

**Regular Meeting
March 23, 2018
Newburgh Civil Service Commission**

Summary of Record of Actions Taken at the Regular Meeting of the Newburgh Civil Service Commission held on March 23, 2018 at 1:00 p.m., Council Chambers, 83 Broadway, Newburgh, NY.

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

Absent: Thomas Murphy, Chairman

Minutes:

February 21, 2018 Regular Meeting

Motion to Approve & Accept: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Personnel Report:

February 2018

Motion to Approve & Accept: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Certifications:

Account Clerk # 2018-1

Motion to Establish for 2 Years: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Deputy Water Superintendent #63152

Motion to Establish for 4 Years: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Water Superintendent #60534

Motion to Establish for 2 Years: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Pending Examinations:

1. Senior School Office Manager: May 12, 2018
2. Principal Library Clerk: May 12, 2018
3. Typist: June 2, 2018 Tentative
4. Bi-Lingual Typist: June 2, 2018 Tentative
5. Finance Manager: June 9, 2018

New Business:

1. The Commission received and reviewed a copy of the 2017 Department Highlights which included the administration of 21 exams in 2017.
2. The Commission was advised of the completed payroll certification process of the NECSD December 2017 Payroll with minor exceptions taken.
3. The Commission was advised of the completed payroll certification process of the Newburgh Housing Authority December 2017 Payroll with no exceptions taken.
4. The Commission received a request to extend the Fire Captain Eligible List # 72557.
Motion to Extend Eligible list #72557 for 2 Years: John Powell
Motion Second: Vera Best
Motion Carried: Unanimous
5. The Commission received and reviewed a request to classify and adopt the title of Bi-Lingual Account Clerk in the City of Newburgh class plan.
Motion to Adopt & Accept: John Powell
Motion Second: Vera Best
Motion Carried: Unanimous
6. The Commission received and reviewed a request to classify and adopt the title of Senior Network Manager in the NECSD class plan. Additional information was requested.
Motion to Table: John Powell
Motion Second: Vera Best
Motion Carried: Unanimous
7. The Commission received and reviewed a request from the City Manager regarding the qualifications of a Fire Chief candidate.

Old Business:

1. Police Chief Vacancy: The Commission was advised that the examination for this title was administered on March 17, 2018.

Communication:

None

Other: None

Executive Session:

Motion Made to Enter Into Executive Session: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Motion Made to Exit Executive Session: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Motion Made to Adjourn: John Powell

Motion Second: Vera Best

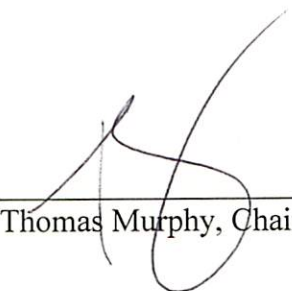
Motion Carried: Unanimous

Meeting Adjourned 1:38 p.m.

Respectfully Submitted



Michelle M. Mills, Administrator



Thomas Murphy, Chairman