

**Regular Meeting
January 24, 2018
Newburgh Civil Service Commission**

Summary of Record of Actions Taken at the Regular Meeting of the Newburgh Civil Service Commission held on January 34, 2018 at 1:00 p.m., Council Chambers, 83 Broadway, Newburgh, NY.

Those present were: Vera Best, Commissioner
John C. Powell, Commissioner
Michelle Mills, Administrator
Michelle Kelson, Corporation Counsel

Absent: Thomas Murphy, Chairman

Minutes:

December 20, 2017 Regular Meeting

Motion to Approve & Accept: John Powell

Motion Second: Thomas Murphy

Motion Carried: Unanimous

Personnel Report:

December 2017

Motion to Approve & Accept: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Certifications:

Clerk # 2017-8

Motion to Establish for 4 Years: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Water Treatment Plant Operator #2017-9

Motion to Establish for 1 Year: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Information Systems Manager # 60614

Motion to Establish for 4 Years: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Information Technology Specialist #62784

Motion to Establish for 4 Years: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

School Lunch Manager #63223

Motion to Establish for 4 Years: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

School Lunch Manager #77555

Motion to Establish for 4 Years: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Cook Manager # 63309

Motion to Establish for 4 Years: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Engineering Technician #61451

Motion to Establish for 4 Years: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Pending Examinations:

1. Library Assistant: February 1, 2018
2. Account Clerk: February 24, 2018
3. Junior Accountant: March 3, 2018
4. Junior Civil Engineer: March 3, 2018
5. Principal Typist: March 3, 2018
6. Senior Account Clerk: March 3, 2018

New Business:

1. Commission received and reviewed request from NECSD to amend the job description for Maintenance Foreman.

Motion to Accept Amendments as Proposed: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

2. Commission received and reviewed information regarding Dispatcher exam audio Retesting due to malfunctioning CD provided by NYS. No action required.
3. Commission received and reviewed correspondence from NYS requesting assistance with a Firefighter Job Analysis Study. No action required.

Old Business:

1. Police Chief Vacancy: The Commission received and reviewed correspondence to/from NYS.
2. CSC Resolution #2017-1: The Commission received and reviewed written confirmation from NYS approving the requested amendments to the appendices of the local rules and regulations. Notification will be provided to the appointing authority.

Communication:

1. Commission received and reviewed correspondence to/from City Comptroller.

Other: None

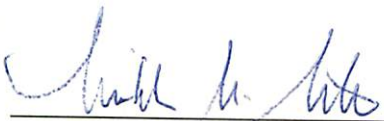
Motion Made to Adjourn: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Meeting Adjourned 1:20 p.m.

Respectfully Submitted



Michelle M. Mills, Administrator



Thomas Murphy, Chairman