

**Regular Meeting**  
**January 15, 2020**  
**Newburgh Civil Service Commission**

Summary of Record of Actions Taken at the Regular Meeting of the Newburgh Civil Service Commission held on January 15, 2020 at 1:00 p.m., Council Chambers, 83 Broadway, Newburgh, NY

Those present were:

Thomas Murphy - Chairman  
Vera Best, Commissioner  
Michelle Mills, Administrator  
Michelle Kelson, Corporation Counsel

**Minutes:**

November 20, 2019 Regular Meeting

**Motion to Approve & Accept: Vera Best**

**Motion Second: Thomas Murphy**

**Motion Carried: Unanimous**

**Personnel Reports:**

November 2019

**Motion to Approve & Accept: Vera Best**

**Motion Second: Thomas Murphy**

**Motion Carried: Unanimous**

December 2019

**Motion to Approve & Accept: Vera Best**

**Motion Second: Thomas Murphy**

**Motion Carried: Unanimous**

**Certifications:**

Police Officer #68197

**Motion to Establish for 4 Years: Vera Best**

**Motion Second: Thomas Murphy**

**Motion Carried: Unanimous**

Police Officer (Spanish Speaking) #68272

**Motion to Establish for 4 Years: Vera Best**

**Motion Second: Thomas Murphy**

**Motion Carried: Unanimous**

**New Business:**

1. Request to adopt and job description for Clerk for the City of Newburgh

**Motion to adopt as proposed: Vera Best**

**Motion Second: Thomas Murphy**

**Motion Carried: Unanimous**

**Old Business:**

None

**Correspondence:**

1. NYS Policy Advisory Report – Military Law
2. NYS Policy Advisory Report – Fire Chief
3. NYS Memo – 2019 Annual Report

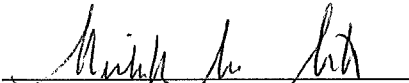
**Motion to Adjourn: Vera Best**

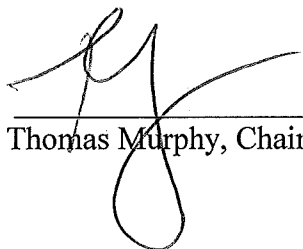
**Motion Second: Thomas Murphy**

**Motion Carried: Unanimous**

**Meeting Adjourned: 1:22 p.m.**

Respectfully Submitted,

  
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Michelle M. Mills, Administrator

  
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Thomas Murphy, Chairman