

**Regular Meeting  
June 21, 2017  
Newburgh Civil Service Commission**

Summary of Record of Actions Taken at the Regular Meeting of the Newburgh Civil Service Commission held on June 21, 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  
Michelle Kelson, Corporation Counsel

**Minutes:**

May 3, 2017

**Motion to Approve & Accept: John Powell**

**Motion Second: Thomas Murphy**

**Motion Carried: Unanimous**

**Personnel Reports:**

May 2017

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

**Motion Second: John Powell**

**Motion Carried: Unanimous**

**Certifications:**

Police Chief #60184: 1 Year

**Motion to Establish List: Vera Best**

**Motion Second: John Powell**

**Motion Carried: Unanimous**

Typist #2017-1: 2 Years

**Motion to Establish List: Vera Best**

**Motion Second: John Powell**

**Motion Carried: Unanimous**

Bi-Lingual Typist # 2017-2: 1 Year

**Motion to Establish Eligible List: Vera Best**

**Motion Second: John Powell**

**Motion Carried: Unanimous**

**Pending Examinations:**

1. Fire Lieutenant: June 24, 2017
2. Code Compliance Officer: September 9, 2017
3. Police Lieutenant: September 9, 2017
4. Custodian: September 23, 2017

**New Business:**

1. The Commission received and reviewed a letter from NYS regarding the findings of the Technical Assistance Review performed on March 23, 2017. The letter commended the Commission for excellent record keeping of the local rules and regulations and identified some minor housekeeping issues on official roster records such as various title abbreviations and acronyms. The Administrator was directed to review the records in question and make the necessary corrections. Two items were identified as requiring additional action on the part of the Commission and suggested recommended corrective actions. The City Manager will be notified of a discrepancy involving a title in his department and will be provided with an opportunity to provide his input on how the item is addressed. The Commission determined to schedule a public hearing for July 19, 2017 for the purpose of amending the appendices to the Local Rules as required by the State in connection with the Technical Assistance Review.

**Motion to Schedule Public Hearing: John Powell**

**Motion Second: Vera Best**

**Motion Carried: Unanimous**

2. The Commission received and reviewed several emails from failed candidates of the recently held Typist examinations for the school district regarding equipment issues. Input from the City and School District IT departments indicate no equipment problems were identified during program installation the day prior to the exam. In addition there were no reports of equipment issues reported on the exam day. The candidates will be notified that a retest will not be offered.

**Motion to Deny Typist Retest: John Powell**

**Motion Second: Vera Best**

**Motion Carried: Unanimous**

**Old Business:**

1. Police Chief Vacancy. The exam results have been received and the resulting eligible list was established this date. The Commission discussed preparing notification to the City Manager and City Council reiterating the options for filling the vacancy as previously advised by the Commission and NYS Department of Civil Service.

**Communication:**

None

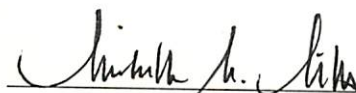
**Motion Made to Adjourn: Vera Best**

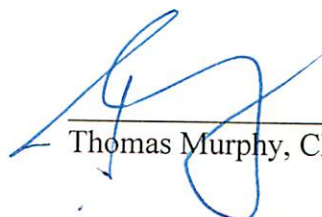
**Motion Second: John Powell**

**Motion Carried: Unanimous**

Meeting Adjourned 1:35 p.m.

Respectfully Submitted

  
Michelle M. Mills, Administrator

  
Thomas Murphy, Chairman