

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

Summary of Record of Actions Taken at the Regular Meeting of the Newburgh Civil Service Commission held on May 19, 2016 at 11:00 a.m., Council Chambers, 83 Broadway, Newburgh, NY.

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

**Minutes:**

December 29, 2015

March 24, 2016

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

**Motion Second: Thomas Murphy**

**Motion Carried: Unanimous**

**Personnel Reports:**

December 2015

January 2016

February 2016

March 2016

April 2016

Request from Councilwoman Mejia to receive Personnel Reports considered.

**Motion to Accept Reports and Approve Council Request: Vera Best**

**Motion Second: Thomas Murphy**

**Motion Carried: Unanimous**

**Certifications:**

Firefighter Exam # 63016; 4 Years

Firefighter (Spanish Speaking) # 63017; 4 Years

Assistant School Lunch Director # 62342; 1 Year

**Motion to Establish Above Eligible Lists: Vera Best**

**Motion Second: Thomas Murphy**

**Motion Carried: Unanimous**

**New Business:**

1. Request for Firefighter exam fee refund (J. Quintana.)

**Motion to Approve: Vera Best**  
**Motion Second: Thomas Murphy**  
**Roll Call Vote: 0-3**  
**Motion Defeated**

2. Request from John Aber regarding eligible lists:

**Motion to Table: Vera Best**  
**Motion Second: Thomas Murphy**  
**Roll Call Vote: 3-0**  
**Item Tabled**

3. Request to adopt and classify the position of Information Technology Specialist in the Newburgh Police Department, as proposed, in the competitive class.

**Motion to Approve: Vera Best**  
**Motion Second: Thomas Murphy**  
**Roll Call Vote: 3-0**  
**Motion Approved**

4. The Commission unanimously determined to conduct regular monthly meetings on the third Wednesday of each month at 1:00pm, subject to advance public notification of any change or cancellation.

**Old Business:**

1. The Commission received, reviewed and accepted a written response from Martin Cohen, Esq. To Michael Ciaravino dated 1/29/16, providing the information in the 25 year span FOIL request. No action required by The Commission.

**Executive Session:**

**Motion Made for Executive Session: Vera Best**  
**Motion Second: Thomas Murphy**  
**Motion Carried: Unanimous**

1. Application Review Process
2. Disqualifications of candidates for the following positions:  
Water Superintendent (1)  
Grants Coordinator (1)

**Motion Made to Adjourn: Vera Best**  
**Motion Second: Thomas Murphy**  
**Motion Carried: Unanimous**  
Meeting adjourned at 12:20pm.

Respectfully Submitted

  
Michelle M. Mills, Administrator

  
Richard Gadbois, Chairman  
