

**Regular Meeting**  
**June 21, 2023**  
**Newburgh Civil Service Commission**

Summary of Record of Actions Taken at the Regular Meeting of the Newburgh Civil Service Commission held on June 21, 2023, at City Hall 83 Broadway, Newburgh, NY.

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

**Minutes:**

May 17, 2023 Regular Meeting

**Motion to Approve & Accept: John Powell**

**Motion Second: Vera Best**

**Motion Carried: Unanimous**

**Personnel Reports:**

May 2023

**Motion to Approve & Accept: John Powell**

**Motion Second: Vera Best**

**Motion Carried: Unanimous**

**Certifications:**

Police Chief C #63654

**Motion to Establish for 2 Years: John Powell**

**Motion Second: Vera Best**

**Motion Carried: Unanimous**

Deputy Police Chief C #64081

**Motion to Establish for 1 Year: John Powell**

**Motion Second: Vera Best**

**Motion Carried: Unanimous**

Purchasing Agent #64817

**Motion to Establish for 2 Years: John Powell**

**Motion Second: Vera Best**

**Motion Carried: Unanimous**

Junior Accountant #68331

**Motion to Establish for 1 Year: John Powell**

**Motion Second: Vera Best**

**Motion Carried: Unanimous**

Sr Account Clerk #77846

**Motion to Establish for 1 Year: John Powell**

**Motion Second: Vera Best**

**Motion Carried: Unanimous**

Sr Account Clerk #77846B

**Motion to Establish for 1 Year: John Powell**

**Motion Second: Vera Best**

**Motion Carried: Unanimous**

Section 8 Program Manager # 69855  
**Motion to Establish for 1 Year: John Powell**  
**Motion Second: Vera Best**  
**Motion Carried: Unanimous**

Dispatcher #64151  
**Motion to Establish for 1 Year: John Powell**  
**Motion Second: Vera Best**  
**Motion Carried: Unanimous**

Sr School Lunch Manager  
**Motion to Establish for 1 Year: John Powell**  
**Motion Second: Vera Best**  
**Motion Carried: Unanimous**

School Lunch Manager #75844  
**Motion to Establish for 3 Years: John Powell**  
**Motion Second: Vera Best**  
**Motion Carried: Unanimous**

School Lunch Manger #60406  
**Motion to Establish for 1 Year: John Powell**  
**Motion Second: Vera Best**  
**Motion Carried: Unanimous**

Cook Manager #69856  
**Motion to Establish for 3 Years: John Powell**  
**Motion Second: Vera Best**  
**Motion Carried: Unanimous**

Custodian #2023-3  
**Motion to Establish for 2 Years: John Powell**  
**Motion Second: Vera Best**  
**Motion Carried: Unanimous**

Clerk #2023-4  
**Motion to Establish for 2 Years: John Powell**  
**Motion Second: Vera Best**  
**Motion Carried: Unanimous**

Library Clerk #2023-5  
**Motion to Establish for 2 Years: John Powell**  
**Motion Second: Vera Best**  
**Motion Carried: Unanimous**

Typist #2023-6  
**Motion to Establish for 1 Year: John Powell**  
**Motion Second: Vera Best**  
**Motion Carried: Unanimous**

Bi-Lingual Typist #2023-7  
**Motion to Establish for 2 Years: John Powell**  
**Motion Second: Vera Best**  
**Motion Carried: Unanimous**

**New Business:**

1. Computation Review for Assistant Comptroller completed – no action required.
2. Request to adopt and classify title of Director of Information Technology for City of Newburgh  
**Motion to adopt as proposed: John Powell**  
**Motion Second: Vera Best**  
**Motion Carried: Unanimous**
3. Request to adopt and classify title of Arborist for City of Newburgh  
**Motion to adopt as proposed: John Powell**  
**Motion Second: Vera Best**  
**Motion Carried: Unanimous**

**Old Business:**

1. None

**Motion to Adjourn: John Powell**  
**Motion Second: Vera Best**  
**Motion Carried: Unanimous**  
**Meeting Adjourned 1:16pm**

Respectfully Submitted,

  
Michelle M. Mills, Administrator

  
~~Vera Best, Chairperson~~