

MEETING OF THE LACKAWANNA CIVIL SERVICE COMMISSION HELD ON JANUARY 13TH 2017 CALLED TO ORDER BY CHAIRPERSON SHARON BERES

ROLL CALL PRESENT: SHARON BERES
 CESARE CARDI
 KAREN MARCINIAK

Motion by Cardi, seconded by Beres, that the Minutes of the Regular Meeting held November 18th 2016 be approved.

Roll call yes, Cardi, Beres

Carried.

RESOLUTION #1

WHEREAS: the open competitive examination for the position of ACCOUNT CLERK TYPIST in and for the City of Lackawanna was held December 3, 2016 and said examination was prepared by the New York State Department of Civil Service at the request of this Commission, and said examination was conducted and graded by the Lackawanna Civil Service Commission,

NOW THEREFORE BE IT RESOLVED: that the duration of the eligible list for said position be and is hereby established for a period of one year, and

BE IT FURTHER RESOLVED: that the eligible list for said position be and is hereby established as of January 13, 2017.

Motion by Beres, seconded by Cardi, adopt Res. #1

Roll call, yes,

Carried.

DPW

COMMUNICATION #1

CODE ENFORCEMENT
BUILDING AND PROPERTY SAFETY INSPECTOR

CITY COUNCIL eliminated one CODE ENFORCEMENT title and created one BUILDING AND PROPERTY SAFETY INSPECTOR title in their budget. Comm#11 held 12/19/16.
Transmission attached.

Motion by Beres, seconded by Cardi, receive & file.

Roll call, yes

Carried.

DPW

COMMUNICATION #2

GARY ANDZEL, Maintainer Reassigned
SANITATION

Memo from COMMISSIONER OF PUBLIC WORKS dated 12/30/16 GARY ANDZEL is reassigned to Sanitation from Streets in the position of SANITATION MAINTAINER effective 12/12/16.
Memo attached.

Motion by Cardi, seconded by Beres, receive & file, note roster card.

Roll call, yes

Carried.

CITY CLERK

COMMUNICATION #3

JACKIE CAFERRO, Retired
CITY CLERK (PT)

Letter from JACQUALINE CAFERRO dated 1/11/17 stating retirement date of 12/31/16 from the position of CITY CLERK (PT).
Letter attached.

Motion by Beres, seconded by Cardi, receive & file, note roster card.

Roll call, yes

Carried.

CITY COUNCIL

COMMUNICATION #4

JEFFREY DEPASQUALE, Resigned.
4th WARD COUNCILMAN

Letter from JEFFREY DePASQUALE resigning position
of 4th WARD COUNCILPERSON effective end of day,
12/31/16.
Letter attached.

Motion by Beres, seconded by Cardi, receive & file, note roster card.
Roll call, yes

Carried.

CITY CLERK

COMMUNICATION #5

JEFFREY DEPASQUALE, Appt.
CITY CLERK (PT)

Letter from Council President dated 12/22/16 advising
JEFFREY DEPASQUALE is appointed to the position of
CITY CLERK (PT) effective 1/1/17.
Application and letter attached.

Motion by Beres, seconded by Cardi, receive & file, note roster card.
Roll call, yes

Carried.

SCHOOL

COMMUNICATION #6

MSD-222
BUILDING MAINTENANCE MECHANIC

MSD222 received from Supt. of Schools dated 11/14/16
(Building Maintenance Mechanic requested)

Motion by Beres, seconded by Cardi, classify BUILDING MAINTENANCE MECHANIC, Non-competitive class.
Secretary to forward to School Board President for execution of Section 9.
Roll call, yes

Carried.

Motion by Beres, seconded by Cardi to adjourn meeting.

Adjourned,

Karen Marciniak, Secretary

O & C

LESLIE PALCZEWSKI, Reassigned
ACCOUNT CLERK TYPIST

COMMUNICATION #3

Letter from Mayor dated 1/27/17 reassigning LESLIE PALCZEWSKI from Comptroller Office to Assessor Office as ACCOUNT CLERK TYPIST effective 1/30/17 pending reclassification.
Letter attached.

Motion by Beres, seconded by Moretti, receive & file, note roster card.
Roll call, yes, Beres, Moretti

Carried.

LMHA

THOMAS NICOMETO, Appt.
COMMISSIONER OF LMHA

COMMUNICATION #4

Letter from Mayor dated 1/30/17 appointing THOMAS NICOMETO to the position of COMMISSIONER OF THE LACKAWANNA MUNICIPAL HOUSING AUTHORITY effective 1/30/17 to finish Kevin Surdyke's remaining term thru 11/30/20.
Letter attached.

Motion by Moretti, seconded by Beres, receive & file.
Roll call, yes, Beres, Moretti

Carried.

LMHA

SCOTT MORETTI, Appt.
PLANNING BOARD MEMBER

COMMUNICATION #5

Letter from Mayor dated 1/30/17 appointing SCOTT MORETTI to the position of PLANNING BOARD MEMBER effective 1/30/17 to finish Kevin Surdyke's remaining term thru 12/31/20.
Letter attached.

Motion by Beres, seconded by Moretti, receive & file.
Roll call, yes, Beres, Moretti

Carried.

CITY COUNCIL

KEVIN SURDYKE, Appt.
4th WARD COUNCIL MEMEBER

COMMUNICATION #6

Resolution #4 from City Council appointing KEVIN SURDYKE is appointed to the position of 4th WARD COUNCIL MEMBER effective 1/23/17.
Resolution attached.

Motion by Moretti, seconded by Beres, receive & file, note roster card.
Roll call, yes, Beres, Moretti

Carried.

LMHA

BRANDON FALBO, Appt.
ASSISTANT TO THE EXECUTIVE DIRECTOR

COMMUNICATION #7

Letter from Executive Director dated 1/23/17 appointing BRANDON FALBO to the position of ASSISTANT TO THE EXECUTIVE DIRECTOR effective 1/23/17.
Certification of Eligibles attached.

Motion by Moretti, seconded by Beres, receive & file, note roster card.
Roll call, yes, Beres, Moretti

Carried.

LMHA

COMMUNICATION #8

BRANDON FALBO, LOA.
COMPUTER OPERATIONS SPECIALIST

Letter from BRANDON FALBO dated 1/23/17 requesting a leave of absence for one year effective 1/23/17.
Letter attached.
Approved by Mark Kuwik, Executive Director.

Motion by Moretti, seconded by Beres, receive & file, note roster card.
Roll call, yes, Beres, Moretti

Carried.

DPW

COMMUNICATION #9

HARIETH ALKADI, Appt.
MOTOR EQUIPMENT OPERATOR

Letter from Mayor dated 2/6/17 appointing HARIETH ALKADI to the position of permanent MOTOR EQUIPMENT OPERATOR effective 2/6/17.
Application & letter attached.

Motion by Moretti, seconded by Beres, approved, receive & file, note roster card.
Roll call, yes, Beres, Moretti

Carried.

DEVELOPMENT

COMMUNICATION #10

DREW ORTEGA, Appt.
PROV. BUILDING & SAFETY PROPERTY INS.

Letter from Mayor dated 2/6/17 appointing DREW ORTEGA to the position of provisional BUILDING AND SAFETY PROPERTY INSPECTOR effective 2/6/17.
Application & letter attached.

Motion by Beres, seconded by Moretti, approved, receive & file, note roster card.
Roll call, yes, Beres, Moretti

Carried.

NYS DEPT of CIVIL SERVICE

COMMUNICATION #11

MEMO

Memorandum from NYS Dept. of Civil Service dated 1/12/17 for 2016 Annual Report due no later than 3/1/17.
Memo attached.

Motion by Beres, seconded by Moretti, Secretary to prepare report.
Secretary to approve report.
Roll call, yes, Beres, Moretti

Carried.

NYS DEPT of CIVIL SERVICE

COMMUNICATION #12

MEMO

Memorandum from NYS Dept. of Civil Service dated 1/31/17 for 2016 Exam Fees due no later than 3/1/17.
Memo attached.

Motion by Beres, seconded by Moretti, Secretary to compile report, forward fees.
Roll call, yes, Beres, Moretti

Carried.

Motion by Beres, seconded by Moretti, to close meeting.
Roll call, yes, Beres, Moretti

Carried.

Adjourned,

Karen Marciniak, Secretary

SPECIAL MEETING OF THE LACKAWANNA CIVIL SERVICE COMMISSION HELD ON FEBRUARY 15TH 2017
CALLED TO ORDER BY CHAIRPERSON SHARON BERES.

ROLL CALL PRESENT: SHARON BERES
 CESARE CARDI
 MARK MORETTI
 KAREN MARCINIAK

Motion by Beres, seconded by Cardi, that the Minutes of the Regular Meeting held January 13th 2017 be approved.

Roll call yes, Cardi, Beres Carried.

Motion by Moretti, seconded by Beres, that the Minutes of the Regular Meeting held February 10th 2017 be approved.

Roll call yes, Moretti, Beres Carried.

RESOLUTION #1

WHEREAS: the open competitive examination for the position of TENANT RELATIONS ASSISTANT in and for the City of Lackawanna was held December 10, 2016 and said examination was prepared and graded by the New York State Department of Civil Service at the request of this Commission,

NOW THEREFORE BE IT RESOLVED: that the duration of the eligible list for said position be and is hereby established for a period of one year, and

BE IT FURTHER RESOLVED: that the eligible list for said position be and is hereby established as of February 15, 2017.

Motion by Beres, seconded by Moretti, adopt Res. #1

Roll call, yes, Carried.

Motion by Cardi, seconded by Beres, to review applications submitted for participation in Firefighter Exam #68927 to be held March 18, 2017.

Roll call, yes, Carried.

NYS DEPT OF CIVIL SERVICE

COMMUNICATION #1

EXAM RESULTS

Summary of Exam Results from NYS Dept. of Civil Service OPEN COMPETITIVE TENANT RELATIONS ASSISTANT #62324 held 12/10/16.

Motion by Beres, seconded by Cardi, receive & file, see Res #1.

Roll call, yes, Beres, Moretti Carried.

NYS DEPT OF CIVIL SERVICE

COMMUNICATION #2

EXAM RESULTS

Summary of Exam Results from NYS Dept. of Civil Service PROMOTIONAL TENANT RELATIONS ASSISTANT #74321 held 12/10/16.

Motion by Beres, seconded by Cardi, receive & file.

Roll call, yes, Beres, Moretti Carried.

Motion by Beres, seconded by Moretti, to adjourn meeting.

Adjourned,

Karen Marciniak, Secretary

NYS DEPT OF CIVIL SERVICE

COMMUNICATION # 2

Annual Report

Electronically submitted Annual Report to NYS Department Of Civil Service on 2/28/17.

Motion by Cardi, seconded by Beres, reviewed, receive & file.
Roll call, yes, Beres, Cardi

Carried.

NYS DEPT OF CIVIL SERVICE

COMMUNICATION # 3

Receipt of Exam Fees

Letter from Application and Fees Processing Unit dated 3/6/17 acknowledging receipt of examination fees due to the State for the amount of \$1,115.00.

Motion by Beres, seconded by Cardi, receive & file.
Roll call, yes, Beres, Cardi

Carried.

DEVELOPMENT

COMMUNICATION # 4

FRED HEINLE, Terminated
DIRECTOR OF DEVELOPMENT

Letter from Mayor to City Council dated 3/1/17 advising FRED HEINLE has been terminated from his position as of 3/1/17.
Letter attached.

Motion by Moretti, seconded by Cardi, receive & file, note roster card
Roll call, yes, Cardi, Moretti

Carried.

A & F

COMMUNICATION # 5

PEGGY BIGAJ-SOBOL, Voluntary Demotion
COMPTROLLER

Letter from PEGGY BIGAJ-SOBOL dated 3/15/17 requesting a voluntary demotion from COMPTROLLER back to the position of ACCOUNT CLERK TYPIST.
Letter attached.

Motion by Beres, seconded by Cardi, receive & file, note roster card
Roll call, yes, Beres, Cardi

Carried.

A & F

COMMUNICATION # 6

PEGGY BIGAJ-SOBOL, Reinstatement
ACCOUNT CLERK TYPIST

Letter from Mayor dated 3/15/17 approving voluntary demotion PEGGY BIGAJ-SOBOL from COMPTROLLER and reinstate back to the position of ACCOUNT CLERK TYPIST effective 3/15/17.
Letter attached.

Motion by Cardi, seconded by Beres, approve reinstatement, receive & file, note roster card
Roll call, yes, Beres, Cardi

Carried.

A & F

COMMUNICATION # 7

CAROLYN NICOMETO, Apptd.
PROVISIONAL COMPTROLLER

Letter from Mayor dated 3/15/17 appointing CAROLYN NICOMETO to the position of PROVISIONAL COMPTROLLER effective 3/15/17.
Letter and application attached.

Motion by Moretti, seconded by Beres, approve appointment, receive & file, note roster card. Secretary to call for examination.
Roll call, yes, Beres, Moretti

Carried.

DPW

COMMUNICATION # 8

CHRISTOPHER BRENNAN, LOA
LABORER

Letter from Mayor dated 3/21/17 extending leave of
absence for CHRISTOPHER BRENNAN until 9/28/2017.
Letter attached.

Motion by Moretti, seconded by Cardi, receive & file, note roster card
Roll call, yes, Cardi, Moretti

Carried.

DEVELOPMENT

COMMUNICATION # 9

DREW SHAPIRO, Apptd.
TEMP DIRECTOR OF DEVELOPMENT

Letter from Mayor dated 3/23/17 appointing DREW
SHAPIRO to the position of TEMPORARY DIRECTOR OF
DEVELOPMENT effective 3/23/17.
Letter and application attached.

Motion by Beres, seconded by Moretti, receive & file, note roster card
Roll call, yes, Beres, Moretti

Carried.

LACK CITY SCHOOLS

COMMUNICATION # 10

MSD222
Schools

MSD222 for the position of BUILDING MAINTENANCE
MECHANIC received from Lackawanna School District
Board President with Section 9 executed.
MSD222 attached.

Motion by Beres, seconded by Cardi, receive & file, classification complete. Secretary to send letter to
Superintendent.

Roll call, yes, Beres, Cardi, no, Moretti

Carried.

Motion by Beres, seconded by Cardi, to adjourn meeting.

Adjourned,

Karen Marciniak, Secretary

DPW

COMMUNICATION # 4

JOHN EMSLIE, Appointed
SEASONAL LABORER

Letter from Mayor dated 5/16/17 approving appointment of JOHN EMSLIE to the position of SEASONAL LABORER effective immediately.
Letter and application attached.

Motion by Cardi, seconded by Beres, approve appointment, receive & file, note roster card
Roll call, yes, Cardi, Beres,

Carried.

DPW

COMMUNICATION # 5

JOHN DMOCHOWSKI, RETIRED
MOTOR EQUIPMENT OPERATOR

Letter from NYSLRS dated 5/31/17 noting retirement of JOHN DMOCHOWSKI from the position of MOTOR EQUIPMENT OPERATOR effective 5/31/17.
Letter attached.

Motion by Cardi, seconded by Beres, receive & file, note roster card
Roll call, yes, Cardi, Beres,

Carried.

FIRE

COMMUNICATION # 6

THOMAS OLSZOWY, RETIRED
FIRE LIEUTENANT

Letter from NYSLRS dated 6/3/17 noting retirement of THOMAS OLSZOWY from the position of FIRE LIEUTENANT effective 6/3/17.
Letter attached.

Motion by Beres, seconded by Cardi, receive & file, note roster card
Roll call, yes, Beres, Cardi,

Carried.

FIRE

COMMUNICATION # 7

DEAN MORETTI, RETIRED
FIREFIGHTER

Letter from NYSLRS dated 6/3/17 noting retirement of DEAN MORETTI from the position of FIREFIGHTER effective 6/3/17.
Letter attached.

Motion by Cardi, seconded by Beres, receive & file, note roster card
Roll call, yes, Cardi, Beres,

Carried.

DPW

COMMUNICATION # 8

HARIETH ALKADI, Appointed
MOTOR EQUIPMENT OPERATOR

Letter from Mayor dated 6/7/17 appointing HARIETH ALKADI to the position of MOTOR EQUIPMENT OPERATOR effective immediately.
Letter and application attached.

Motion by Beres, seconded by Cardi, approve appointment, receive & file, note roster card
Roll call, yes, Beres, Cardi

Carried.

DPW

COMMUNICATION # 9

VINCENT ALABISI, Reassigned
SANITATION

Letter from Mayor dated 6/7/17 reassigning VINCENT ALABISI to SANITATION effective immediately.
Letter attached.

Motion by Beres, seconded by Cardi, receive & file, note roster card
Roll call, yes, Beres, Cardi,

Carried.

DPW

COMMUNICATION # 10

JACOB KOWALSKI, Appointed
LABORER

Letter from Mayor dated 6/7/17 appointing JACOB
KOWALSKI to the position of LABORER effective
immediately.
Letter attached.

Motion by Cardi, seconded by Beres, receive & file, note roster card
Roll call, yes, Cardi, Beres,

Carried.

Motion by Beres, seconded by Cardi, to adjourn meeting.

Adjourned,

Karen Marciniak, Secretary

REGULAR MEETING OF THE LACKAWANNA CIVIL SERVICE COMMISSION HELD ON AUGUST 18TH 2017
CALLED TO ORDER BY CHAIRPERSON SHARON BERES.

ROLL CALL PRESENT: SHARON BERES
 MARK MORETTI
 CESARE CARDI
 KAREN MARCINIAK

Motion by Beres, seconded by Moretti that the Minutes of the Regular Meeting held July 21th 2017 be approved.
Roll call yes, Beres, Moretti, Carried.

RESOLUTION #1

WHEREAS: the open competitive examination for the position of POLICE LIEUTENANT in and for
the City of Lackawanna was held June 10, 2017 and said examination was
prepared and graded by the New York State Department of Civil Service at the
request of this Commission,

NOW THEREFORE BE IT RESOLVED: that the duration of the eligible list for said position be and is
hereby established for a period of one year, and

BE IT FURTHER RESOLVED: that the eligible list for said position be and is hereby established as of
August 18, 2017.

Motion by Beres, seconded by Cardi, adopt Res. #1
Roll call, yes, Beres, Moretti, Cardi Carried.

POLICE

COMMUNICATION # 1

AARON BRENNAN, Appt.
POLICE CAPTAIN

Letter from Director of Public Safety dated 7/28/17
appointing AARON BRENNAN to the position of POLICE
CAPTAIN effective 8/1/17.
Letter, certification, Eligible List attached.

Motion by Moretti, seconded by Cardi, receive & file, approve appointment, note roster card, note Eligible List
Roll call, yes, Beres, Moretti, Cardi Carried.

POLICE

COMMUNICATION # 2

AMANDA VANHOUTEN, Appt.
POLICE OFFICER

Letter from Director of Public Safety dated 7/26/17
appointing AMANDA VANHOUTEN to the position of
POLICE OFFICER effective 8/1/17.
Letter, certification, application & Eligible List attached.

Motion by Cardi, seconded by Moretti, receive & file, approve appointment, note roster card, note Eligible List
Roll call, yes, Beres, Moretti, Cardi Carried.

POLICE

COMMUNICATION # 3

CAITLIN DEPASQUALE, Appt.
POLICE OFFICER

Letter from Director of Public Safety dated 7/26/17
appointing CAITLIN DEPASQUALE to the position of
POLICE OFFICER effective 8/2/17.
Letter, certification, application & Eligible List attached.

Motion by Moretti, seconded by Beres, receive & file, approve appointment, note roster card, note Eligible List
Roll call, yes, Beres, Moretti, Cardi Carried.

POLICE

COMMUNICATION # 4

MARCUS RIVERS, Appt.
POLICE OFFICER

Letter from Director of Public Safety dated 7/26/17
appointing MARCUS RIVERS to the position of POLICE
OFFICER effective 8/2/17.
Letter, certification, application & Eligible List attached.

Motion by Moretti, seconded by Beres, receive & file, approve appointment, note roster card, note Eligible List
Roll call, yes, Beres, Moretti, Cardi Carried.

POLICE

COMMUNICATION # 5

RICHARD GORCZYCA, Appt.
POLICE OFFICER

Letter from Director of Public Safety dated 7/26/17
appointing RICHARD GORCZYCA to the position of
POLICE OFFICER effective 8/3/17.
Letter, certification, application & Eligible List attached.

Motion by Beres, seconded by Moretti, receive & file, approve appointment, note roster card, note Eligible List
Roll call, yes, Beres, Moretti, Cardi Carried.

POLICE

COMMUNICATION # 6

JOHN MADDIGAN IV, Appt.
POLICE OFFICER

Letter from Director of Public Safety dated 7/26/17
appointing JOHN MADDIGAN IV to the position of POLICE
OFFICER effective 8/3/17.
Letter, certification, application & Eligible List attached.

Motion by Beres, seconded by Cardi, receive & file, approve appointment, note roster card, note Eligible List
Roll call, yes, Beres, Moretti, Cardi Carried.

ADM

COMMUNICATION # 7

CAITLIN DEPASQUALE, LOA. Request

Letter from CAITLIN DEPASQUALE dated 7/24/17
requesting a Leave of Absence from the position of
ACCOUNT CLERK TYPIST from 8/1/17-8/1/19.

LOA Granted
Letter from Mayor dated 8/4/17 approving request for leave
of absence effective 8/4/17-8/4/18.

Motion by Cardi, seconded by Moretti, receive & file, note roster card
Roll call, yes, Beres, Moretti, Cardi Carried.

CITY OF LACKAWANNA

COMMUNICATION # 8

MSD220

MSD220 received from Assessor dated 8/17/17
(Clerk requested)

Motion by Beres, seconded by Cardi, reclassify as Clerk, competitive class, receive and file
Roll call, yes, Beres, Moretti, Cardi Carried.

CITY OF LACKAWANNA

COMMUNICATION # 9

MSD220

MSD220 received from Director of Recreation dated 8/17/17
(Account Clerk Typist requested)

Motion by Cardi, seconded by Beres, reclassify as Account Clerk Typist, competitive class, receive and file
Roll call, yes, Beres, Moretti, Cardi Carried.

ADM

COMMUNICATION # 10

LESLIE PALCZEWSKI, Reassigned
Recreation Department

Letter from Mayor dated 7/26/17 directing LESLIE PALCZEWSKI to be reassigned to the Recreation Department permanently effective 8/18/17.
Letter attached.

Motion by Beres, seconded by Cardi, receive & file, approve reassignment, note roster card
Roll call, yes,

Carried.

ADM

COMMUNICATION # 11

LESLIE PALCZEWSKI, Temp reassigned.
Engineering

Letter from Mayor dated 7/28/17 directing LESLIE PALCZEWSKI to be reassigned to the Engineering Department effective 7/28/17 for 3 months.
Letter attached.

Motion by Beres, seconded by Cardi, receive & file, approve assignment, note roster card
Roll call, yes,

Carried.

ADM

COMMUNICATION # 12

MARCIA CULLENS, Reassigned
Assessor's Office

Letter from Mayor dated 7/26/17 directing MARCIA CULLENS to be reassigned to the Assessor's Office permanently effective 8/18/17.
Letter attached.

Motion by Moretti, seconded by Beres, receive & file, approve reassignment, note roster card
Roll call, yes,

Carried.

Motion by Moretti, seconded by Cardi, to adjourn meeting.

Adjourned,

Karen Marciniak, Secretary

FIRE

COMMUNICATION # 1

RICHARD J. SIKORSKI, Appt.
FIREFIGHTER

Letter from Director of Public Safety dated 9/18/17
appointing RICHARD J. SIKORSKI to the position of
FIREFIGHTER effective 9/18/17.
Letter, Application, Eligible List attached.

Motion by Moretti, seconded by Beres, receive & file, approve appointment, note roster card, note Eligible List
Roll call, yes, Beres, Moretti Carried.

FIRE

COMMUNICATION # 2

SCOTT D. MORETTI, Appt.
FIREFIGHTER

Letter from Director of Public Safety dated 9/19/17
appointing SCOTT D. MORETTI to the position of
FIREFIGHTER effective 9/19/17.
Letter, Application, Eligible List attached.

Motion by Beres, seconded by Moretti, receive & file, approve appointment, note roster card, note Eligible List
Roll call, yes, Beres, Moretti Carried.

ADM

COMMUNICATION # 3

SHANNON FALBO, LOA
ACCOUNT CLERK TYPIST

Letter from SHANNON FALBO dated 9/25/17 requesting
Maternity Leave of Absence from the position of ACCOUNT
CLERK TYPIST effective 10/16/17-2/5/17.

LOA Granted

Letter from Mayor dated 9/28/17 approving request for
leave of absence effective 10/16/17-2/5/17.

Motion by Beres, seconded by Moretti, receive & file, note roster card.
Roll call, yes, Beres, Moretti Carried.

LIBRARY

COMMUNICATION # 4

VICTORIA KUNICH-DALE, RET.
SR LIBRARY CLERK

Report of Personnel change advising retirement of
VICTORIA KUNICH-DALE from the position of SENIOR
LIBRARY CLERK effective 8/31/17

Motion by Moretti, seconded by Beres, receive & file, note roster card
Roll call, yes, Beres, Moretti Carried.

Motion by Moretti, seconded by Beres, to adjourn meeting.

Adjourned,

Karen Marciniak, Secretary

REGULAR MEETING OF THE LACKAWANNA CIVIL SERVICE COMMISSION HELD ON DECEMBER 8, 2017
CALLED TO ORDER BY CHAIRPERSON SHARON BERES.

ROLL CALL PRESENT: SHARON BERES
 MARK MORETTI
 KAREN MARCINIAK

Motion by Sharon Beres, seconded by Mark Moretti that the Minutes of the Regular Meeting held September 28, 2017 be approved.

Roll call yes, Beres, Moretti,

Carried.

RESOLUTION #1

WHEREAS: the open competitive examination for the position of BUILDING & SAFETY PROPERTY INSPECTOR in and for the City of Lackawanna was held September 9, 2017 and said examination was prepared and graded by the New York State Department of Civil Service at the request of this Commission,

NOW THEREFORE BE IT RESOLVED: that the duration of the eligible list for said position be and is hereby established for a period of one year, and

BE IT FURTHER RESOLVED: that the eligible list for said position be and is hereby established as of December 8, 2017.

Motion by Sharon Beres seconded by Mark Moretti, adopt Res. #1.

Roll call yes, Beres, Moretti,

Carried.

RESOLUTION #2

BE IT HEREBY RESOLVED: that the attached specification for the position of LIBRARY ASSISTANT be and is hereby adopted as read, and

BE IT HEREBY FURTHER RESOLVED: that a copy of said specification be forwarded to the New York State Department of Civil Service.

Motion by Sharon Beres, seconded by Mark Moretti, adopt Res. #2

Roll call yes, Beres, Moretti,

Carried

RESOLUTION #3

BE IT HEREBY RESOLVED: that the eligible list for the position of TENANT RELATIONS ASSISTANT established on January 13, 2017 and expiring on January 13, 2018 is hereby extended for a period of one year commencing January 13, 2018 and expiring on January 13, 2019.

Motion by Sharon Beres seconded by Mark Moretti, adopt Res. #3.

Roll call yes, Beres, Moretti,

Carried.

CITY CLERK

COMMUNICATION # 1

ELLEN WILSON, Appt.

Letter from City Clerk dated 8/22/17 to ELLEN WILSON appointing her to the position of MUNICIPAL BINGO INSPECTOR effective 8/22/17 to 12/31/21. Application Attached.

Motion by Sharon Beres seconded by Mark Moretti, approve appointment, note roster card.
Roll call yes, Beres, Moretti,

Carried

CITY CLERK

COMMUNICATION # 2

TAMARA NICHOLSON, Appt.

Letter from City Clerk dated 8/22/17 to TAMARA NICHOLSON appointing her to the position of MUNICIPAL BINGO INSPECTOR effective 8/22/17 to 12/31/21. Application Attached

Motion by Mark Moretti, seconded by Sharon Beres, approve appointment, note roster card.
Roll call yes, Beres, Moretti,

Carried

CIVIL SERVICE

COMMUNICATION # 3

CESARE CARDI, Res.

Letter from CESARE CARDI dated 9/25/17 resigning from his position of COMMISSIONER for the LACKAWANNA CIVIL SERVICE COMMISSION Effective 10/1/17.

Motion by Mark Moretti, seconded by Sharon Beres, note roster card.
Roll call yes, Beres, Moretti,

Carried

DPW

COMMUNICATION # 4

CHRISTOPHER BRENNAN, Term..
LABORER

Letter from City Attorney dated 10/13/17 to CHRISTOPHER BRENNAN terminating him from his position of LABORER effective 10/13/17.

Motion by Mark Moretti, seconded by Sharon Beres, note roster card.
Roll call yes, Beres, Moretti,

Carried

DPW

COMMUNICATION #5

RICHARD D. SAWICKI, Apptd.
TEMP. LABORER

Letter from Mayor dated 10/12/17 to RICHARD D. SAWICKI, appointing him to the position of TEMP LABORER effective 10/12/17 to 3/15/18. Application Attached.

Motion by Mark Moretti, seconded by Sharon Beres, approve appointment, note roster card.
Roll call yes, Beres, Moretti,

Carried

Dept. of PS

COMMUNICATION #6

RONALD J. SHUL, Apptd.
FIRE LIEUTENANT

Letter from Mayor, dated 10/16/17 to
RONALD J. SHUL appointing him to the position
of FIRE LIEUTENANT effective 10/16/17.
Cert. of Eligibles Attached.

Motion by Mark Moretti, seconded by Sharon Beres, note eligible list, note roster card.
Roll call yes, Beres, Moretti,

Carried

Dept. of PS

COMMUNICATION #7

MSD220

MSD220 received 10/16/17 for the position of
TYPIST located in the Police Division.
reclassification to Account Clerk Typist requested.
MSD220 Attached.

Motion by Sharon Beres, seconded by Mark Moretti, reclassify Account Clerk Typist.
Roll call yes, Beres, Moretti,

Carried

Libr.

COMMUNICATION #8

MSD222

MSD222 received 10/16/17 from Lackawanna
Library Director (Assistant Librarian requested)

Motion by Mark Moretti, seconded by Sharon Beres, classify Library Assistant, competitive class, forward to
Library Board for execution of Section 9.
Roll call yes, Beres, Moretti,

Carried

Dept. of PS

COMMUNICATION #9

RYAN T. ZMUDA, Appt.
FIREFIGHTER

Letter from Dir of Public Safety dated 10/30/17
to RYAN T. ZMUDA appointing him to the position
of FIREFIGHTER effective 10/30/17.
Certification of Eligibles Attached.

Cert. of Eligibles

Motion by Mark Moretti, seconded by Sharon Beres, note eligible list, note roster card.
Roll call yes, Beres, Moretti,

Carried

A & F

COMMUNICATION #10

DEANNA L. KOWALSKI, Apptd.
TEMP. ACCT. CLERK TYPIST

Letter from Mayor appointing DEANNA L. KOWALSKI
to the position of TEMP. ACCT. CLERK TYPIST
effective 11/14/17.
Certification of Eligibles Attached.

Cert. of Eligibles

Motion by Mark Moretti, seconded by Sharon Beres, note eligible list, note roster card.
Roll call yes, Beres, Moretti,

Carried

Dept. of PS

COMMUNICATION #11

PAUL CIERECHOWICZ, Term.
POLICE OFFICER

Letter from Chief of Police dated 11/14/17
informing the Commission of the termination of
PAUL CHERECHOWICZ effective 11/14/17.

Motion by Sharon Beres, seconded by Mark Moretti, note roster card.
Roll call yes, Beres, Moretti,

Carried

Dept. of Development

COMMUNICATION #12

Exam Results

Exam results received from the NYS Dept. of
Civil Service for Examination #66218
BUILDING AND SAFETY PROPERTY INSPECTOR.

Motion by Sharon Beres, seconded by Mark Moretti, see Res. #1.
Roll call yes, Beres, Moretti,

Carried

DPW

COMMUNICATION #13

BLASÉ EVANCHO, Dis. Ret.

Determination from NYS and Local Employees
Retirement System dated 11/3/17 approving
application for Article 15 Disability Retirement
for Blasé Evancho.

Motion by Sharon Beres, seconded by Mark Moretti, note roster card.
Roll call yes, Beres, Moretti,

Carried

Dept. P & R

COMMUNICATION #14

NICHOLAS DLUGOSZ, Apptd.
YOUTH BUREAU DIR.

Letter from Mayor dated 11/26/17 to
NICHOLAS DLUGOSZ appointing him to the
position of YOUTH BUREAU DIR. effective
11/28/17.

Motion by Mark Moretti, seconded by Sharon Beres, approve appointment, note roster card.
Roll call yes, Beres, Moretti,

Carried

Motion by Moretti, seconded by Beres, to adjourn meeting.

Adjourned,

Karen Marciniak, Secretary