

**Regular Meeting
November 15, 2017
Newburgh Civil Service Commission**

Summary of Record of Actions Taken at the Regular Meeting of the Newburgh Civil Service Commission held on November 15, 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:

October 18, 2017 Regular Meeting

Motion to Approve & Accept: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Personnel Reports:

October 2017

Motion to Approve & Accept: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Certifications:

Police Lieutenant #77911

Motion to Establish for 4 Years: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Pending Examinations:

1. Custodian; December 2, 2017
2. Clerk: December 9, 2017
3. Water Treatment Plant Operator: December 9, 2017
4. Water Superintendent: January 20, 2018
5. Deputy Water Superintendent: January 20, 2018

New Business:

1. Fire Lieutenant Computational Review Requests: Scheduled for 11/16/17 – no action by the CSC required.

Old Business:

1. Police Chief Vacancy: Commission reviewed email from City Manager dated 10/23/17 advising of vacancy status. Administrator was directed to send email requesting the Canvass Report and supporting documentation addressed in the email.

Communication:

1. Letter dated 11/1/17 from John Bushek to City Manager: No response directed.
2. 10/16/17 Email from Kathryn Mack- Firefighter Seniority List: Administrator will supply info.
3. 10/25/17 Email from Kathryn Mack- Doctor Fees: 2018 Budget to be adjusted accordingly.
4. 11/7/17 Email from Kathryn Mack- Office Laptop: CSC notified that the laptop previously utilized temporarily by this office will now be assigned permanently. Chairman Murphy expressed his opinion in which the situation was handled by the City Manager.

Other: None

Motion Made to Adjourn: John Powell

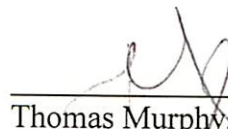
Motion Second: Vera Best

Motion Carried: Unanimous

Meeting Adjourned 1:25 p.m.

Respectfully Submitted



Michelle M. Mills, Administrator

Thomas Murphy, Chairman