

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION  
REGULAR MEETING  
SARATOGA SPRINGS PUBLIC LIBRARY – SUSMAN ROOM  
THURSDAY MARCH 28<sup>TH</sup> 2019  
MINUTES**

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

CHAIRPERSON CACOZZA CALLED THE MEETING TO ORDER AT 9:37am and opened the public comment section. There being no one wishing to speak, Chair Cacoza closed the public comment section at 9:38am.

Chair Cacoza made a motion to approve the February 2019 Minutes as amended. Seconded by Commissioner DelSette. Motion carries.

**PUBLIC SAFETY**

A candidate appeared before the Commission to discuss the possibility of their application being approved for the upcoming Firefighter examination, even though it was submitted after the last filing date. The last filing date for the Firefighter applications was March 14<sup>th</sup> 2019. The candidate had contacted the Coordinator via her work email on Saturday March 16<sup>th</sup> 2019, acknowledging that he missed the last filing date but asking for an extension. The candidate then contacted the Coordinator via her personal social media page. The Coordinator responded back from the work email on Monday March 18<sup>th</sup> 2019 to let the candidate know that unless there were religious or military reasons, unfortunately no late applications would be approved. The Candidates response was ‘I didn’t know if you could say paperwork was on ur desk or something...’. The candidate stopped in to the Civil Service Office twice in one day, still asking for his application to be approved. The Coordinator was firm in that the application would not be approved, having read the rules and policy to the candidate, and the candidate continued to ask the Coordinator to bend the rules for their late submission. The candidate asked if there was anyone else they could speak to so the Coordinator invited him to speak before the Commission. After speaking with the candidate, the Commission was unanimous in agreeing with the Coordinator – the application would not be approved, and the candidate would not be sitting for the Firefighter exam.

Chairperson Cacoza made a motion to approve the following *Leave of Absence(s)*. Seconded by Commissioner Kisselbrack. Motion carries.

Jason Tetu

Police Sergeant

Effective 04/01/19 – 03/31/20 for Military

**EXECUTIVE SESSION**

Commissioner DelSette made a motion to proceed in to Executive Session. Seconded by Commissioner Kisselbrack. Motion carries.

Chairperson Cacoza paraphrased Sec 105.F of the Public Officers Law that would allow individuals not related directly to the Executive Session to be in attendance if authorized by the Commission. The Fire Chief and Lieutenant Jillson were in attendance, as was Police Chief Vetch and Assistant Police Chief Catone.

The Police Department brought forth five proposed disqualifications from the entry level Police Officer eligible list. Of the five that were notified in advance of the proceedings, two (candidate #1 and #2) attended the meeting to challenge the proposed disqualification. Both candidates were afforded the opportunity to present their positions and address the situation outlined in the Disqualification Memo of the Police Department. The Commission had one week to review the Memo provided by the Police Department explaining the reasons for disqualification, as well as the laws, rules, and criteria in regards to a Police Officer disqualification.

Candidate #1 – Chairperson Cacoza made a motion to disqualify. Seconded by Commissioner Kisselbrack. Opposed by Commissioner DelSette. Motion carries.

Candidate #2 – Commissioner Kisselbrack made a motion to disqualify. Seconded by Commissioner DelSette. Ayes all. Motion carries

Candidate #3 – Commissioner Kisselbrack made a motion to disqualify. Seconded by Commissioner DelSette. Ayes all. Motion carries.

Candidate #4 – Commissioner DelSette made a motion to disqualify. Seconded by Commissioner Kisselbrack. Ayes all. Motion carries.

Candidate #5 – Commissioner Kisselbrack made a motion to disqualify. Seconded by Commissioner DelSette. Ayes all. Motion carries.

Commissioner DelSette made a motion to close the Executive Session at 10:34a. Seconded by Commissioner Kisselbrack. Motion carries.

**DPW**

Commissioner DelSette made a motion to approve the following request for an *Additional Classified Senior Engineering Technician position*. Seconded by Chairperson Cacoza. Motion carries.

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

Shaun Birrell	Laborer (from pt to ft)	Effective 03/25/19
Christopher McNulty	Laborer (from pt to ft)	Effective 03/03/19
Garrett Wood	Laborer (pt)	Effective 03/25/19

**FINANCE**

Chairperson Cacoza made a motion to approve the following *Leave of Absence(s)*. Seconded by Commissioner DelSette. Motion carries

Laura Townsend	City Tax Revenue Supervisor	Effective 03/13/19 – 05/13/19
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Chairperson Cacoza made a motion to approve the following *Temporary Appointment(s)*. seconded by Commissioner DelSette. Motion carries.

Yvette Shaver	City Tax Revenue Supervisor	Effective 03/13/19 – 05/13/19
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**LIBRARY**

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

Mary Gurnett	Library Shelver	Effective 02/25/19
Mez Rofiqoh	Library Shelver	Effective 03/04/19

Commissioner Kisselbrack made a motion to approve the following *Non Competitive Class Appointments(s)*. Seconded by Commissioner DelSette. Motion carries.

Stephanie Ryall	Library Clerk	Effective 03/27/19
Jean Tranchina	Library Building Monitor	Effective 02/26/19

**MAYOR**

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

Christy Spadaro	Human Resources Administrator	Effective 03/25/19
Susan Barden	Principal Planner	Effective 03/04/19

**RECREATION**

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

Bradley Blake	Recreation Assistant	Effective 03/20/19
William Capuano	Recreation Leader	Effective 07/01/19 – 08/31/19
Jennifer Steele	Recreation Leader	Effective 03/16/19
Liam Rice	Recreation Specialist	Effective 04/18/19
Kate Shelburne	Recreation Specialist	Effective 03/23/29

## SCHOOL

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

### Leave of Absence(s)

Sara Cadoret	Teacher Aide	Effective 04/18/19 – 05/17/19
Peter Galatio	Payroll Clerk	Effective 02/06/19 – 04/12/19
John Lynch	School Bus Driver	Effective 03/11/19 – 06/30/19

### Reinstatement(s)

Michael Boyce	School Bus Driver	Effective 02/25/19
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### Completed Probationary Period(s)

Mark Leffler	Head School Grounds Monitor	Effective 03/14/19
Michelle Ovitt	Head Custodian	Effective 03/20/19
Linda Perry	Keyboard Specialist	Effective 03/21/19

### Labor Class Appointment(s)

Andrea Penamora	Food Service Helper	Effective 03/18/19 – 03/18/20
	School Monitor	Effective 03/18/19 – 03/18/20

### Non Competitive Appointment(s)

Maidie Ellen Dolan	Teacher Aide	Effective 02/25/19 – 02/25/20
Andrea Penamora	Clerk	Effective 03/18/19 – 03/18/20
	Keyboard Specialist	Effective 03/18/19 – 03/18/20
	Food Service Cashier	Effective 03/18/19 - 03/18/20
	Teacher Aide	Effective 03/18/19 – 03/18/20
Margaret Verrigni	Clerk	Effective 02/25/19 - 02/25/20
	Keyboard Specialist	Effective 02/25/19 – 02/25/20
Jessie Stokes	School Bus Driver (Trainee)	Effective 03/04/19 – 03/04/20

## CIVILSERVICE

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

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

Public Safety Dispatcher #60-349

### *Announce Exams*

Clerk #10-139 (04/13/19)

Code Enforcement Technician #63-311 (06/22/19)

DPW Coordinator #69-380 (05/11/19)

Fire Captain #71-025 (06/22/19)

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

Police Sergeant #74-647 (06/01/19)

Real Property Appraisal Technician #64-290 and #72-750 (06/01/19)

Senior Planner #68-245 (06/01/19)

Principal Planner #72-025 (06/01/19)

Transportation Routing Clerk #60-588 (06/01/19)

Transportation Safety and Training Coordinator #66-541 (06/01/19)

### *Announce Provisional Vacancy Announcement(s)*

Senior Engineering Technician

### *Discuss Administered Exam(s)*

Assistant Police Chief #75-072 (03/02/19)

Police Chief #75-074 (03/02/19)  
Police Officer Physical Agility Exam (03/24/19)  
City Tax Revenue Supervisor #60-552 (03/02/19)  
Human Resource Generalist #69-198 and #74-406 (03/16/19)  
Performance Typing Tests for Public Safety Dispatchers  
Senior Account Clerk #60-389 (03/02/19)

*Discuss Upcoming Exam(s)*

Clerk #10-319 (04/13/19)  
Keyboard Specialist #10-419 (04/13/19)  
Firefighter #64-632 (04/27/19)

*Discuss 2018 School Reimbursement*

\$40,474 will be reimbursed to Civil Service in the City of Saratoga Springs, from the City of Saratoga Springs Enlarged School District for services provided through the 2018 year

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

Housing Authority Occupancy Specialist #60-227      Jennifer Barkley      Effective 04/01/19

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

*Prepared by: Corissa Salvo, Civil Service Coordinator*