

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
474 BROADWAY, CITY COUNCIL ROOM
MAY 31ST 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 transcript of the recordings. The meetings will be live streamed and the video archive posted on the website.

CHAIRPERSON HOLMES CALLED THE REGULAR MEETING TO ORDER AT 9:79am and opened the public comment section. There being no one to speak, the public comment section was closed.

PUBLIC SAFETY

Acting Fire Chief Dyer appeared before the commission to discuss the potential of accepting a lateral transfer of one Firefighter Paramedic from Troy Fire Department. After a brief discussion, and the commission ensuring each component of the hiring process would be completed, the commission agreed to accept this lateral transfer. No offer of employment has been made up to this point. Commissioner Zangrando made a motion to accept one lateral transfer from Troy Fire Department. Seconded by Commissioner Leidig. Motion carries unanimously.

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

Fire Chief	Aaron Dyer	Effective 04/26/23 – 05/19/23 05/20/23 – 06/18/23
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Commissioner Leidig made a motion to approve the following Labor Class appointments. Seconded by Commissioner Zangrando. Motion carries unanimously.

Laborer	Liam Armstrong	Effective 05/30/23 – 09/01/23
Laborer	Thomas Armstrong	Effective 05/30/23 – 09/01/23
Laborer	Shawn DeGaray	Effective 05/30/23 – 09/01/23

ACCOUNTS

Deputy Commissioner Connors appeared before the commission to discuss the request for a proposed new position of one Accounts Department Office Supervisor (Competitive). After some discussion, Commissioner Moran also appeared to speak on the request. Commissioner Leidig made a motion to approve the new position of one Accounts Department Office Supervisor (competitive). Seconded by Commissioner Zangrando. Motion carries unanimously.

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

Assistant Assessor	David Eaton	Effective 05/15/23
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MAYOR

Deputy Mayor Rella appeared before the commission to discuss the request for a proposed new position of one Mayor's Purchasing Coordinator (competitive). After some discussion, Commissioner Zangrando made a motion to approve the new position of one Mayor's Purchasing Coordinator. Seconded by Chairperson Holmes. Motion carries unanimously.

Chairperson Holmes made a motion to approve the following provisional appointment. Seconded by Commissioner Zangrando. Motion carries unanimously.

Administrator of Parks, Open Lands and Historic Preservation	Jenn Dunn	Effective 05/15/23
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Commissioner Leidig made a motion to approve the following Exempt Class appointment. Seconded by Commissioner Zangrando. Motion carries unanimously.

Executive Assistant	Melissa Briggs	Effective 05/15/23 - 12/31/23
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DPW

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

DPW Coordinator	Megan Erbacher	Effective 05/01/23
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RECREATION

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

Recreation Leader	Tony Devizzio	Effective 05/23/23 – 09/08/23
Recreation Specialist	Charles Barnes	Effective 05/19/23 – 11/17/23

SCHOOL

Commissioner Leidig made a motion to approve the following School items en boc. Seconded by Commissioner Zangrando. Motion carries unanimously.

Provisional Appointments

Director of Transportation		
Senior Account Clerk	Karin Baumann	Effective 04/24/23

Leave of Absence

Custodian	Dawn Duerr	Effective 03/20/23 – 06/16/23
School Bus Assistant	Sherry Hollner	Effective 03/08/23 – 04/14/23
School Bus Driver	Kevin Kvinlavy	Effective 03/15/23 – 04/05/23

Reinstatement

School Monitors	Robin Colonell	Effective 05/10/23
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Labor Class Appointments

Food Service Helpers	Jean Crumb	Effective 05/01/23
Food Service Helpers	Mary Jo Healey	Effective 05/10/23
Food Service Helpers	Marissa Shea	Effective 05/03/23
Food Service Helpers	Julie Sitts	Effective 04/01/23
School Monitors	Stephanie Barss	Effective 05/12/23
School Monitors	Marissa Shea	Effective 05/03/23
School Monitors	Kasha Thomas	Effective 04/19/23
School Monitors	Christine Wait	Effective 04/17/23

Non Competitive Class Appointments

Clerks (part time)	Linda Allen	Effective 05/10/23
Clerks (part time)	Stephanie Barss	Effective 05/12/23
Clerks (part time)	Diana Juracka	Effective 04/17/23
Clerks (part time)	Christine Wait	Effective 04/17/23
Head Automotive Mechanic	Evan Ross	Effective 03/01/23
Keyboard Specialists (part time)	Linda Allen	Effective 05/23/23
Keyboard Specialists (part time)	Stephanie Barss	Effective 05/12/23
Keyboard Specialists (part time)	Diane Juracka	Effective 04/17/23
Keyboard Specialists (part time)	Christine Wait	Effective 04/17/23
Maintenance Worker	Scott Dingmon	Effective 05/18/23
School Bus Assistants	Jennifer Wofe	Effective 05/10/23
School Bus Drivers	Matthew Couch	Effective 04/03/23
School Bus Drivers	Kim Coulombe	Effective 04/12/23
School Bus Drivers	Jason Mynafo	Effective 04/13/23
School Bus Drivers	John Rigg	Effective 04/13/23
Teacher Aides	Linda Allen	Effective 05/10/23
Teacher Aides	Stephanie Barss	Effective 05/12/23
Teacher Aides	Jennifer Cinquanti	Effective 03/01/23
Teacher Aides	Tiffany Dyplessis	Effective 04/24/23
Teacher Aides	Kaitlyn Jacob	Effective 04/27/23
Teacher Aides	Christina Pilkington	Effective 04/19/23
Teacher Aides	Michelle Uvyn	Effective 04/17/23
Teacher Aides	Christine Wait	Effective 04/17/23
Teacher Aides	Diana Juracka	Effective 04/17/23

Completed Probationary Periods

Keyboard Specialists	Amber McIntosh	Effective 01/24/23
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CIVIL SERVICE

Establish Eligible Lists

Archivist #63-905
Computer Support Technician #68-452
Director of Information Technology #68-287
Information Security Analyst #62-428
Information Technology Support Technician #62-383
Micro Systems Computer Manager #67-889 and #76-702

Appointments from Established Eligible Lists

Administrative Assistant #62-341	Hilary Oreschnick	Effective 05/08/23
Clerk #10-323	Michelle Baker	Effective 03/01/23
Community Development Planner #66-243	Amber Upton	Effective 02/22/23
Custodian #10-623	Paula Canary	Effective 04/24/23
Custodian #10-623	Greg LaPann	Effective 04/25/23
Custodian #10-623	Kim Staunches	Effective 04/20/23
Custodian #10-623	Michael Rivers VanAuken	Effective 04/22/23
Custodian #10-623	Gary Wilcox	Effective 04/21/23
Grants Assistant #63-744	Michael Dutre	Effective 02/22/23

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

Laborer – Casino in Congress Park
Police Officer #63-2996
Principal Account Clerk (SSPL) - Provisional Vacancy Announcement
Traffic Control Maintainer I - Provisional Vacancy Announcement
Traffic Control Maintainer II - Provisional Vacancy Announcement

Retirements/Resignations

Clerk	Sommer Conklin	Resignation Effective 04/29/23
Clerk	Carmina Miller	Retirement Effective 06/30/23
Director of Risk and Safety	Marilyn Rivers	Retirement Effective 04/10/23
Executive Assistant to the Mayor	Jennette Dunn Mungas	Resignation Effective 05/12/23
Food Service Helpers	Kassandra Roach	Resignation Effective 04/22/23
Keyboard Specialist	Karin Baumann	Resignation Effective 04/24/23
Keyboard Specialist	Patricia Klaus	Resignation Effective 05/13/23
Keyboard Specialist	Shirley Neander	Retirement Effective 06/30/23
Police Department Records Management Clerk	Siobhan Buskey	Resignation Effective 05/05/23
Police Officer	Alec Sparks	Resignation Effective 04/28/23
Public Safety Dispatcher	Aaron Duell	Resignation Effective 06/09/23
School Bus Drivers	Erin Smith Anthony	Resignation Effective 04/03/23
School Bus Drivers	Paula Canary	Resignation Effective 04/24/23
School Monitors	Tiffany Duplessis	Resignation Effective 04/24/23
School Monitors	Christina Pilkington	Resignation Effective 04/19/23
School Monitors	Alyssa Pollock	Resignation Effective 03/13/23
Senior Typist	Kathleen Coleman	Resignation Effective 07/01/23
Teacher Aides	Rogann Beagle	Retirement Effective 03/31/23
Teacher Aides	Milena Giraldo Lopez	Resignation Effective 04/18/23
Teacher Aides	Michelle Uvyn	Resignation Effective 04/06/23
Traffic Control Maintainer II	Brandon Degener	Resignation Effective 05/25/23

Prepared by: Corissa Salvo

CSC approved ___06/28/23_____