

**Special Meeting
December 29, 2015
Newburgh Civil Service Commission**

Summary of Record of Actions Taken at the Special Meeting of the Newburgh Civil Service Commission held on December 29, 2015 at 10:30 a.m. at the Commission Office, 83 Broadway, Newburgh, NY.

Those present were: Richard Gadbois, Chairman
Thomas Murphy, Commissioner
Vera Best, Commissioner
Michelle Mills, Administrator

New Business:

1. The Commission received, reviewed and unanimously approved the following:
Minutes of Regular Meeting of 12/4/15
Minutes of Special Meeting of 12/17/15
2. Due to the declination of representation by counsel (Lester Steinman), subsequent to public notification of this scheduled meeting, the Commission was unable to obtain advice of counsel as anticipated. Item unanimously tabled.
3. The Commission received and reviewed a written FOIL request, received via email on 12/21/15 from Michael Ciaravino, City Manager, for all records concerning the positions of Police Chief and Fire Chief from 1990 to present. After discussion regarding the volume of the request the Commission directed a written acknowledgement of receipt of same.
4. The Commission received and reviewed a letter from Michael Ciaravino, City Manager requesting a status update on the request to amend the qualifications for the position of Police Chief. A motion to table the item was made by Commissioner Best and seconded by Commissioner Murphy. Item Unanimously Tabled.
5. The Commission received and reviewed a request, received via email on 12/23/15, from Michael Ciaravino, City Manager for a copy of the minutes of the Commission meeting of 12/17/15. The Commission directed that a copy be provided as requested.

The meeting adjourned at 11:05 am.

Respectfully submitted,

Michelle M. Mills, Administrator

Richard Gadbois, Chairman