective 01/12/23
School Bus Assistants	Gerard Allen	Effective 01/06/23
School Bus Assistants	Jason Munafo	Effective 01/06/23
School Bus Drivers	Brett Booker	Effective 01/06/23
School Bus Drivers	Edmund Charles Eckstein	Effective 01/06/23
School Bus Drivers	Stephanie Fitzgerald	Effective 01/12/23
School Bus Drivers	Andrietta Ramsey	Effective 01/06/23
School Bus Drivers	John Rigg	Effective 02/04/23
Teacher Aides	Tessa Pierce	Effective 01/03/23
Teacher Aides	Kimberly Ray	Effective 01/30/23
Teacher Aides	Kyla Rockwood	Effective 01/18/23
Teacher Aides	Angela Tolan	Effective 02/01/23
Teacher Aides	Jessalynn Ward	Effective 01/30/23

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

Food Service Helpers	Robyn Colonell	Effective 01/03/23
Food Service Helpers	Mary Jo Healy	Effective 01/13/23
School Monitors	Freda Pratt	Effective 01/27/23 – 02/09/23 02/10/23
School Monitors	Tessa Pierce	Effective 01/03/23
School Monitors	Jessalynn Ward	Effective 01/30/23
School Monitors	Noelle Tolan	Effective 02/01/23
School Monitors	Jennifer Zeisler	Effective 01/12/23

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

Clerk	Erica McWatters	Effective 02/10/23
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Commissioner Leidig made a motion to approve the following Leave of Absences. Seconded by Commissioner Zangrando. Motion carries unanimously.

School Bus Assistants	Sherry Hollner	Effective 01/05/23 – 02/07/23
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Commissioner Leidig made a motion to approve the following Completed Probationary Periods. Seconded by Commissioner Zangrando. Motion carries unanimously.

School Bus Drivers	Romeo Soriano	Effective 01/24/23
School Monitors	Joanne Seastrand	Effective 11/10/22
Teacher Aides	Sarah Alford	Effective 01/17/23
Teacher Aides	Kristina Lucia	Effective 12/08/22
Teacher Aides	Erica McWatters	Effective 12/08/22
Teacher Aides	Theodore Baughn	Effective 01/13/23

CIVIL SERVICE

Training 06/28/23 - reschedule June 2023 CSC meeting

Police Officer Agility Test 03/31/23

Appointments from Established Eligible Lists

Administrative Aide #62-777	Hilary Oreschnick	Effective 12/28/22
Administrative Assistant #62-342	Julia Destino	Effective 12/28/22
Assistant Library Director #79-506	Jennifer Ferriss	Effective 02/22/23
Clerk #10-323	Christine Beattie	Effective 01/26/23
Clerk #10-323	Amy Mangiancina	Effective 01/11/23
Clerk #10-323	Deanna Palombo	Effective 01/11/23
Custodian #10-620	Melissa Garmley	Effective 01/19/23
Custodian #10-620	Walter Hertik	Effective 01/27/23
Human Resources Manager (SSPL)	Kelly McCombs	Effective 02/22/23
Keyboard Specialist #10-423	June House	Effective 02/10/23
Keyboard Specialist #10-423	Katherine Snyder	Effective 01/27/23
IT Admin. Assistant Account Manager	Mary Iaquina	Effective 01/10/23
Utilities Clerk #62-205	Maureen Smith	Effective 02/13/23
Firefighter Paramedic Trainee #65-848	Nicholas Alonzo	Conditional Offer Effective 02/15/23
Firefighter Paramedic Trainee #65-848	Derrick Barss	Conditional Offer Effective 02/15/23
Firefighter Paramedic Trainee #65-848	Brian Coffey	Conditional Offer Effective 02/16/23
Firefighter Paramedic Trainee #65-848	Charles Olson	Conditional Offer Effective 02/15/23
Firefighter Paramedic Trainee #65-848	Vincent Parisi	Conditional Offer Effective 02/16/23
Firefighter Paramedic Trainee #65-848	Daniel Reeves	Conditional Offer Effective 02/15/23
Firefighter Paramedic Trainee #65-848	Michael Quinn	Conditional Offer Effective 02/15/23
Firefighter Paramedic Trainee #65-848	Ethan VanPraag	Conditional Offer Effective 02/15/23
Firefighter Paramedic Trainee #65-848	Steven Vinciguerra	Conditional Offer Effective 02/16/23

Establish Eligible Lists

Assistant Library Director #65-088 and #79-506
Budget Director #65-871
Community Development Planner #66-243
Director of Risk and Safety #65-432
Grants Assistant #63-744
Human Resources Generalist (SSCSD) #68-2008
Human Resource Manager (SSPL) #67-759
Librarian I #60-813
Librarian II #60-9590 and #79-452
Librarian III #60--967 and #79-457
Principal Planner #62-482
Senior Planner #62-513

Retirements/Resignations

Automotive Mechanic	David Ernst	Retirement Effective 02/27/23
Administrative Assistant	Katie Farone	Resignation Effective 02/10/23
Clerk	June House	Resignation Effective 02/10/23
Clerk	Christine Joyce	Resignation Effective 02/04/23
Clerk	Tina Senecal	Retirement Effective 06/30/23
Custodian	Nicholas Casey	Resignation Effective 11/21/22
Executive Assistant to DPW Commissioner	Leigha O'Connor	Resignation Effective 02/06/23
Firefighter Paramedic	Zephaniah Kozakiewiez	Resignation Effective 02/02/23
Police Lieutenant	Robert Jillson	Retirement Effective 02/17/23
School Bus Assistants	Kimberly Ray	Resignation Effective 02/04/23
School Monitors	Kayla Benner	Resignation Effective 02/10/23
Senior Account Clerk	Linda Ferguson	Resignation Effective 01/27/23
Teacher Aides	Brandon Drollette	Resignation Effective 01/18/23
Teacher Aides	Deborah Fitzgerald	Retirement Effective 06/30/23
Teacher Aides	Erica McWalters	Resignation Effective 02/10/23
Water Meter Service Reader	Daniel Tuller	Resignation Effective 02/09/23

NEXT CIVIL SERVICE COMMISSION MEETING:

March 29th 2023

April 26th 2023

May 31st 2023

CSC approved ___03/29/23___