

**Regular Meeting
August 16, 2017
Newburgh Civil Service Commission**

Summary of Record of Actions Taken at the Regular Meeting of the Newburgh Civil Service Commission held on August 16, 2017 at 1:00 p.m., Council Chambers, 83 Broadway, Newburgh, NY.

Those present were: Thomas J. Murphy, Chairman
Vera Best, Commissioner
John C. Powell, Commissioner
Michelle Mills, Administrator
Jeremy Kaufman, Assistant Corporation Counsel

Minutes:

July 19, 2017 Regular Meeting

Motion to Approve & Accept: Vera Best

Motion Second: John Powell

Motion Carried: Unanimous

July 19, 2017 Public Hearing

Motion to Approve & Accept: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Personnel Reports:

July 2017

Motion to Approve & Accept: Vera Best

Motion Second: John Powell

Motion Carried: Unanimous

Certifications:

Police Sergeant #77576: 4 Years

Motion to Establish Above Eligible List: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Pending Examinations:

1. Code Enforcement Officer: September 9, 2017
2. Police Lieutenant: September 9, 2017
3. Information Systems Manager: October 14, 2017
4. Information Technology Specialist: October 14, 2017
5. Information Technology Assistant: October 14, 2017
6. Senior Typist: October 21, 2017
7. Cook Manager: October 28, 2017
8. School Lunch Manager: October 28, 2017
9. Engineering Technician: October 28, 2017

New Business:

1. The Commission received and reviewed a request from the Newburgh Enlarged City School District to adopt the job specification for the title of Director of Grants in the competitive class. Discussion was held regarding the minimum qualifications for the position.

Motion to Adopt Director of Grants with amendments: Vera Best

Motion Second: John Powell

Motion Carried: Unanimous

2. The Commission received and reviewed a request from the Newburgh Enlarged City School District to adopt the job specification for the title of Communications Strategist in the competitive class.

Motion to Adopt Communications Strategist: Vera Best

Motion Second: John Powell

Motion Carried: Unanimous

Old Business:

1. Resolution No. 2017-1; Still Pending City Manager Signature. Discussion held, reminder notification to be sent.

Communication:

1. The Commission received and reviewed email notifications to the City Manager on their behalf.

Executive Session:

Motion Made to Enter Executive Session: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Motion to Exit Executive Session: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

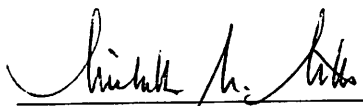
Motion Made to Adjourn: John Powell

Motion Second: Vera Best

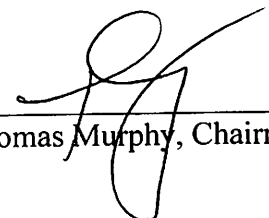
Motion Carried: Unanimous

Meeting Adjourned 1:24 p.m.

Respectfully Submitted



Michelle M. Mills, Administrator



Thomas Murphy, Chairman