

Regular Meeting

April 20, 2022

Newburgh Civil Service Commission

Summary of Record of Actions Taken at the Regular Meeting of the Newburgh Civil Service Commission held on April 20, 2022 at 1:00 p.m. City Hall, 83 Broadway, Newburgh, NY

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

Public Hearing: To amend the appendices of the local rules and regulations of the Newburgh Civil Service Commission by deleting the title of Executive Assistant to City Manager and adding Chief of Staff to the Exempt Class

Motion to Open: John Powell
Motion Second: Vera Best
Motion Carried: Unanimous
Public Comments: None
Motion to Close: John Powell
Motion Second: Vera Best
Motion Carried: Unanimous

Minutes:

March 16, 2022 Regular Meeting

Motion to Approve & Accept: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Personnel Reports:

March 2022

Motion to Approve & Accept: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Certifications:

Assistant Fire Chief #76993

Motion to Establish for 3 Years: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Senior Custodian #68314

Motion to Establish for 4 Years: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Library Director III #76739

Motion to Establish for 1 Year: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Assistant Library Director II # 66571

Motion to Establish for 2 Years: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

New Business:

Request to amend job description for Records Management Officer for City of Newburgh

Motion to Amend: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Request to adopt job description for Dispatcher (Spanish Speaking) for City of Newburgh

Motion to Adopt: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Request to amend job description for Code Compliance Officer for City of Newburgh

Motion to Amend: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Old Business:

NECSD Desk Audit – Pending information

Motion to Adjourn: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Meeting Adjourned: 1:12 p.m.

Respectfully Submitted,

Michelle M. Mills, Administrator

Vera Best, Chairperson