

**Regular Meeting  
May 16, 2018  
Newburgh Civil Service Commission**

Summary of Record of Actions Taken at the Regular Meeting of the Newburgh Civil Service Commission held on April 18, 2018 at 1:00 p.m., Council Chambers, 83 Broadway, Newburgh, NY.

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

Absent: John Powell, Commissioner

**Minutes:**

April 18, 2018 Regular Meeting

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

**Motion Second: Thomas Murphy**

**Motion Carried: Unanimous**

**Personnel Report:**

April 2018

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

**Motion Second: Thomas Murphy**

**Motion Carried: Unanimous**

**Certifications:**

Principal Typist #63182

**Motion to Establish for 4 Years: Vera Best**

**Motion Second: Thomas Murphy**

**Motion Carried: Unanimous**

Principal Typist #77586

**Motion to Establish for 4 Years: Vera Best**

**Motion Second: Thomas Murphy**

**Motion Carried: Unanimous**

Junior Accountant #63519

**Motion to Establish for 4 Years: Vera Best**

**Motion Second: Thomas Murphy**

**Motion Carried: Unanimous**

Junior Accountant #63519P

**Motion to Establish for 4 Years: Vera Best**

**Motion Second: Thomas Murphy**

**Motion Carried: Unanimous**

Sr. Account Clerk #78988

**Motion to Establish for 4 Years: Vera Best**

**Motion Second: Thomas Murphy**

**Motion Carried: Unanimous**

Sr. Account Clerk #65370

**Motion to Establish for 4 Years: Vera Best**

**Motion Second: Thomas Murphy**

**Motion Carried: Unanimous**

**Pending Examinations:**

1. Typist: June 2, 2018 Tentative
2. Bi-Lingual Typist: June 2, 2018 Tentative
3. Finance Manager: June 9, 2018 -Cancelled
4. Head Custodian: June 9, 2018
5. Help Desk Coordinator: June 9, 2018
6. IT Assistant: June 9, 2018

**New Business:**

1. The Commission received and reviewed a request to classify and adopt the title of Director of School Safety and Security in the Newburgh Enlarged City School District class plan.

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

**Motion Second: Thomas Murphy**

**Motion Carried: Unanimous**

2. The Commission was advised of an inquiry received from NYS Department of Civil Service regarding the provisional employee currently holding the position of Finance Manager with the Newburgh Housing Authority. No action taken.

**Old Business:** None

**Communications:** None

**Other:** None

**Executive Session:**

**Motion Made to Enter Executive Session: Vera Best**

**Motion Second: Thomas Murphy**

**Motion Carried: Unanimous**

**Motion to Exit Executive Session: Vera Best**

**Motion Second: Thomas Murphy**

**Motion Carried: Unanimous**

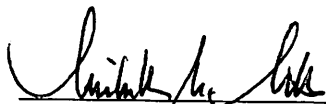
**Motion Made to Adjourn: Vera Best**

**Motion Second: Thomas Murphy**

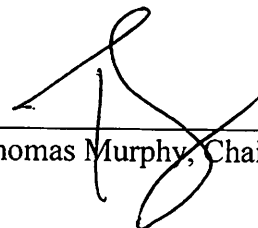
**Motion Carried: Unanimous**

Meeting Adjourned 1:49 p.m.

Respectfully Submitted



Michelle M. Mills, Administrator



Thomas Murphy, Chairman