

CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
474 BROADWAY, CITY COUNCIL ROOM
MARCH 29th 2023
MINUTES

PRESENT: CHAIRPERSON HOLMES
COMMISSIONER LEIDIG
ABSENT: COMMISSIONER ZANGRANDO

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. Public Safety Commissioner Montagnino appeared before the commission to make a statement regarding a firefighter candidate item.

CITY CENTER

Executive Director Ryan McMahon from the City Center appeared before the commission to briefly discuss the request for a new single competitive position of Human Resources Administrative Assistant. Commissioner Leidig made a motion to approve the New Position as presented. Seconded by Chairperson Holmes. Motion carries unanimously.

FINANCE

Deputy Commissioner Crocker of Finance appeared before the commission to discuss proposed revisions to the Finance Coordinator job specification. Commissioner Leidig made a motion to approve the updated revisions as presented. Seconded by Chairperson Holmes. Motion carries unanimously.

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

Budget Director	Donna Woods	Effective 01/06/23 – 03/30/23
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DPW

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

Assistant Chief Water Treatment Plant Operator	Ralph Ciccateri	Effective 03/06/23
DPW Purchasing Coordinator	Benjamin Nygard	Effective 03/13/23
Electrician	Michael Clancy	Effective 03/20/23
Water Meter Service Worker	Sean Deangelo	Effective 03/20/23

Chairperson Holmes made a motion to approve the following Completed Probationary Periods. Seconded by Commissioner Leidig. Motion carries unanimously.

Administrative Assistant – Engineer	Kate Dale Halliday	Effective 02/23/23
Arborist	Steve Lashomb	Effective 03/13/23
Utilities Clerk	Kari Donohue	Effective 02/06/23

MAYOR

Commissioner Leidig made a motion to approve the following Exempt Class Appointments. Seconded by Chairperson Holmes. Motion carries unanimously.

Assistant City Attorney	Michael Phillips	Effective 03/22/23 – 12/31/23
Secretary to the Planning Board, Zoning Board of Appeals, Design Review Commission	Diane Haight	Effective 03/13/23

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

Communications Coordinator	Jessie House	Effective 04/10/23
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PUBLIC SAFETY

Chairperson Holmes made a motion to approve the following Non Competitive and Temporary Appointment. Seconded by Commissioner Leidig. Motion carries unanimously.

Fire Instructor/Coordinator (part time)	Robert Williams	Effective 03/13/23
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Chairperson Holmes made a motion to approve the following Temporary Appointment. Seconded by Commissioner Leidig. Motion carries unanimously.

Fire Chief	Aaron Dyer	Effective 02/25/23 – 03/24/23
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RECREATION

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

Camp Saradac Counselor	Sarah Karns	Effective 06/24/23 – 09/01/23
Recreation Assistants	Alicia Staiger	Effective 02/25/23
Recreation Assistants	Emmett Barnes	Effective 03/02/23 – 11/17/23
Recreation Leaders	Sarah Karns	Effective 04/12/23 – 06/23/23

SCHOOL

Assistant Superintendent of Business Tim Hilker was due to appear before the commission to discuss the districts proposed revisions to the Director of Transportation Job Specification but was unfortunately unable to make it. With the commission citing a few concerns regarding the proposed updated revisions, Commissioner Leidig made a motion to table and request additional clarification. Seconded by Chairperson Holmes. Motion carries unanimously. The Coordinator will contact the district to schedule a meeting.

Commissioner Leidig made a motion to approve the following School items. Seconded by Chairperson Holmes. Motion carries unanimously.

Labor Class Appointments

School Monitors	Tara Lerman	Effective 03/01/23
School Monitors	James Meyers	Effective 03/06/23
School Monitors	Freda Pratt	Effective 02/27/23
School Monitors	Amy Morine	Effective 02/10/23
School Monitors	Erin Rossi	Effective 02/10/23
School Monitors	Kaisha Thomas	Effective 03/01/23-06/30/23

Non Competitive Class Appointments

Account Clerks (part time)	Peter Galatioto	Effective 09/26/22
Account Clerks (part time)	Laurette Loucks	Effective 09/09/22
Clerks (part time)	Christine Jpyce	Effective 02/07/23
Clerks (part time)	Jacqueline Reinhart	Effective 02/15/23
Groundskeepers	Joshua Cauffiel	Effective 03/01/23
Keyboard Specialists (part time)	Christine Joyce	Effective 02/07/23
Teresa Messina	Registered Professional Nurse	Effective 02/13/23
School Bus Assistants	Edmunc Eckstein	Effective 02/14/23
School Bus Drivers	Danielle Arruda	Effective 02/09/23
School Bus Drivers	Brett Booker	Effective 03/02/23
School Bus Drivers	Andrietta Ramsey	Effective 01/26/23
School Bus Drivers	William Schnefel	Effective 03/02/23
Teacher Aides	Lei Hu	Effective 03/07/23
Teacher Aides	Christine Joyce	Effective 02/07/23
Teacher Aides	Amy Morine	Effective 02/10/23
Teacher Aides	Madison Klick	Effective 03/01/23
Teacher Aides	Jacqueline Reinhart	Effective 02/15/23
Teacher Aides	Erin Rossi	Effective 02/10/23

Leave of Absence

Custodian	Dawn Duerr	Effective 02/14/23 – 03/02/23
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Completed Probationary Periods

Cooks	Margaret Mary DeBlasiis	Effective 02/16/23
Cooks	Carey Thoabe	Effective 02/16/23
Food Service Helpers	Patricia Barber	Effective 01/07/23
School Bus Assistants	Adeyemi Bennett	Effective 03/23/23
School Bus Drivers	Teresa Meridy	Effective 01/26/23

Provisional Appointments

Information Technology Support Technician I	Christopher DeLorica	Effective 02/27/23
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CIVIL SERVICE

Update on WebEx with NYS Civil Service regarding Police Chief job specification proposed revisions by Public Safety Commissioner

Police Officer Agility Test 03/31/23 update

Appointments from Established Eligible Lists

Budget Director #65-871	Donna Woods	Effective 03/22/23
Clerk #10-323	Erica McWatters	Effective 02/10/23
Firefighter Paramedic Trainee #65-848	Salvatore LaTella	Conditional Offer Effective 03/??/23
Firefighter Paramedic Trainee #65-848	Nicholas Alonzo	Permanent Offer Effective 03/25/23
Firefighter Paramedic Trainee #65-848	Derrick Barsz	Permanent Offer Effective 03/29/23
Firefighter Paramedic Trainee #65-848	Brian Coffey	Permanent Offer Effective 03/22/23
Firefighter Paramedic Trainee #65-848	Charles Olson	Permanent Offer Effective 03/21/23
Firefighter Paramedic Trainee #65-848	Vincent Parisi	Permanent Offer Effective 03/23/23
Firefighter Paramedic Trainee #65-848	Daniel Reeves	Permanent Offer Effective 03/24/23
Firefighter Paramedic Trainee #65-848	Michael Quinn	Permanent Offer Effective 02/15/23
Firefighter Paramedic Trainee #65-848	Ethan VanPraag	Permanent Offer Effective 03/26/23
Firefighter Paramedic Trainee #65-848	Steven Vinciguerra	Permanent Offer Effective 03/27/23
Human Resources Generalist #68-208	Becky Shayne	Effective 03/01/23
Keyboard Specialist #10-423	Heidi Brennan	Effective 01/27/23
Keyboard Specialist #10-423	Tracy Memos	Effective 01/27/23
Police Lieutenant #71-676	Angela McGovern	Effective 03/11/23
Police Sergeant #71-680	Justin Ahigian	Effective 03/13/23

Police Sergeant #71-680

Rebecca Northrup

Effective 03/12/23

Police Sergeant #71-680

Aaron Perkins

Effective 03/11/23

Establish Eligible Lists

- Animal Control/Parking Enforcement Officer #69-770
- Budget Director #65-871
- Director of Risk and Safety #65-432
- Electrician #68-392
- Human Resources Coordinator #65-121
- Grants Assistant #63-744
- Senior Clerk #63-959
- Senior Electrician #68-482
- Utilities Clerk #64-078

Exam and Vacancy Announcements

REMINDER* civil service announces and administers exams (#) whether there is a current vacancy or not, as civil service is responsible for having established eligible lists in the event of a vacancy

- Administrative Aide #67-995
- Administrative Assistant #67-997
- Administrative Assistant Engineering #68-033
- Assistant Assessor #63-743 (Provisionally announced 02/24/23, then NYS CS released exam series)
- Camp Saradac Assistant Director
- Camp Saradac Counselor
- Camp Saradac Director
- Laborer (Carousel Worker)
- Executive Assistant to the Mayor (Exempt)
- Fire Captain #78-797
- Fire Lieutenant #78-799
- Police Sergeant #79-508
- Reservation Coordinator #68-441
- Real Property Appraisal Technician #68-406
- Water Meter Accounts Supervisor

Retirements/Resignations

Administrative Assistant	Katie Farone	Resignation Effective 02/10/23
DPW Purchasing Coordinator	Barbara Maughan	Resignation Effective 04/05/23
Food Service Helper	Stephen Tripoli	Resignation Effective 01/03/23
Laborer	Robert Macia	Resignation Effective 03/08/23
Maintenance Mechanic	Kenneth Dooley	Resignation Effective 03/03/23
Secretary to the Planning Board, Zoning Board of Appeals, Design Review Commission	Diane Buzanowski	Retirement Effective 12/31/22
School Monitors	Michele Baker	Resignation Effective 03/01/23
School Monitors	Shayna Conway	Resignation Effective 03/01/23
Utilities Clerk	Kelly Gliosco	Retirement Effective 02/21/23

NEXT CIVIL SERVICE COMMISSION MEETING:

- April 26th 2023 9:30am (Wednesday)
- May 31st 2023 9:30am (Wednesday)
- June 27th 2023 9:30am (Tuesday)

CSC approved ___05/31/23_____