

**Regular Meeting  
May 17, 2023  
Newburgh Civil Service Commission**

Summary of Record of Actions Taken at the Regular Meeting of the Newburgh Civil Service Commission held on May 17, 2023, at City Hall 83 Broadway, Newburgh, NY.

Those present were Vera Best, Commissioner  
Thomas Foti, Commissioner  
Michelle Mills, Administrator  
Michelle Kelson, Corporation Counsel

**Minutes:**

April 27, 2023 Regular Meeting

**Motion to Approve & Accept: Thomas Foti**

**Motion Second: Vera Best**

**Motion Carried: Unanimous**

**Personnel Reports:**

April 2023

**Motion to Approve & Accept: Thomas Foti**

**Motion Second: Vera Best**

**Motion Carried: Unanimous**

**Certifications:**

Assistant City Comptroller #69427

**Motion to Establish for 1 Year: Thomas Foti**

**Motion Second: Vera Best**

**Motion Carried: Unanimous**

Student Records Database Coordinator #69853  
No Successful Candidates- No action taken by CSC

Account Clerk #2023-1

**Motion to Establish for 2 Years: Thomas Foti**

**Motion Second: Vera Best**

**Motion Carried: Unanimous**

Bi-Lingual Account Clerk #2023-2

**Motion to Establish for 2 Years: Thomas Foti**

**Motion Second: Vera Best**

**Motion Carried: Unanimous**

Principal Typist #69251

**Motion to Establish for 3 Years: Thomas Foti**

**Motion Second: Vera Best**

**Motion Carried: Unanimous**

Principal Typist #78879

**Motion to Establish for 2 Years: Thomas Foti**

**Motion Second: Vera Best**

**Motion Carried: Unanimous**

**New Business:**

None

**Old Business:**

1. NECSD Desk Audit – CSC reviewed letter sent to School District. No Action Taken.

**Motion to Adjourn: Thomas Foti**

**Motion Second: Vera Best**

**Motion Carried: Unanimous**

**Meeting Adjourned 1:12pm**

Respectfully Submitted,



Michelle M. Mills, Administrator



Vera Best, Chairperson