

Regular Meeting
August 20, 2025
Newburgh Civil Service Commission

Summary of record of actions taken at the Regular Meeting of the Newburgh Civil Service Commission held on August 20, 2025, at City Hall, 83 Broadway, Newburgh, NY.

Those Present: Vera Best, Chairperson
John Powell, Commissioner
Thomas Foti, Commissioner
Michelle Mills, Administrator
Michelle Kelson, Corporation Counsel

Minutes: July 16, 2025

Motion to Approve: John Powell

Motion Second: Thomas Foti

Motion Carried: Unanimous

Personnel Report: August 2025

Motion to Approve: John Powell

Motion Second: Thomas Foti

Motion Carried: Unanimous

Certifications:

Assistant City Comptroller #60007180

Motion to Approve for 3 years: John Powell

Motion Second: Thomas Foti

Motion Carried: Unanimous

Human Resources Director #60014810

Motion to Approve for 2 years: John Powell

Motion Second: Thomas Foti

Motion Carried: Unanimous

Purchasing Agent #60014800

Motion to Approve for 4 years: John Powell

Motion Second: Thomas Foti

Motion Carried: Unanimous

Sanitation Enforcement Officer #60028230

Motion to Approve for 1 year: John Powell

Motion Second: Thomas Foti

Motion Carried: Unanimous

Section 8 Program Manager #60009690

Motion to Approve for 1 year: John Powell

Motion Second: Thomas Foti

Motion Carried: Unanimous

New Business:

1. Request for alternate test date for Clerk (Daniels)

Motion to deny request for alternate test date: John Powell

Motion Second: Thomas Foti

Motion Carried: Unanimous

2. Request to amend job description for Economic Development Specialist
Motion to Approve with additional amendments: John Powell
Motion Second: Thomas Foti
Motion Carried: Unanimous
3. Request to amend job description for City Assessor
Motion to Approve as proposed: John Powell
Motion Second: Thomas Foti
Motion Carried: Unanimous
4. Request to amend job description for Deputy Superintendent of Public Works
Motion to Approve with additional amendments: John Powell
Motion Second: Thomas Foti
Motion Carried: Unanimous
5. Request to amend job description for Senior Clerk for NECSD
Motion to Approve as proposed: John Powell
Motion Second: Thomas Foti
Motion Carried: Unanimous
6. Request to adopt and classify job description for Human Resource Analyst for NECSD
Motion to Approve as proposed: John Powell
Motion Second: Thomas Foti
Motion Carried: Unanimous
7. Request to adopt and classify job description for Human Resource Generalist for NECSD
Motion to Approve as proposed: John Powell
Motion Second: Thomas Foti
Motion Carried: Unanimous
8. Request to adopt and classify job description for School Case Manager for NECSD
Motion to Approve as proposed: John Powell
Motion Second: Thomas Foti
Motion Carried: Unanimous
9. CSC received and reviewed Information Memorandum from NYS regarding exam schedule
– no action required

Old Business:

None

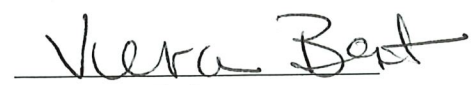
Executive Session:

Motion to Enter: John Powell
Motion Second: Thomas Foti
Motion Carried: Unanimous

Motion to Exit: John Powell
Motion Second: Thomas Foti
Motion Carried: Unanimous

Motion to Adjourn: Thomas Foti
Motion Second: Vera Best
Motion Carried: Unanimous
Meeting Adjourned : 1:56 pm


Michelle Mills, Administrator


Vera Best, Chairperson