

**Regular Meeting
October 19, 2016
Newburgh Civil Service Commission**

Summary of Record of Actions Taken at the Regular Meeting of the Newburgh Civil Service Commission held on October 19, 2016 at 1:00 p.m., Council Chambers, 83 Broadway, Newburgh, NY.

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

Minutes:

September 21, 2016

Motion to Approve & Accept: Vera Best

Motion Second: John Powell

Motion Carried: Unanimous

October 13, 2016

Motion to Approve & Accept: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Personnel Reports:

September 2016

Motion to Approve & Accept: Vera Best

Motion Second: John Powell

Motion Carried: Unanimous

Certifications:

Fire Captain #72557: 2 Years

Assistant Assessor #64120: 1 Year

Account Clerk # 2016-1: 1 Year

Water Treatment Plant Operator Trainee # 2016-2: 4 Years

Motion to Establish Above Eligible Lists: Vera Best

Motion Second: John Powell

Motion Carried: Unanimous

New Business:

None

Old Business:

1. Request by Michael Ciaravino nominating Daniel Cameron for appointment to the position of Police Chief pursuant to NYCRR Section 4.2b. without further testing:
See response letter dated October 13, 2016.
2. Classification Request for Human Resource Director: Position adopted with amendments to proposed job description into competitive class.
Motion to Adopt: Thomas Murphy
Motion Second: John Powell
Motion Carried: Unanimous
3. Order in Judgement- Article 78 Proceeding: No Update.

Communication:

1. The Commission received and reviewed several office related correspondence.

Executive Session:

Motion Made for Executive Session: Vera Bes

Motion Second: John Powell

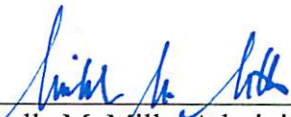
Motion Carried: Unanimous

Motion Made to Adjourn: Vera Best

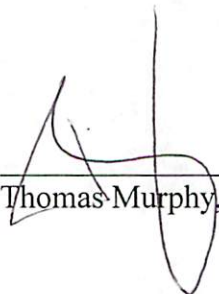
Motion Second: Thomas Murphy

Motion Carried: Unanimous

Respectfully Submitted



Michelle M. Mills, Administrator



Thomas Murphy, Chairman

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for ensuring the integrity of the financial data and for providing a clear audit trail.

In the second part, the document outlines the specific procedures for recording transactions. It details the steps involved in entering data into the system, from initial verification to final posting. The importance of double-checking entries is highlighted to prevent errors.

The third part of the document addresses the role of the accounting department in the overall financial management of the organization. It discusses how accurate record-keeping supports strategic decision-making.

Finally, the document concludes by reiterating the commitment to transparency and accuracy in all financial reporting. It states that the organization is dedicated to providing stakeholders with reliable and timely information.

For further information or to request a copy of this document, please contact the Accounting Department at [phone number] or [email address].

Thank you for your attention to this matter. We appreciate your commitment to the highest standards of financial reporting.

[Handwritten signature]
John A. Smith
Controller

