

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

Summary of Record of Actions Taken at the Regular Meeting of the Newburgh Civil Service Commission held on February 15, 2017 at 1:00 p.m., Council Chambers, 83 Broadway, Newburgh, NY.

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

Absent: Thomas Murphy, Chairman

Minutes:

January 18, 2017

Motion to Approve & Accept: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Personnel Reports:

January 2017

Motion to Approve & Accept: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Certifications:

Secretary to the Land Use Boards # 61858: 4 Years

Motion to Establish Above Eligible List: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Pending Examinations:

1. Police Officer Military Make-up Exams (2): February 25, 2017
2. Promotional Deputy Police Chief Exam: March 18, 2017
3. Open-Competitive Police Chief: March 18, 2017
4. Librarian I
5. Librarian II (OC & Promo)
6. Librarian III (OC & Promo)

New Business:

1. The Commission received and reviewed proposed promotional qualifications to the job description for Junior Accountant in the Comptroller's Office. Amendments to the proposed qualifications were discussed and adopted.

Motion to Adopt Promotional Qualifications for Junior Accountant Position: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

2. The Commission reviewed a request for promotional and open-competitive examinations for Junior Accountant.
3. The Commission reviewed a request to amend the job description for Library Assistant which was adopted with a minor amendment.

Motion to Amend Job Description for Library Assistant: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

4. The Commission reviewed an informational email from NYS regarding a delay in processing the results for the November 2016 Police Officer exam.
5. The Commission was advised that the payroll certification process was completed for the City of Newburgh and the Newburgh Housing Authority with minor exceptions. The certification of the NECSD payroll is still in process.

Old Business:

None

Communication:

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

Executive Session:

Motion Made to Enter Executive Session: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Motion to Exit Executive Session: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Motion Made to Adjourn: John Powell

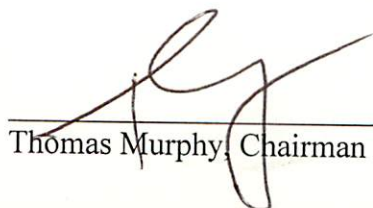
Motion Second: Vera Best

Motion Carried: Unanimous

Meeting Adjourned 2:05 p.m.

Respectfully Submitted


Michelle M. Mills, Administrator


Thomas Murphy, Chairman