

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION  
REGULAR MEETING  
SARATOGA SPRINGS PUBLIC LIBRARY – SUSMAN ROOM – SARATOGA SPRINGS  
FRIDAY MAY 24<sup>TH</sup> 2019  
MINUTES**

PRESENT: MARK CACOZZA, CHAIRPERSON  
ELIO DELSETTE, COMMISSIONER  
NURIT SONNENSCHIN, COMMISSIONER

Commissioner Sonnenschein made a motion to table the approval of the April 2019 Minutes pending submission of proposed Minutes as drafted by Commissioner DelSette. Seconded by Commissioner DelSette. Motion carries unanimously.

Commissioner DelSette made a motion at 9:42am to move into Executive Session. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

The Police Department brought forth two proposed disqualifications from the entry level Police Officer eligible list #60-101. The two candidates were informed of their proposed disqualifications via certified mail and were afforded the opportunity to present their positions and address the situation(s) outlined in the disqualification memo. Neither candidates attended the meeting. 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 – Commissioner DelSette made a motion to disqualify. Seconded by Commissioner Sonnenschein. Ayes all. Motion carries unanimously.

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

Commissioner DelSette made a motion to close the Executive Session at 10:00am and resume the regular meeting. Seconded by Commissioner Sonnenschein. Motion carries unanimously and the Regular Meeting reconvened.

**MAYOR**

Commissioner DelSette made a motion to amend the proposed New Position Duty Statement for a Human Resource Specialist to include ‘...and coordinates with the Civil Service Coordinate’ as applicable. Seconded by Commissioner Sonnenschein. Ayes all. Motion carries unanimously.

The Commission requested that the Principal Account Clerk be revised to remove the duties that are to be assumed by the Human Resource Specialist in regards to health benefit administration.

Commissioner Sonnenschein made a motion to approve the New Position Duty Statement for a Human Resource Generalist. Seconded by Commissioner DelSette. Motion carries unanimously.

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

Amanda Tucker

Senior Planner

Effective 05/24/19 – 05/31/19

**ACCOUNTS**

In regards to the proposed revisions for the Secretary to the City Council, the Assessment Clerk and the Real Property Appraisal Technician job specifications, Chairperson CacoZZa made a motion to move into Executive Session at 10:10am. Seconded by Commissioner Sonnenschein. The Commission and the Coordinator had a brief discussion. Commissioner Sonnenschein made a motion to close the Executive Session at 10:17am. Seconded by Chairperson CacoZZa. Motion carries unanimously and Regular Meeting reconvened.

Commissioner Sonnenschein made a motion to table the three proposed revisions to the above mentioned job specifications upon further discussion and review with the Coordinator, the Human Resource Administrator, and the Commissioner of Accounts. Seconded by Commissioner DelSette. Motion carries unanimously.

### **DPW**

Chairperson Cacozza made a motion to approve the following Temporary *Laborer Class Appointment(s)*. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Gregory Benton	Laborer	Effective 05/06/19 – 08/31/19
Lucinda Burch	Laborer	Effective 05/10/19 – 12/31/19
Emily Carlstrom	Laborer	Effective 05/10/19 – 12/31/19
Dennis Johnson	Laborer	Effective 05/10/19 – 12/31/19
Mary Peterson	Laborer	Effective 05/10/19 – 12/31/19
April Rose	Laborer	Effective 05/10/19 – 12/31/19
Anya Sager	Laborer	Effective 05/10/19 – 12/31/19
Karrisa Thomas	Laborer	Effective 05/10/19 – 12/31/19
Latisha Thomas	Laborer	Effective 05/10/19 – 12/31/19
Sherry Wardell	Laborer	Effective 05/10/19 – 12/31/19

### **FINANCE**

Commissioner DelSette made a motion to extend the following *Part Time/Temporary Appointment* for one month. Seconded by Commissioner DelSette. Motion carries unanimously.

Amy Ryan	Deputy Commissioner of Finance	Effective 04/29/19 – 06/28/19
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Commissioner Sonnenschein made a motion to approve the following *Provisional Class Appointment(s)*. Seconded by Commissioner DelSette. Motion carries unanimously.

Alan Fanitzi	Communications Manager	Effective 06/05/19
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### **RECREATION**

Commissioner Sonnenschein made a motion to approve the following *Non Competitive Class Appointment(s)* en bloc. Seconded by Chairperson Cacozza. Motion carries unanimously.

Sophia Bianculli	Camp Saradac Assistant Director	Effective 06/10/19 – 09/01/19
Kelsey Baker	Camp Saradac Counselor	Effective 06/26/19 – 08/30/19
Morgan Baker	Camp Saradac Counselor	Effective 06/26/19 – 08/23/19
Amanda Bell	Camp Saradac Counselor	Effective 06/26/19 – 08/30/19
J. Coleman Fignar	Camp Saradac Counselor	Effective 06/26/19 – 08/30/19
Joshua Foley	Camp Saradac Counselor	Effective 06/26/19 – 08/30/19
Emily Jackson	Camp Saradac Counselor	Effective 06/17/19 – 08/30/19
Matthew H Jensen	Camp Saradac Counselor	Effective 06/17/19 – 08/30/19
Isabelle F LoPresti	Camp Saradac Counselor	Effective 06/26/19 – 08/30/19
Nicholas J LoPresti	Camp Saradac Counselor	Effective 05/18/19 – 08/30/19
Taylor Lozier	Camp Saradac Counselor	Effective 06/17/19 – 08/30/19
Gianna Mastrion	Camp Saradac Counselor	Effective 06/26/19 – 08/30/19
Carolyn Shields	Camp Saradac Counselor	Effective 05/18/19 – 08/30/19
Jack Whitaker	Camp Saradac Counselor	Effective 06/26/19 – 08/30/19
Karry Ziegler	Camp Saradac Counselor	Effective 06/26/19 – 08/30/19
Stephen Porto	Youth Parker Coordinator	Effective 06/18/19 – 09/06/19

### **SCHOOL**

Commissioner DelSette made a motion to approve the following School related items en bloc. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

#### *Completed Probationary Periods*

Krystal Sweetser	Account Clerk	Effective 05/31/19
Joanne Seastrand	Food Service Cashier	Effective 05/30/19

Carey (Barber) Thomas	Food service Helper	Effective 05/14/19
Vincent Walsh Sr	School Bus Assistant	Effective 05/18/19
Carmen Carson	School Monitor	Effective 05/30/19
Michelle O'Rourke	School Monitor	Effective 05/30/19
Brittani Fay	Teacher Aide	Effective 05/14/19
Bree Yager	Teacher Aide	Effective 05/17/19
<i>Leave of Absence(s)</i>		
Sara Cadoret	Teacher Aide	Effective 04/18/19 – 06/26/19
Theresa Davoult	Food Service Helper	Effective 04/15/19 – 06/30/19
<i>Labor Class Appointment(s)</i>		
Christina Pilkington	Food Service Helper	Effective 04/01/19 – 04/01/20
Mohamed Amin	School Monitor	Effective 05/06/19 – 05/06/20
Nicole Breen	School Monitor	Effective 04/29/19 – 04/9/20
Mark Osborne	School Monitor	Effective 05/07/19 – 05/07/20
<i>Non Competitive Class Appointment(s)</i>		
Gerard Duchaussee	Building Maintenance Worker	Effective 06/03/19
Shaune Toomey	Clerk	Effective 04/15/19 – 04/15/20
	Teacher Aide	Effective 04/15/19 – 04/15/20
Christina Pilkington	Food Service Cashier	Effective 04/01/19 – 04/01/20
Dana Green	Food Service Program Motor Vehicle Operator	Effective 04/18/19 – 04/18/20
Shaune Toomer	Keyboard Specialist	Effective 04/15/19 – 04/15/20
Shari Cordato	School Bus Driver	Effective 05/15/19 – 05/14/20
Dale Wojitowecz	School Bus Driver	Effective 05/14/19 – 05/14/20
Jerry Williams II	School Bus Driver	Effective 05/06/19
Mohamed Amin	Teacher Aide	Effective 05/06/19 – 05/06/20
Mark Osborne	Teacher Aide	Effective 05/07/19 – 05/07/20
Danielle Sloan	Teacher Aide	Effective 05/20/19 – 05/20/20

### **CIVIL SERVICE**

Nicholas Carpenter, a candidate on the Police Officer eligible list #60-101 attended the physical agility and passed, thus being given a background investigation packet with strict instructions on when to return it, and having been informed that not returning the background packet would result in removal from the eligible list. Mr. Carpenter did not return his background packet. After over two months Mr. Carpenter requested to be reinstated to the eligible list #60-101 via email to the Coordinator, explaining that he had not returned the background packet because he was also on the New York State Police eligible list and was interested in processing with them. Mr. Carpenter claimed to have thought about the situation and wanted to be reinstated on our eligible list for possible processing.

After a brief discussion, Commissioner Sonnenschein made a motion to approve the request for reinstatement. Seconded by Commissioner DelSette. Motion carries unanimously.

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