

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION  
REGULAR MEETING  
474 BROADWAY, CITY COUNCIL ROOM  
APRIL 26<sup>TH</sup> 2023  
MINUTES**

PRESENT: CHAIRPERSON HOLMES  
COMMISSIONER LEIDIG  
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 9:39am and opened the public comment section. CSEA City Hall president Lisa Watkins very briefly during the public comment section to make a statement regarding vacant positions and new position requests.

**PUBLIC SAFETY**

Commissioner Montagnino appeared before the Civil Service Commission to say a few words regarding a Firefighter candidate ongoing discussion. After just a few minutes of the commissioner speaking, civil service Commission Leidig indicated that the conversation would be better had in executive session. All agreed. Later in the meeting the Executive Session did happen.

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

Fire Chief	Aaron Dyer	Effective 03/25/23 – 04/25/23
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**LIBRARY**

Kelly McCombs from the Public Library appeared before the commission to briefly discuss their request to revise and update the Principal Account Clerk job specification to include a sub section for SSPL. Chairperson Holmes made a motion to approve the proposed revisions. Seconded by Commissioner Zangrando. Motion carries unanimously.

**MAYOR**

Mayor Ron Kim appeared before the commission to discuss the request for a new position titled Mayors Purchasing Coordinator. After a very brief discussion, it was decided to table the item until the May meeting to allow the commission time to review the request.

**EXECUTIVE SESSION**

Chairperson Holmes made a motion at 10:25am to enter into executive session to discuss a Public Safety personnel item. Seconded by Commissioner Leidig. Motion carries unanimously. Civil Service Commissioners, Civil service Coordinator and Public Safety Commissioner Montagnino were in attendance. Regular meeting resumed at 11:09am with no decisions made during the session.

**ACCOUNTS**

Commissioner Leidig made a motion to approve the following completed probationary period. Seconded by Chairperson Holmes. Motion carries unanimously.

Deputy Registrar of Vital Statistics	Sabrina Lauzon	Effective 02/23/23
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**DPW**

Commissioner Zangrando made a motion to approve the Request for Additional Classified Position of one additional DPW Coordinator. This would bring the departments total from one DPW Coordinator, to two. Seconded by Commissioner Leidig. Motion carries unanimously.

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

Engineering Technician	Maria Christina Hasenstein	Effective 04/17/23
Principal Engineering Technician	James Salaway	Effective 04/03/23
Water Meter Accounts Supervisor	Kari Donohue	Effective 04/17/23

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

Laborer	Melody Acker	Effective 04/17/23
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**HOUSING AUTHORITY**

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

Housing Authority Occupancy Specialist	Shavonne Frazier	Effective 04/03/23
Service Coordinator	Madison Squires	Effective 04/03/23

**RECREATION**

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

Recreation Leaders	Molly Gibson	Effective 04/19/23 – 11/17/23
Recreation Leaders	Emmett Barnes	Effective 04/12/23 – 11/17/23

**CIVIL SERVICE**

Update on Rules Resolution

Update on School Reimbursement per NYS Education Law

Update on Police Chief Job Specification

**Appointments from Established Eligible Lists**

Community Development Planner #66-243	Amber Upton	Effective 02/22/23
Grants Assistant #63-744	Michael Dutre	Effective 02/22/23
Human Resources Coordinator #65-121	Michael Ngadi	Effective 03/31/23
Librarian II #79-542	Kari Lindquist Nagler	Effective 04/17/23
Librarian III #60-967	Jamie Chabot	Effective 05/08/23
Public Safety Dispatcher #68-244	Colleen McEachron	Effective 05/06/23
Senior Planner #62-513	Aneisha Samuels	Effective 02/22/23
Fire Lieutenant #74-708	Alan Hiltz	Effective 04/08/23
Fire Lieutenant #74-708	Brian Kissinger	Effective 04/09/23
Firefighter Paramedic Trainee #65-848	Colby Krogh	Permanent Offer Effective 04/16/23
Firefighter Paramedic Trainee #65-848	Salvatore Latella	Permanent Offer Effective 04/17/23

**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\***

- Data and Assessment Coordinator #61-003
- DPW Coordinator #60-537 (Provisionally announced 04/2023, then NYS CS released exam series)
- Finance Coordinator – Provisional
- Human Resources Administrative Assistant (City Center) – Provisional
- Identification Clerk #60-454
- Senior Engineering Technician – Provisional

**Retirements/Resignations**

Director of Risk and Safety	Marilyn Rivers	Retirement Effective 04/10/23
DPW Coordinator	Mary Mahar	Resignation Effective 04/15/23
Librarian II	Renee Bennett Kapusniak	Resignation Effective 04/24/23
Police Officer	Kateri Marotta	Resignation Effective 04/16/23
Recreation Leaders	Mary Magnus	Resignation Effective 03/29/23
Recreation Leaders	Arissa Gillani	Resignation Effective 03/08/23
Recreation Specialists	Mary Magnus	Resignation Effective 03/22/23

**NEXT CIVIL SERVICE COMMISSION MEETING:**

April 26<sup>th</sup> 2023 9:30am (Wednesday)

May 31<sup>st</sup> 2023 9:30am (Wednesday)

June 27<sup>th</sup> 2023 9:30am (Tuesday)

CSC approved \_\_\_05/31/23\_\_\_\_\_