

January Regular Meeting MINUTES

City Council Chambers – 9:15 AM

Roll Call: Angelo Pitillo – Chairperson
Ralph Galanti – Commissioner *(via Zoom)*
Daniel M. Hawrylczak – Commissioner
Sharon Beres – Secretary
Mark Gawronski – Account Clerk Typist

Motion to open meeting by Pitillo, Seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

1. REVIEW MEETING MINUTES

a. Regular Meeting Minutes 12/16/2022

Motion to approve meeting minutes #1 by Pitillo, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

2. 1st EXECUTIVE SESSION—To discuss personnel matters: candidate applications

Motion to enter Executive Session by Hawrylczak, Seconded by Galanti; with Secretary Beres and Clerk Gawronski authorized to attend.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

Time entered into executive session: 10:20am

No action taken by formal vote while in executive session.

Motion to leave Executive Session by Hawrylczak, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

Time returned from Executive Session: 10:35am

3. 2nd EXECUTIVE SESSION—To discuss personnel matters: candidate applications

Motion to enter Executive Session by Hawrylczak, Seconded by Pitillo; with Secretary Beres, Clerk Gawronski, Public Safety Director John Wolf, Police Chief Mark Packard, and two candidates authorized to attend.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

Time entered into executive session: 10:37am

No action taken by formal vote while in executive session.

Motion to leave Executive Session by Hawrylczak, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

Time returned from Executive Session: 12:16pm.

4. APPLICANT DISQUALIFICATIONS

Motion to uphold disqualifications of candidate's "A" and "B" by Pitillo, seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

5. RESOLUTION #1: COMMISSIONER TERM DATE CORRECTION

BE IT HEREBY RESOLVED that Daniel Hawrylczak, Commissioner, Lackawanna Civil Service Commission, will have a term end date of 05/31/2028.

(Correction from June meeting with term end date of 05/31/2027. All Civil Service Commissioner term end dates are staggered and must end on May 31st of a different even-numbered year, per Section 15(1)(a) of Civil Service Law. Commissioners serve for six-year terms, unless filling a vacant term. Per section 24(1) of Civil Service Law, once appointed, Commissioners can only be removed from their positions for cause after a public hearing.)

Motion to adopt resolution #1 by Pitillo, Seconded by Galanti, with Hawrylczak abstaining.

YEAS: Pitillo, Galanti

Carried 2-0

ABSTAIN: Hawrylczak

6. POLICY ADVISORY REPORTS & INFORMATION MEMORANDA

a. PAR-01-23 World Trade Center Sick Leave Reimbursement Program

Procedures have been updated for obtaining reimbursement for sick leave granted to employees for qualifying illnesses related to the World Trade Center attacks and subsequent recovery activities, per Chapter 60 of the Laws of 2020.

b. PAR-02-23 Career Opportunities in Law Enforcement Examination Program – 26-886 Municipal Police Officer/Deputy Sheriff Eligible List

This memo is of particular importance to local civil service agencies whose local eligible list for Police Officer and/or Deputy Sheriff has been exhausted, as they can choose to use the state eligible list.

c. IM-01-23 Annual Report

2022 Local Civil Service Commission Annual Reports are due to the NYS Civil Service Commission by 03/01/2023.

d. IM-02-23 Civil Service Training Institute

This year's (2023) training institute for new and current civil service employees provided by NYS will take place online and in-person. Employees must be "permanent." Commissioners are welcome to enroll; tuition is free.

Motion to receive and file #6 by Pitillo, Seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

7. MSD 222

a. CITY

i. Requested Title: Assessor's Aide – One Position

ii. Requested Title: Code Enforcement Officer – Two Positions

Motion to approve and file #7 by Hawrylczak, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

8. COMPETITIVE APPOINTMENT

- a. CITY
 - i. Steve Balon – Code Enforcement Officer – PROVISIONAL – 01/01/2023
- b. POLICE
 - i. Mary Craig – Police Officer – PERMANENT EL 67216 – 01/12/2023
 - ii. Christopher Beres – Police Officer – PERMANENT EL 67216 – 01/12/2023
 - iii. Aydin Karagic – Police Officer – PERMANENT EL 67216 – 01/12/2023
 - iv. Gino Monaco – Police Officer – PERMANENT EL 67216 – 01/12/2023
- c. FIRE
 - i. Rashid Afif – Fire Lieutenant – PERMANENT EL 75994 – 01/09/2023
 - ii. Shad Garner – Fire Captain – PERMANENT EL 75040 – 01/09/2023

Motion to receive and file and note roster card #8 by Galanti, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

9. NON-COMPETITIVE APPOINTMENT

- a. CITY
 - i. Brandon Kinsley – Automotive Mechanic– PERMANENT – 12/28/2022

Motion to table #9 by Pitillo, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

10. RETIREMENT, RESIGNATION, TERMINATION, LEAVE OF ABSENCE

- a. FIRE
 - i. Gary Strzelczyk – Fire Captain – RETIREMENT – 01/06/2023
- b. SCHOOL
 - i. Patricia Gorkiewicz – School Monitor – LEAVE OF ABSENCE – 12/19/2022 to 3/20/2023
 - ii. Susan Hooper – Assistant Cook – RETIREMENT – 01/12/2023
 - iii. Laurie Kowalczyk – Account Clerk Typist – RESIGNATION – 12/21/2022
 - iv. Hannah Kwasniewski – Teachers Aides – LEAVE OF ABSENCE – 01/19/2023 to 05/16/2023
 - v. Desiree Owens – Cleaner – TERMINATION – 12/20/2022

Motion to receive, file and note roster card #10 by Hawrylczak, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

11. EXAMS

- a. Exams Pending Results
 - i. Dog Control Officer – 11/05/2022
 - ii. Signal Maintenance Worker – 12/10/2022
 - iii. Account Clerk Typist – 12/17/2022
- b. Exams Announced
 - i. Assistant City Comptroller – 01/28/2023
 - ii. City Comptroller – 01/28/2023
 - iii. Director of Facilities – 01/28/2023 (*Administered by NYS, Adopted by City*)
 - iv. Custodian – 03/18/2023
- c. Exams Requested to NYS
 - i. Code Enforcement Officer

- ii. Tenant Relations Specialist
- d. Exams Needed
 - i. Assessor's Aide

12. TABLED ITEM

- a. SCHOOL
 - i. MSD 222: Requested Title: Assistant School Business Administrator – One (1)
 - *NYS Civil Service office recommends classifying as Competitive; job specification created and sent to schools; schools no longer interested in creating position*

Motion to un-table #12a by Hawrylczak, seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

Motion to remove #12a from agenda by Hawrylczak, seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

- b. CITY: Request to Amend Job Specification
 - i. Code Enforcement Officer
 - *Added language showing NYS certification requirement; waiting on ratification of NYS Assembly Bill A276A; governor signed; researching final law*
- c. CITY: EXEMPT Appointments: ZONING BOARD OF APPEALS
 - <https://dos.ny.gov/zoning-board-appeals-overview>
 - i. George Halsey – Zoning Board Member – TERM EXPIRATION – 12/31/2022
 - ii. Wade Turner, Sr. – Zoning Board of Appeals Member – Effective 12/31/2022 to 12/31/2023

Motion to un-table #12c by Hawrylczak, seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

Motion to receive, file, and note roster card #12c by Pitillo, seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

13. ADJOURNMENT

Motion by Hawrylczak, seconded by Pitillo to adjourn #13.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

February Regular Meeting MINUTES

City Council Chambers – 9:15 AM

Roll Call: Angelo Pitillo – Chairperson (*In-Person*)
Ralph Galanti – Commissioner (*via Zoom*)
Daniel M. Hawrylczak – Commissioner (*via Zoom*)
Sharon Beres – Secretary (*via Zoom*)
Mark Gawronski – Account Clerk Typist (*In-Person*)

Motion to open meeting by Galanti, Seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

1. REVIEW MEETING MINUTES

a. Regular Meeting Minutes 01/20/2023

Motion to approve meeting minutes #1 by Galanti, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

2. EXECUTIVE SESSION—To discuss a particular exam candidate's qualification

Motion to enter Executive Session by Hawrylczak, Seconded by Galanti; with Secretary Beres, Clerk Gawronski, and Candidate "A" authorized to attend.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

Time entered into executive session: 9:25am

No action taken by formal vote while in executive session.

Motion to leave Executive Session by Galanti, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

Time returned from Executive Session: 9:45am

3. APPLICANT DISQUALIFICATIONS

Motion to overturn disqualification recommendation of candidate "A" and keep candidate "A" on eligible list 67216 by Hawrylczak, seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

4. RESOLUTION #1 ACCOUNT CLERK TYPIST EXAM #20003 RESULTS

WHEREAS, the open competitive examination for the position of ACCOUNT CLERK TYPIST #20003 in and for the City of Lackawanna was held December 17, 2022 and said examination was prepared and rated by the New York State Department of Civil Service at the request of this Commission,

NOW AND 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 hereby established as of February 17, 2023 as required by New York State Department of Civil Service.

Motion to adopt resolution #1 by Hawrylczak, seconded by Pitillo.
YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

5. POLICY ADVISORY REPORTS & INFORMATION MEMORANDA

a. PAR-03-23 Hiring-Emergency Limited Placement Program (H.E.L.P.)

(This is a temporary program to help local government employers address the current staffing issues for critical health and safety titles, including social workers, caseworkers, public dispatchers, etc. Local civil service agencies can place competitive class positions in the non-competitive class on a temporary basis, within program guidelines.)

Motion to receive and file #5 by Pitillo, Seconded by Galanti.
YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

6. COMPETITIVE APPOINTMENT

a. FIRE

- i. Ahmed Hassan – Firefighter – PERMANENT EL 67228 – 01/20/2023
- ii. Sarah Jackson – Firefighter – PERMANENT EL 67228 – 01/20/2023
- iii. Ryan Little – Firefighter – PERMANENT EL 67228 – 01/20/2023

Motion to receive and file and note roster card #6 by Hawrylczak, Seconded by Pitillo.
YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

7. NON-COMPETITIVE APPOINTMENT

a. SCHOOL

- i. Sihem Amiar – Teacher's Aides – PERMANENT – 01/23/2023
- ii. Nasma Noman – Teacher's Aides – PERMANENT – 01/26/2023

Motion to receive and file and note roster card #7 by Galanti, Seconded by Hawrylczak.
YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

8. LABOR

a. CITY

- i. Kelly Bigaj – Recreation Attendant – Crafts Teacher – PERMANENT - 01/30/2023
- ii. Tyler Fraterrigo – Seasonal Laborer – 02/06/2023 to 08/04/2023
- iii. Maneer Muflahi – Recreation Attendant – Van Driver – PERMANENT – 02/14/2023
- iv. Jackie Purcell – Recreation Attendant – Van Driver – PERMANENT – 02/06/2023

b. SCHOOL

- i. Adam Mohsin – Cleaner – PERMANENT – 01/23/2023

Motion to receive and file and note roster card #8 by Pitillo, Seconded by Galanti.
YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

9. RETIREMENT, RESIGNATION, TERMINATION, LEAVE OF ABSENCE

a. HOUSING AUTHORITY

- i. Brandon Falbo – Computer Operations Specialist – LEAVE OF ABSENCE EXTENSION – 01/23/2023 to up to 3 years

b. CITY

- i. Peter Leone – Motor Equipment Operator – RETIREMENT – 01/28/2023
- ii. Johnny Marsillo – Motor Equipment Operator – RETIREMENT – 02/27/2023
- iii. Greg Kowalik – Laborer – LEAVE OF ABSENCE EXTENSION – 01/21/2023 to 01/21/2024

Motion to table #9a by Hawrylczak, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

Motion to receive and file and note roster card #9 bi-iii by Hawrylczak, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

10. EXAMS

a. Exams Pending Results

- i. Dog Control Officer – 11/05/2022
- ii. Signal Maintenance Worker – 12/10/2022
- iii. Assistant City Comptroller – 01/28/2023
- iv. City Comptroller – 01/28/2023
- v. Director of Facilities – 01/28/2023 (*Administered by NYS, Adopted by City*)

b. Exams Announced

- i. Custodian – 03/18/2023

c. Exams Requested to NYS

- i. Code Enforcement Officer
- ii. Tenant Relations Specialist
- iii. Assessor's Aide
- iv. Fire Lieutenant
- v. Fire Captain

d. Exams Needed

- i. Police Officer
- ii. Firefighter

11. 2022 ANNUAL REPORT SUBMISSION DUE 03/01/2023

(Per NYS Civil Service Law section 26(1), municipal civil service agencies are required to report annually to the New York State Civil Service Commission on the state of civil service administration under their jurisdiction.)

12. TABLED ITEM

a. CITY

- i. Brandon Kinsley – Automotive Mechanic– PERMANENT – 12/28/2022

b. CITY: Request to Amend Job Specification

- i. Code Enforcement Officer
 - *Added language showing NYS certification requirement; waiting on ratification of NYS Assembly Bill A276A; governor signed; researching final law*

Motion to un-table #12ai by Galanti, Seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

Motion to receive, file, and note roster card #12ai by Galanti, Seconded by Pitillo.
YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

13. ADJOURNMENT

Motion by Hawrylczak, seconded by Pitillo to adjourn #13.
YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

February SPECIAL Meeting MINUTES

City Council Chambers – 9:15 AM

Roll Call: Angelo Pitillo – Chairperson *(via Zoom)*
Ralph Galanti – Commissioner *(via Zoom)*
Daniel M. Hawrylczak – Commissioner *(Absent)*
Sharon Beres – Secretary *(via Zoom)*
Mark Gawronski – Account Clerk Typist

Motion to open meeting by Pitillo, Seconded by Galanti.

YEAS: Pitillo, Galanti

Carried 2-0

1. 2022 ANNUAL REPORT SUBMISSION

(Per NYS Civil Service Law section 26(1), municipal civil service agencies are required to report annually to the New York State Civil Service Commission on the state of civil service administration under their jurisdiction.)

Motion to approve, submit, and file #1 by Pitillo, Seconded by Galanti.

YEAS: Pitillo, Galanti

Carried 2-0

2. ADJOURNMENT

Motion by Galanti, seconded by Pitillo to adjourn #2.

YEAS: Pitillo, Galanti

Carried 2-0

March Regular Meeting *Minutes*

City Council Chambers – 9:15 AM

Roll Call: Angelo Pitillo – Chairperson
Ralph Galanti – Commissioner (*via Zoom*)
Daniel M. Hawrylczak – Commissioner (*via Zoom*)
Sharon Beres – Secretary
Mark Gawronski – Account Clerk Typist

Motion to open meeting by Pitillo, Seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

1. REVIEW MEETING MINUTES

- a. Regular Meeting Minutes 02/17/2023
- b. Special Meeting Minutes 02/28/2023

Motion to approve meeting minutes #1 by Pitillo, Seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

2. *FIRST EXECUTIVE SESSION*—To discuss particular exam candidates' qualifications

Motion to enter Executive Session by Galanti, Seconded by Hawrylczak; with Secretary Beres, Clerk Gawronski, and Candidates "A" & "B" authorized to attend.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

Time entered into executive session: 9:22 AM

No action taken by formal vote while in executive session.

Motion to leave Executive Session by Pitillo, Seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

Time returned from Executive Session: 9:38 AM

3. *SECOND EXECUTIVE SESSION*—To discuss particular exam candidates' qualifications

Motion to enter Executive Session by Hawrylczak, Seconded by Pitillo; with Secretary Beres, Clerk Gawronski, and City Attorney Juda authorized to attend.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

Time entered into executive session: 10:22 AM

No action taken by formal vote while in executive session.

Motion to leave Executive Session by Pitillo, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

Time returned from Executive Session: 10:46 AM

4. APPLICANT DISQUALIFICATIONS

Motion to uphold disqualification of candidate B. Fitzpatrick from eligible list 67228 by Pitillo, seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

Motion by Pitillo, Seconded by Galanti, to remove candidate D. Kublas from eligible list 67228 unless they submit facts in opposition to the case within 60 days from the date of this meeting.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

5. RESOLUTION #1 DOG CONTROL OFFICER EXAM #65431 RESULTS

WHEREAS, the open competitive examination for the position of DOG CONTROL OFFICER #65431 in and for the City of Lackawanna was held November 5, 2022 and said examination was prepared and rated by the New York State Department of Civil Service at the request of this Commission,

NOW AND 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 hereby established as of March 16, 2023 as required by New York State Department of Civil Service.

Motion to adopt resolution #1 by Galanti, seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

6. MSD 222

a. SCHOOLS

- i. Requested Title: Teacher's Aides – One (Martin Road Elementary)

Motion to receive and file #6 by Pitillo, Seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

7. POLICY ADVISORY REPORTS & INFORMATION MEMORANDA

a. IM-03-23 Exam Fees 2022

(Section 23[2] of NYS Civil Service Law says that the state may charge a reasonable fee for services such as rating examinations, etc. This memo explains that 2022 exam fees are due to the state.)

Motion to receive and file #7 by Hawrylczak, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

8. 2022 EXAM FEES BILLING REPORT

Motion to receive and file #8 by Pitillo, Seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

9. NON-COMPETITIVE APPOINTMENT

a. CITY

- i. Jason Adam – Motor Equipment Operator (Sanitation Division) – PERMANENT – 02/13/2023
(*This is an assignment change.*)
- ii. Michael Balcarczyk – Motor Equipment Operator (Sanitation Division) – PERMANENT – 03/06/2023 (*This is an assignment change.*)

Motion to receive and file and note roster card #9 by Hawrylczak, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

10. LABOR

a. CITY

- i. Anthony Szymanski – Laborer (Streets Division) – PERMANENT – 01/30/2023
(*This is an assignment change.*)
- ii. Drew Sleger – Laborer (Sanitation Division) – PERMANENT – 02/16/2023
(*This is an assignment change.*)

b. SCHOOL

- i. Marie Basty – Cleaner – PERMANENT – 02/21/2023
- ii. Richard Cieslica – Cleaner – PERMANENT – 03/06/2023

Motion to receive and file and note roster card #10 by Galanti, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

11. RETIREMENT, RESIGNATION, TERMINATION, LEAVE OF ABSENCE

a. SCHOOLS

- i. Jordan Anderson – Hall Monitor – RESIGNATION – 01/31/2023
- ii. Rebecca Bielat – Registered Professional Nurses – RESIGNATION – 02/27/2023
- iii. Manar Mohsin – Teacher's Aides – RESIGNATION – 03/01/2023

Motion to receive and file and note roster card #11 by Pitillo, Seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

12. EXAMS

a. Exams Pending Results

- i. Signal Maintenance Worker – 12/10/2022
- ii. Assistant City Comptroller – 01/28/2023
- iii. City Comptroller – 01/28/2023
- iv. Director of Facilities – 01/28/2023 (*Administered by NYS, Adopted by City*)

b. Exams Announced

- i. Custodian – 03/18/2023

c. Exams Requested to NYS

- i. Code Enforcement Officer
- ii. Tenant Relations Specialist
- iii. Assessor's Aide
- iv. Fire Lieutenant
- v. Fire Captain

d. Exams Needed

- i. Police Officer

- ii. Police Captain
- iii. Firefighter

13. TABLED ITEM

a. HOUSING AUTHORITY

- i. Brandon Falbo – Computer Operations Specialist – LEAVE OF ABSENCE EXTENSION – 01/23/2023 to up to 3 years

b. CITY: Request to Amend Job Specification

- i. Code Enforcement Officer
 - *Added language showing NYS certification requirement; waiting on ratification of NYS Assembly Bill A276A; governor signed; researching final law*

Motion to un-table #13ai by Pitillo, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

Motion to receive and file and note roster card #13ai by Pitillo, Seconded by Hawrylczak.

YEAS: Pitillo, Hawrylczak

Carried 2-1

NAYS: Galanti

14. ADJOURNMENT

Motion by Pitillo, seconded by Galanti to adjourn #14.

YEAS: Pitillo, Galanti, Hawrylczak

April Regular Meeting MINUTES

City Council Chambers – 9:15 AM

Roll Call: Angelo Pitillo – Chairperson (*via conference call*)
Ralph Galanti – Commissioner
Daniel M. Hawrylczak – Commissioner
Sharon Beres – Secretary
Mark Gawronski – Account Clerk Typist

Motion to open meeting by Hawrylczak, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

1. REVIEW MEETING MINUTES

- a. Regular Meeting Minutes 03/16/2023

Motion to approve meeting minutes #1 by Galanti, Seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

2. RESOLUTION #1 SIGNAL MAINTENANCE WORKER EXAM #69175 RESULTS

WHEREAS, the open competitive examination for the position of SIGNAL MAINTENANCE WORKER #69175 in and for the City of Lackawanna was held December 10, 2022 and said examination was prepared and rated by the New York State Department of Civil Service at the request of this Commission,

NOW AND 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 hereby established as of April 28, 2023 as required by New York State Department of Civil Service.

Motion to adopt resolution #1 by Hawrylczak, seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

3. RESOLUTION #2 CUSTODIAN EXAM #20231 RESULTS

WHEREAS, the open competitive examination for the position of CUSTODIAN #20231 in and for the City of Lackawanna was held March 18, 2023 and said examination was prepared and rated by the New York State Department of Civil Service at the request of this Commission,

NOW AND 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 hereby established as of April 28, 2023 as required by New York State Department of Civil Service.

Motion to adopt resolution #2 by Galanti, seconded by Hawrylczak.
YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

4. MSD 222-New Position Duties Statement

a. SCHOOLS

- i. Requested Title: Teacher's Aides – Two (Truman Elementary)

Motion to approve and file #4 by Pitillo, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

5. REQUESTS TO AMEND JOB SPECIFICATION

a. CITY

- i. Recreation Attendant
- ii. Recreation Specialist
- iii. Recreation Leader

(Request made jointly by the Comptroller's Office and Recreation Department. Revisions added to account for existing summer recreation and senior center staff duties and paygrades.)

Motion to adopt and file #5 by Galanti, Seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

6. POLICY ADVISORY REPORTS & INFORMATION MEMORANDA

- a. PAR 05-23: Correction Officer Training and Experience Examination (T&E) Pilot #3 Process

(This outlines the policies and procedures relative to the Correction Officer Pilot program. Meant to assist agencies in hiring new corrections officers due to staffing shortages.)

Motion to receive and file #6 by Hawrylczak, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

7. COMPETITIVE

a. CITY

- i. Anthony Catuzza – Dog Control Officer – PERMANENT EL #65431 – 03/27/2023

b. SCHOOLS

- i. Shafeeqah Ahmed – Account Clerk Typist – PERMANENT EL #20003 – 03/17/2023
- ii. Ramona Ervin – Account Clerk Typist – PERMANENT EL #20003 – 03/17/2023
- iii. Seham Juran* – Account Clerk Typist – PROVISIONAL – 03/17/2023 *(2nd and last Provisional Appointment)*
- iv. Shaquilla Myles* – Account Clerk Typist – PROVISIONAL – 03/17/2023 *(2nd and last Provisional Appointment)*
- v. Rosemary Pierce – Account Clerk Typist – PERMANENT EL #20003 – 03/17/2023
- vi. Ann Vertino – Account Clerk Typist – PERMANENT EL #20003 – 03/17/2023

Motion to receive and file and note roster card #7 by Hawrylczak, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

8. NON-COMPETITIVE APPOINTMENT

a. CITY

- i. Marie Kosmowski – Municipal Bingo Inspectors (Part-time) – PERMANENT – 03/13/23 to 12/31/26 (*4-year term, filling vacancy*)
- ii. Gary Mikolajczak – Municipal Bingo Inspectors (Part-time) – PERMANENT – 03/13/23 to 12/31/26 (*4-year term, filling vacancy*)
- iii. Holly Ann Leohr – Municipal Bingo Inspectors (Part-time) – PERMANENT – 03/27/23 to 12/31/26 (*4-year term, filling vacancy*)

b. SCHOOLS

- i. Alicia Maymi – Teacher's Aides – PERMANENT – 04/11/2023

Motion to receive and file and note roster card #8 by Galanti, Seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

9. EXEMPT

a. CITY

- i. Katrina Zambron – Planning & Development Board Member – PERMANENT – 04/17/2023 to 12/31/2028

Motion to receive and file and note roster card #9 by Hawrylczak, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

10. UNCLASSIFIED

a. CITY

- i. Linda Zybert – Youth Board Director – PERMANENT – 03/29/2023 to 12/31/2025

Motion to receive and file and note roster card #10 by Hawrylczak, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

11. LABOR

a. SCHOOL

- ii. Andrea Haxton – School Monitors – PERMANENT – 03/17/2023
- iii. Louis Vertino – Cleaners – PERMANENT – 03/20/2023

Motion to receive and file and note roster card #11 by Pitillo, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

12. RETIREMENT, RESIGNATION, TERMINATION, LEAVE OF ABSENCE

a. CITY

- i. Christopher Druzbiak – Working Supervisors (Public Works) – RETIREMENT – 03/27/2023
- ii. Jeffrey Gawel – Fire Captain – RETIREMENT – 03/23/2023
- iii. James Judd – Fire Lieutenant – RETIREMENT – 04/29/2023
- iv. Drew Ortega – Planning & Development Board Member – RESIGNATION – 04/17/2023

b. SCHOOLS

- i. Patricia Gorkiewicz – School Monitors – RESIGNATION – 03/20/2023
- ii. Kenneth Jackson – Director of Facilities II – SUSPENSION – 03/17/2023
- iii. Kenneth Jackson – Director of Facilities II – RESIGNATION – 04/17/2023

- iv. Stefanie Monaco – Teacher’s Aides – LEAVE OF ABSENCE EXTENSION – 03/16/23 to 06/24/23
- v. Darrin Vecchio – School Monitors – REMOVAL – 04/14/2023
- vi. Elizabeth Wolf – Provisional Account Clerk Typist – REMOVAL – 03/28/2023

Motion to receive and file and note roster card #12 by Hawrylczak, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

13. BOARD APPOINTMENTS STATUS *(Informational—No Action Necessary)*

14. EXAMS *(Informational—No Action Necessary)*

- a. Exams Pending Results
 - i. Assistant City Comptroller – 01/28/2023
 - ii. City Comptroller – 01/28/2023
 - iii. Director of Facilities – 01/28/2023 *(Administered by NYS, Adopted by City)*
- b. Exams Announced
 - i. Assessor’s Aide – 06/10/2023
 - ii. Fire Captain – 06/24/2023
- c. Exams Requested to NYS
 - i. Code Enforcement Officer
 - ii. Tenant Relations Specialist
 - iii. Firefighter
 - iv. Police Officer
 - v. Police Captain
- d. Exams Needed
 - i. Account Clerk Typist

15. TABLED ITEM

- a. CITY: Request to Amend Job Specification
 - i. Code Enforcement Officer
 - *Added language showing NYS certification requirement; waiting on ratification of NYS Assembly Bill A276A; governor signed; rule takes effect 4/27/23*

16. ADJOURNMENT

Motion by Hawrylczak, seconded by Galanti to adjourn #16.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

May Regular Meeting MINUTES

City Council Chambers – 9:15 AM

Roll Call: Angelo Pitillo – Chairperson (*via conference call*)
Ralph Galanti – Commissioner (*via Zoom*)
Daniel M. Hawrylczak – Commissioner (*via Zoom*)
Sharon Beres – Secretary (*via Zoom*)
Mark Gawronski – Account Clerk Typist (*via Zoom*)

Motion to open meeting by Pitillo, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

1. REVIEW MEETING MINUTES

- a. Regular Meeting Minutes 04/28/2023

Motion to approve meeting minutes #1 by Galanti, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

2. RESOLUTION #1 ASSISTANT CITY COMPTROLLER EXAM #60824 RESULTS

WHEREAS, the open competitive examination for the position of ASSISTANT CITY COMPTROLLER #60824 in and for the City of Lackawanna was held January 28, 2023 and said examination was prepared and rated by the New York State Department of Civil Service at the request of this Commission,

NOW AND 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 hereby established as of May 11, 2023 as required by New York State Department of Civil Service.

Motion to adopt resolution #1 by Hawrylczak, seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

3. RESOLUTION #2 CITY COMPTROLLER #63405 RESULTS

WHEREAS, the open competitive examination for the position of CITY COMPTROLLER #63405 in and for the City of Lackawanna was held January 28, 2023 and said examination was prepared and rated by the New York State Department of Civil Service at the request of this Commission,

NOW AND 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 hereby established as of May 11, 2023 as required by New York State Department of Civil Service.

Motion to adopt resolution #2 by Hawrylczak, seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

4. POLICY ADVISORY REPORTS & INFORMATION MEMORANDA

a. PAR 04-23: Disciplinary Rights of Firefighters

(This outlines changes to firefighter disciplinary rights. Of note, one of the amendments to civil service law introduces an independent hearing officer with special, final decision-making powers. Before, hearing officers only made recommendations.)

Motion to receive and file #4 by Galanti, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

5. NON-COMPETITIVE APPOINTMENT

a. CITY

- i. David VanRemmen – Motor Equipment Operator (Streets Division) – PERMANENT – 04/27/2023
(Formerly a Laborer)

Motion to receive and file and note roster card #5 by Pitillo, Seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

6. LABOR

a. CITY

- i. Eric Pendrak – Laborer (Streets Division) – TEMPORARY – 05/01/2023

Motion to receive and file and note roster card #6 by Galanti, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

7. RETIREMENT, RESIGNATION, TERMINATION, LEAVE OF ABSENCE

a. LIBRARY

- i. Chelsey Lonberger – Library Director I – RESIGNATION – 04/22/2023

b. HOUSING AUTHORITY

- i. James West – Maintenance Mechanic – RETURN FROM LEAVE OF ABSENCE – 05/01/2023

Motion to receive and file and note roster card #7 by Hawrylczak, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

8. EXAMS *(Informational—No Action Necessary)*

a. Exams Pending Results

- i. Director of Facilities – 01/28/2023 *(Administered by NYS, Adopted by City)*

b. Exams Announced

- i. Assessor's Aide – 06/10/2023
- ii. Fire Captain – 06/24/2023

c. Exams Requested to NYS

- i. Code Enforcement Officer *(hiring provisionally until test is released)*

- ii. Tenant Relations Specialist
- iii. Firefighter
- iv. Police Officer
- v. Police Captain
- d. Exams Needed
 - i. Account Clerk Typist

9. ASSIGNMENT CHANGE (*Informational—No Action Necessary*)

- a. CITY
 - i. Anthony Szymanski – Laborer – City Hall/Senior Center – 05/08/2023

10. TABLED ITEM

- a. CITY: Request to Amend Job Specification
 - i. Code Enforcement Officer
 - *Added language showing NYS certification requirement; waiting on ratification of NYS Assembly Bill A276A; governor signed; rule takes effect 4/27/23*

Motion to un-table #10 by Galanti, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

Motion to adopt and file #10 by Galanti, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

11. ADJOURNMENT

Motion by Hawrylczak, seconded by Pitillo to adjourn #11.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

June Regular Meeting MINUTES

City Council Chambers – 9:15 AM

Roll Call: Angelo Pitillo – Chairperson
Ralph Galanti – Commissioner
Daniel M. Hawrylczak – Commissioner (*via ZOOM*)
Sharon Beres – Secretary
Mark Gawronski – Account Clerk Typist

Motion to open meeting by Pitillo, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

1. REVIEW MEETING MINUTES

- a. Regular Meeting Minutes 05/11/2023

Motion to approve meeting minutes #1 by Hawrylczak, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

2. RESOLUTION #1 DIRECTOR OF FACILITIES I, II, and III (#26896, #26987, #26898) RESULTS

WHEREAS, the open competitive examinations for the positions of DIRECTOR OF FACILITIES I (#26896), II (#26987), and III (#26898) in and for the City of Lackawanna were held January 28, 2023 and said examinations were given, prepared, and rated by the New York State Department of Civil Service at the request of this Commission,

NOW AND THEREFORE BE IT RESOLVED: that the duration of the eligible lists for said positions be and are hereby established for a period of four years, and

BE IT FURTHER RESOLVED: that the eligible lists for said positions be and hereby established as of June 12, 2023 as required by New York State Department of Civil Service.

Motion to adopt resolution #1 by Galanti, seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

3. MSD 222-New Position Duties Statement

- a. SCHOOLS

- i. Requested Title: Teacher's Aides – TEMPORARY (Summer Programming) – Eleven (11)

Motion to approve and file #3 by Pitillo, Seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

4. REQUESTS TO AMEND JOB SPECIFICATION

- a. CITY

- i. Police Officer
 - ii. Complaint Writer/Dispatcher

(Minor changes to Police Officer language. Some additions and deletions to Complaint Writer/Dispatcher "Examples of Work" as noted.)

Motion to approve and file #4 by Hawrylczak, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

5. POLICY ADVISORY REPORTS & INFORMATION MEMORANDA

- a. PAR 06-23: Director of Facilities Examinations – Score Notices and Eligible Lists

(This details the process for local agencies to adopt the state-run DOF eligible lists from the exams given on 01/28/2023.)

- b. PAR 07-23: Workforce Demographic Data Collection Initiative and Requests for Data

(This talks about how the NYS Civil Service Office requests and collects demographic data on all test candidates. This data is made available to local Civil Service agencies. This PAR also asks appointing authorities to ask current employees to complete the online Bio Data Research Questionnaire.)

Motion to receive and file #5 by Galanti, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

6. COMPETITIVE

- a. CITY

- i. Peggy Bigaj-Sobol – Assistant City Comptroller – PERMANENT EL #60824 – 05/23/2023
- ii. Shannon Falbo – Account Clerk Typist – PERMANENT (Assignment Change) – 05/23/2023
- iii. Mark Gawronski – Account Clerk Typist – PERMANENT EL #20002 – 05/23/2023
- iv. Nicholas Kasprzak – Fire Lieutenant – PERMANENT EL #75994 – 05/23/2023
- v. Gene Olivieri, Jr. – Fire Captain – PERMANENT EL #75040 – 05/23/2023
- vi. Justin Zybert – Fire Lieutenant – PERMANENT EL #75994 – 05/23/2023

- b. SCHOOLS

- i. Alicia Maymi – Account Clerk Typist – PROVISIONAL – 05/30/2023

Motion to receive and file and note roster card #6 by Pitillo, Seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

7. NON-COMPETITIVE APPOINTMENT

- a. CITY

- i. Daniel Geercken – Working Supervisor (Public Works) – PERMANENT – 05/15/23
- ii. Michael Greaves – Motor Equipment Operators (Streets Division) – PERMANENT – 04/04/2023

- b. SCHOOLS

- i. Sarah Abdullah – Teacher's Aides – PERMANENT – 05/18/2023
- ii. Halima Nagi – Teacher's Aides – PERMANENT – 05/30/2023

Motion to receive and file and note roster card #7 by Galanti, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

8. LABOR

- a. SCHOOL

- i. Lisa Troy – School Monitors – PERMANENT – 05/15/2023

Motion to receive and file and note roster card #8 by Galanti, Seconded by Hawrylczak.

9. RETIREMENT, RESIGNATION, TERMINATION, LEAVE OF ABSENCE

- a. CITY
 - i. Daniel Geercken – Motor Equipment Operators (Public Works) – LEAVE OF ABSENCE – 05/15/23 to 05/15/24
 - ii. Wil Strehlow – Police Officer – RESIGNATION – 05/27/2023
- b. SCHOOLS
 - i. Alicia Maymi – Teacher’s Aides – LEAVE OF ABSENCE – 05/30/2023

Motion to receive and file and note roster card #9 by Pitillo, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

10. LOCAL RULES DISCUSSION *(No Action Necessary)*

(Our “local rules” bear the force and effect of law. Opportunity exists for our rules to be updated to allow for better civil service administration. NYS provides model rules and suggested revisions to ours.)

11. EXAMS *(Informational—No Action Necessary)*

- a. Exams Pending Results
 - i. NA
- b. Exams Announced
 - i. Assessor’s Aide – 06/10/2023
 - ii. Fire Captain – 06/24/2023
 - iii. Tenant Relations Specialist – 08/05/2023
- c. Exams Requested to NYS *(no date yet)*
 - i. Code Enforcement Officer
 - ii. Firefighter
 - iii. Police Officer
 - iv. Police Captain
- d. Exams Needed
 - i. Account Clerk Typist
 - ii. Complaint Writer/Dispatcher

12. ADJOURNMENT

Motion by Hawrylczak, seconded by Galanti to adjourn #12.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

July Regular Meeting MINUTES

City Council Chambers – 9:15 AM

Roll Call: Angelo Pitillo – Chairperson
Ralph Galanti – Commissioner
Daniel M. Hawrylczak – Commissioner
Sharon Beres – Secretary
Mark Gawronski – Account Clerk Typist

Motion to open meeting by Pitillo, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

1. REVIEW MEETING MINUTES

- a. Regular Meeting Minutes 6/9/2023

Motion to approve meeting minutes #1 by Hawrylczak, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

2. MSD 222-New Position Duties Statement

- a. SCHOOLS

- i. Requested Title: Teacher's Aides – Ten (10)
- ii. Requested Title: Minority Group Specialist-School District
- iii. Requested Title: Microcomputer Technical Support Specialist

Motion to approve and file #2 by Pitillo, Seconded by Galanti.

YEAS: Pitillo, Galanti

NAYS: Hawrylczak

Carried 2-0

3. REQUESTS TO AMEND JOB SPECIFICATION

- a. CITY

- i. Police Captain *(Added units to police departments.)*
- ii. Dog Control Officer *(Changing title to Animal Control Officer)*

Motion to approve and file #3 by Hawrylczak, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

4. POLICY ADVISORY REPORTS & INFORMATION MEMORANDA

- a. IM 04-23: Summary of Annual Reports-2022

(This is notice that the "Summary of Annual Reports" for all NYS civil service agencies is available on the state website.)

- b. IM 05-23: Update: Hiring Emergency Limited Placement Program (HELP Program)

(An update on the program initiated by the state to meet staffing issues for critical health and safety titles, including statistics and new website feature. Deadline to apply is 12/31/23.)

- c. IM 06-23: Caseworker Training & Experience Exam Development

(This is a request for civil service agencies to review social service position classifications and to nominate current social work employees to help in developing a T&E exam for these hard-to-fill positions.)

d. PAR 08-23: Examination Numbers

(This is an update to the previous PAR 06-18 explaining that the state is still transitioning its examination numbering system from a 5-digit format to 8-digit. Currently, the state keeps running out of exam numbers, which means agencies cannot request exams, delaying hiring. The short-term solution involves generating a new range of exam numbers.)

e. PAR 09-23: Changes to Section 57 of the Civil Service Law – Continuous Recruitment

(Open competitive examinations can be held on a continuous recruitment basis when deemed appropriate. Before this amendment, the law provided for continuous recruitment only when inadequate numbers of well qualified persons were available for recruitment.)

f. PAR 10-23: Changes to Section 50 of the Civil Service Law – Application Fees

*(This amendment directs the State Department of Civil Service to waive application fees for all **State** exams from July 1, 2023, through December 31, 2025. This change **does not** apply to local governments. Local civil service agencies may waive application fees at any time, subject to the approval of the appropriate governmental body.)*

Motion to receive and file #4 by Hawrylczak, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

5. COMPETITIVE

a. CITY

- i. Jillian Catuzza – Firefighter – PERMANENT EL #67228 - 06/12/2023
- ii. Jacob Lewis – Firefighter – PERMANENT EL #67228 - 06/12/2023
- iii. Debbie Metzger – Account Clerk Typist – PERMANENT EL #20003 – 06/26/2023
- iv. Mustafa Mohamed – Code Enforcement Officer – PROVISIONAL – 06/26/2023
- v. Jeffrey Palczewski – Firefighter – PERMANENT EL #67228 - 06/12/2023

b. LIBRARY

- i. Pamela Edholm – Library Director I – PERMANENT EL #61026 - 06/03/2023
(Library positions are hired and tested through Erie County Civil Service.)

c. SCHOOLS

- i. Jonah Santiago – Custodian – PERMANENT EL #20231 – 06/16/2023
- ii. Louis Vertino – Custodian – PERMANENT EL #20231 – 06/16/2023

Motion to receive and file and note roster card #5a&c by Galanti, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

Motion to receive and file #5b by Hawrylczak, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

(Library positions are hired through Erie County Civil Service versus Lackawanna Civil Service. These positions are paid by, and tested through, Erie County and belong to Erie County unions. Given this information, commissioners motioned to receive and file the information versus also noting a roster card.)

6. NON-COMPETITIVE APPOINTMENT

a. SCHOOLS

- i. Lisa Troy – Teacher’s Aides – PERMANENT – 06/16/23
- ii. 9 Summer Teacher’s Aides (Appendix B) – TEMPORARY – 7/7/2023 to 8/21/2023

Motion to receive and file and note roster card #6 by Hawrylczak, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

7. LABOR

a. CITY

- i. 36 Summer Recreation Attendants (Appendix A) – TEMPORARY – 7/3/2023 to 8/18/2023
- ii. Braiden Daley – Seasonal Laborer – PERMANENT – 06/16/23 to 09/01/23
- iii. Michael Elvers – Seasonal Laborer (Buildings Division) – PERMANENT – 06/26/23 to 09/01/23
- iv. Rayan Kaid – Seasonal Laborer – PERMANENT – 06/12/23 to 08/18/23
- v. Caleb Kinsley – Seasonal Laborer – PERMANENT – 06/26/2023 to 09/01/2023
- vi. Matthew Rodriguez – Seasonal Laborer – PERMANENT – 06/12/23 to 08/18/23

b. SCHOOL

- i. Stacey Capodicasa – School Monitors – PERMANENT – 09/01/2023

Motion to receive and file and note roster card #7 by Pitillo, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

8. RETIREMENT, RESIGNATION, TERMINATION, LEAVE OF ABSENCE

a. CITY

- i. Tyler Fraterrigo – Seasonal Laborer – TERMINATION – 07/31/2023

b. SCHOOLS

- i. Peter Mendez – Maintenance Mechanic – RETIREMENT – 06/30/2023
- ii. Amna Mohamad – Teacher’s Aides – RESIGNATION – 07/09/2023
- iii. Gary Nowak – Provisional Custodian – TERMINATION – 06/23/2023
- iv. Mary Rodriguez – School Monitors – RESIGNATION – 06/05/2023
- v. Lisa Troy – School Monitors – LEAVE OF ABSENCE – 06/15/23 to 06/15/24

Motion to receive and file and note roster card #8 by Pitillo, Seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

9. LOCAL RULES DISCUSSION *(No Action Necessary)*

(Our “local rules” bear the force and effect of law. Opportunity exists for our rules to be updated to allow for better civil service administration. NYS provides model rules and suggested revisions to ours.)

10. EXAMS (*Informational—No Action Necessary*)

- a. Exams Pending Results
 - i. Assessor's Aide – 06/10/2023
 - ii. Fire Captain – 06/24/2023
- b. Exams Announced
 - i. Tenant Relations Specialist – 08/05/2023
 - ii. Account Clerk Typist – 08/26/2023
 - iii. Police Officer – 09/09/2023
- c. Exams Requested to NYS (*no date yet*)
 - i. Code Enforcement Officer
 - ii. Complaint Writer/Dispatcher
 - iii. Dog Control Officer
 - iv. Firefighter
 - v. Police Captain

11. ADJOURNMENT

Motion by Hawrylczak, seconded by Pitillo to adjourn #11.
YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

APPENDIX A

– 36 Recreation Attendants (Playground Watchers) – TEMPORARY – 7/3/2023 to 8/18/2023

- 1) Neveah Adams
- 2) Ali Aldhabyani
- 3) Ali Ali
- 4) Rodney Alls, Jr.
- 5) Abdulghani Almontaser
- 6) Giannari Alvira
- 7) Reham Alzaogari
- 8) Rowad Alzaogari
- 9) Kabool Barman
- 10) Ethan Batch
- 11) Raekell Blackburn
- 12) Samantha Brennan
- 13) Madison Burton
- 14) Jameson Chalupka
- 15) Symonne Clements
- 16) Angela Dailey
- 17) Tiffanie Dailey
- 18) Damian Deyoe
- 19) Destiny Elliott— (Craft Worker)
- 20) Christopher Farr

- 21) Lilli Heffelman
- 22) Jillian Hughes
- 23) Zanaya Ingram
- 24) Dionne Jones
- 25) Anese Juran
- 26) Susan Kane
- 27) Dalton Kantenwein
- 28) Macquel Leatherbarrow
- 29) Diamond Lee
- 30) Shyairah Mathis
- 31) Kylie Pendrak
- 32) Madisyn Pendrak— (Van Driver)
- 33) Kobey Underwood
- 34) Ajay Weber
- 35) Rheanna Welsh
- 36) Mason Whitney

APPENDIX B

– 9 Teacher's Aides (Summer Programming) – TEMPORARY – 7/7/2023 to 8/21/2023

- 1) Kelsey Anderson
- 2) Dwight Barber
- 3) Carol Green
- 4) Shaquilla Myles
- 5) Nasma Noman
- 6) Cortney Staniszewski
- 7) Lisa Troy
- 8) Cheryl Van Houten
- 9) Deanna Weiland

August Regular Meeting MINUTES

City Council Chambers – 9:15 AM

Roll Call: Angelo Pitillo – Chairperson (Absent)
Ralph Galanti – Commissioner (*Via Zoom*)
Daniel M. Hawrylczak – Commissioner (*Via Zoom*)
Sharon Beres – Secretary (*Via Zoom*)
Mark Gawronski – Account Clerk Typist (*Via Zoom*)

Motion to open meeting by Galanti, Seconded by Hawrylczak.

YEAS: Galanti, Hawrylczak

Carried 2-0

1. REVIEW MEETING MINUTES

- a. Regular Meeting Minutes 7/21/2023

Motion to approve meeting minutes #1 by Galanti, Seconded by Hawrylczak.

YEAS: Galanti, Hawrylczak

Carried 2-0

2. MSD 222-New Position Duties Statement

- a. SCHOOLS
 - i. Requested Title: Library Assistant – One (1)

Motion to table #2 by Hawrylczak, Seconded by Galanti.

YEAS: Galanti, Hawrylczak

Carried 2-0

3. POLICY ADVISORY REPORTS & INFORMATION MEMORANDA

- a. PAR-11-23: Local Master Examination Schedule (2023-2024)

Motion to receive and file #3 by Galanti, Seconded by Hawrylczak.

YEAS: Galanti, Hawrylczak

Carried 2-0

4. COMPETITIVE

- a. CITY
 - i. Jonathan Custard-Jarosz – Police Officer – PERMANENT EL #67216 – 7/26/2023
 - ii. Kayla Maxon – Police Officer – PERMANENT EL #67216 – 7/26/2023

Motion to receive and file and note roster card #4 by Hawrylczak, Seconded by Galanti.

YEAS: Galanti, Hawrylczak

Carried 2-0

5. UNCLASSIFIED APPOINTMENT

- a. CITY
 - i. Kelsey Anderson – Deputy City Clerk – PERMANENT – 8/7/2023 to 12/31/2024
 - ii. Grace Marrano – City Clerk – PERMANENT – 8/1/2023 to 12/31/2026

Motion to receive and file and note roster card #5 by Hawrylczak, Seconded by Galanti.

YEAS: Galanti, Hawrylczak

Carried 2-0

6. NON-COMPETITIVE APPOINTMENT

a. SCHOOLS

- i. Hana Muthanna – Minority Group Specialist – PERMANENT – 8/21/2023

Motion to receive and file and note roster card #6 by Hawrylczak, Seconded by Galanti.

YEAS: Galanti, Hawrylczak

Carried 2-0

7. LABOR

a. SCHOOL

- i. Abdulrahman Yahya – Cleaner – PERMANENT – 7/26/2023

Motion to receive and file and note roster card #7 by Galanti, Seconded by Hawrylczak.

YEAS: Galanti, Hawrylczak

Carried 2-0

8. RETIREMENT, RESIGNATION, TERMINATION, LEAVE OF ABSENCE

a. CITY

- i. Jeffrey Depasquale – City Clerk – RETIREMENT – 7/31/2023
- ii. Marguerite Jackson – Account Clerk Typist – RETIREMENT – 7/28/2023
- iii. Lauren Jednak – Director of Development – RESIGNATION – 7/28/2023

Motion to receive and file and note roster card #8 by Hawrylczak, Seconded by Galanti.

YEAS: Galanti, Hawrylczak

Carried 2-0

9. EXAMS (*Informational—No Action Necessary*)

a. Exams Pending Results

- i. Assessor's Aide – 6/10/2023
- ii. Fire Captain – 6/24/2023
- iii. Tenant Relations Specialist – 8/5/2023

b. Exams Announced

- i. Account Clerk Typist – 8/26/2023
- ii. Police Officer – 9/9/2023
- iii. Police Captain – 10/21/2023

c. Exams Requested to NYS (*no date yet*)

- i. Code Enforcement Officer
- ii. Complaint Writer/Dispatcher
- iii. Animal Control Officer
- iv. Firefighter

10. ADJOURNMENT

Motion by Hawrylczak, seconded by Galanti to adjourn #10.

YEAS: Galanti, Hawrylczak

Carried 2-0

September Regular Meeting MINUTES

City Council Chambers – 9:15 AM

Roll Call: Angelo Pitillo – Chairperson
Ralph Galanti – Commissioner
Daniel M. Hawrylczak – Commissioner
Sharon Beres – Secretary
Mark Gawronski – Account Clerk Typist

Motion to open meeting by Pitillo, Seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

1. REVIEW MEETING MINUTES

a. Regular Meeting Minutes 8/14/2023

i. Correction to Minutes: Jeffrey DePasquale “RETIREMENT” not “RESIGNATION”

Motion to approve meeting minutes #1 by Galanti, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

2. RESOLUTION #1

BE IT HEREBY RESOLVED: that the eligible list (#67216) for the position of POLICE OFFICER, originally established on September 24, 2021 and extended once for a year on September 24, 2022, be and is hereby extended again for a period of one year commencing on September 24, 2023 and expiring on September 24, 2024.

(The list can be extended such that the maximum duration is four years. Given that the list was in existence for a minimum of one year, any new list from a new exam would end this list.)

Motion to adopt and file resolution #1 by Pitillo, Seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

3. RESOLUTION #2

BE IT HEREBY RESOLVED: that the eligible list (#67228) for the position of FIRE FIGHTER, originally established on September 24, 2021 and extended once for a year on September 24, 2022, be and is hereby extended again for a period of one year commencing on September 24, 2023 and expiring on September 24, 2024.

(The list can be extended such that the maximum duration is four years. Given that the list was in existence for a minimum of one year, any new list from a new exam would end this list.)

Motion to adopt and file resolution #2 by Galanti, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

4. RESOLUTION #3

BE IT HEREBY RESOLVED: that the eligible list (#77794) for the position of POLICE LIEUTENANT, originally established on October 21, 2022 and expiring on October 21, 2023, be and is hereby extended for a period of one year commencing on October 21, 2023 and expiring on October 21, 2024.

(The list can be extended such that the maximum duration is four years. Given that the list was in existence for a minimum of one year, any new list from a new exam would end this list.)

Motion to adopt and file resolution #3 by Pitillo, Seconded by Galanti.
YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

5. RESOLUTION #4

BE IT HEREBY RESOLVED: that the eligible list (#75994) for the position of FIRE LIEUTENANT, originally established on November 19, 2021 and extended once for a year on November 19, 2022, be and is hereby extended again for a period of one year commencing on November 19, 2023 and expiring on November 19, 2024.

(The list can be extended such that the maximum duration is four years. Given that the list was in existence for a minimum of one year, any new list from a new exam would end this list.)

Motion to adopt and file resolution #4 by Pitillo, Seconded by Hawrylczak.
YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

6. RESOLUTION #5

WHEREAS, the open competitive examination for the position of ACCOUNT CLERK TYPIST in and for the City of Lackawanna was held August 26, 2023 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 hereby established as of September 15, 2023.

Motion to adopt and file resolution #5 by Pitillo, Seconded by Hawrylczak.
YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

7. MSD 222-New Position Duties Statement

a. SCHOOLS

- i. Requested Title: Maintenance Worker – One (1)
- ii. Requested Title: Minority Group Specialist – One (1)

Motion to approve and file #7 by Pitillo, Seconded by Hawrylczak.
YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

8. POLICY ADVISORY REPORTS & INFORMATION MEMORANDA

- a. IM-07-23: Upcoming Training Webinars – Examination Administration
(NYS Civil Service provided a 1-hour live webinar training on Exam Administration on 8/23/23.)
- b. IM-08-23: Upcoming Training Webinars – Rules Resolutions
(NYS Civil Service provided a 1-hour live webinar training on Local Rules Resolutions on 8/31/23.)

- c. PAR-12-23: Correction Officer Training and Experience Examination (T&E) Pilot #3 Results and Feedback – Pilot #4 Instructions
(This is a summary of results for Pilot #3 and instructions for Pilot #4 of converting the Correction Officer exam to the “Training and Experience” format.)

Motion to receive and file #8 by Galanti, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

9. COMPETITIVE

- a. CITY
 - i. Linda Hybicki – City Comptroller – PERMANENT EL #63405 – 6/23/2023
- b. SCHOOL
 - i. Michael Brown – Director of Facilities II – PERMANENT EL #26897 – 8/28/2023

Motion to receive and file and note roster card #9 by Hawrylczak, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

10. NON-COMPETITIVE

- a. SCHOOL
 - i. Shannon Bartz – Teacher’s Aides – PERMANENT – 9/1/2023
 - ii. Cristle Creek – Teacher’s Aides – PERMANENT – 8/30/2023
 - iii. Sameeha Galab – Teacher’s Aides – PERMANENT – 9/11/2023
 - iv. Carol Green – Teacher’s Aides – PERMANENT – 8/30/2023
 - v. Tristan Jacobs – Teacher’s Aides – PERMANENT – 8/30/2023
 - vi. Nicole Reed – Teacher’s Aides – PERMANENT – 8/30/2023

Motion to receive and file and note roster card #10 by Pitillo, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

11. LABOR

- a. CITY
 - i. Michelle Bowen-Lakso – Recreation Attendant – Van Driver – PERMANENT – 9/12/2023
 - ii. Cathy Holmes – Recreation Attendant – Crafts Teacher – PERMANENT – 9/12/2023
- b. LIBRARY
 - i. Mark Schiavi – PT Caretaker – PERMANENT – 8/26/2023
- c. SCHOOL
 - i. Ian Eich – Cleaners – PERMANENT – 8/18/2023
 - ii. Melissa Mazur – School Monitors – PERMANENT – 9/1/2023

Motion to receive and file and note roster card #11 by Pitillo, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

12. RETIREMENT, RESIGNATION, TERMINATION, LEAVE OF ABSENCE

- a. CITY
 - i. Cortney Carroccia – Police Officer – LEAVE OF ABSENCE – 8/26/2023
 - ii. Mark Gawronski – Account Clerk Typist – LEAVE OF ABSENCE – 9/25/23 to 9/24/24
 - iii. David Joyce – Police Officer – RETIREMENT – 8/19/2023
- b. SCHOOLS

- i. Sabah Ahmed – Teacher’s Aides – RESIGNATION – 8/17/2023
- ii. Kelsey Anderson – Teacher’s Aides – RESIGNATION – 8/17/2023
- iii. Melva Braxton – Cleaners – RESIGNATION – 8/7/2023
- iv. Gail Darmstedter – Teacher’s Aides – RETIREMENT – 8/17/2023

Motion to receive and file and note roster card #12 by Hawrylczak, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

13. EXAMS (*Informational—No Action Necessary*)

- a. Exams Pending Results
 - i. Assessor’s Aide – 6/10/2023
 - ii. Fire Captain – 6/24/2023
 - iii. Tenant Relations Specialist – 8/5/2023
 - iv. Police Officer – 9/9/2023
- b. Exams Announced
 - i. Police Captain – 10/21/2023
- c. Exams Requested to NYS (*no date yet*)
 - i. Code Enforcement Officer
 - ii. Complaint Writer/Dispatcher
 - iii. Firefighter
 - iv. Principal Account Clerk
 - v. Animal Control Officer

14. TABLED ITEMS

- a. MSD-222 (Schools)—Requested Title: Part-Time Library Clerk
(Waiting on response from schools to see if this is non-competitive PT Library Clerk position or competitive Library Assistant Position. The schools merged both job specs onto the MSD-222.)

15. ADJOURNMENT

Motion by Pitillo, seconded by Hawrylczak to adjourn #15.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

October Regular Meeting AGENDA

City Council Chambers – 9:15 AM

Roll Call: Angelo Pitillo – Chairperson
Ralph Galanti – Commissioner
Daniel M. Hawrylczak – Commissioner
Sharon Beres – Secretary
Shannon Falbo – Account Clerk Typist

Motion to open meeting by Pitillo, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

1. REVIEW MEETING MINUTES

a. Regular Meeting Minutes 9/15/2023

Motion to approve meeting minutes #1 by Hawrylczak Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

2. RESOLUTION #1

WHEREAS, the open competitive examination for the position of ASSESSOR'S AIDE #68743 in and for the City of Lackawanna was held June 10, 2023 and said examination was prepared and rated by the New York State Department of Civil Service at the request of this Commission,

NOW AND 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 hereby established as of October 20, 2023 as required by New York State Department of Civil Service.

Motion to adopt and file resolution #1 by Galanti, Seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

3. RESOLUTION #2

WHEREAS, the open competitive examination for the position of FIRE CAPTAIN #74210 in and for the City of Lackawanna was held June 24, 2023 and said examination was prepared and rated by the New York State Department of Civil Service at the request of this Commission,

NOW AND 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 hereby established as of October 20, 2023 as required by New York State Department of Civil Service.

Motion to adopt and file resolution #2 by Hawrylczak, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

4. RESOLUTION #3

WHEREAS, the open competitive examination for the position of TENANT RELATIONS ASSISTANT #62293 in and for the City of Lackawanna was held August 5, 2023 and said examination was prepared and rated by the New York State Department of Civil Service at the request of this Commission,

NOW AND 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 hereby established as of October 20, 2023 as required by New York State Department of Civil Service.

Motion to adopt and file resolution #3 by Galanti, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

5. MSD 222-New Position Duties Statement

a. SCHOOLS

- i. Minority Group Specialist – One (1) Dated 9/6/2023
- ii. Account Clerk Typist – Two (2) Dated 9/15/2023
- iii. Teacher's Aides – one (1) Dated 9/25/2023, Spanish Speaking

Motion to approve and file #5 by Pitillo, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

6. RETIREMENT, RESIGNATION, TERMINATION, LEAVE OF ABSENCE

a. CITY

- i. Malia Pacillo – Cleaner (PT) – RESIGNATION – 9/15/2023
- ii. Michael Elvers – Laborer – Seasonal TERMINATED 9/1/2023 (END SUPPOSED TO BE 9/1/23)
- iii. Shannon Falbo – Account Clerk Typist – LOA Assignment Comptroller's Office to Personnel Office 9/25/23-9/24/24

Motion to receive and file and note roster card #6 by Galanti, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

7. COMPETITIVE

a. CITY

- i. Michelle E. America – Account Clerk Typist – Temporary – EL 20232 9/25/23-9/24/24

Motion to receive and file and note roster card #7 by Hawrylczak, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

8. EXEMPT

a. CITY

- i. John J. Kuryak – Commissioner of Public Works – Letter Effective 9/11/2023
- ii. Chuck Clark – Member of Planning & Development Board – City Member Official
- iii. Deborah Sulski-Wakelam – Member of Planning & Development Board 10/10/23

Motion to receive and file and note roster card #8ai & #8aai by Hawrylczak, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

Motion to table #8aiiii by Pitillo, Seconded by Galanti.

Secretary to request clarification on end date, appointment restriction and term length.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

9. LABOR

a. CITY

- i. Diane Beechem – Cleaner (PT) – PERMANENT – 9/18/2023
- ii. Michael Elvers – Laborer – Seasonal – 10/16/23-4/14/2024
- iii. Michelle Bowen-Lakso – Recreation Attendant – 9/12/2023 Internal position Van Driver Senior Center

Motion to receive and file and note roster card #9 by Hawrylczak, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

10. EXAMS (*Informational—No Action Necessary*)

- a. Exams Pending Results
 - i. Police Officer – 9/9/2023
- b. Exams Announced
 - i. Police Captain – 10/21/2023
- c. Exams Requested to NYS (*no date/not announced yet*)
 - i. Code Enforcement Officer
 - ii. Complaint Writer/Dispatcher
 - iii. Firefighter
 - iv. Principal Account Clerk
 - v. Animal Control Officer

11. TABLED ITEMS

- a. MSD-222 (Schools)—Requested Title: Library Clerk (PT) Original 7/8/23 New 10/3/23
(*Waiting on response from schools to see if this is non-competitive PT Library Clerk position or competitive Library Assistant Position. The schools merged both job specs onto the MSD-222.*)
- b. Signal Maintenance Worker CSC MTG 6/15/2022; 4/28/2023

Motion to untable #11a by Galanti, Seconded by Pitillo.

ABSTAIN: Hawrylczak

YEAS: Pitillo, Galanti

Carried 2-0

Motion to table #11a Galanti, Seconded by Hawrylczak.

Secretary to request elaboration and justification of experience and duty switch.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

12. WRITTEN REQUEST

- a. Gary Nowak submitted written request to be considered active on Custodian EL 20231. Did not return Canvass letter due 5/15/23, removed from list.

Motion to recanvass #12a by Hawrylczak, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

13. ADJOURNMENT

Motion to adjourn by Pitillo, seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

NOVEMBER 2023 Regular Meeting AGENDA

City Council Chambers – 9:15 AM

Roll Call: Angelo Pitillo – Chairperson
Ralph Galanti – Commissioner
Daniel M. Hawrylczak – Commissioner
Sharon Beres – Secretary
Shannon Falbo – Account Clerk Typist

Motion to open meeting by Pitillo, Seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

1. REVIEW MEETING MINUTES

- a. Regular Meeting Minutes 10/20/2023

Motion to approve minutes by Pitillo, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

2. MSD 222-New Position Duties Statement

- a. SCHOOLS
 - i. School Monitor requested (1) - 9/27/2023

Motion to approve MSD222 by Hawrylczak, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

3. RETIREMENT, RESIGNATION, TERMINATION, LEAVE OF ABSENCE

- a. SCHOOL
 - i. Kimberly Reese – Teacher’s Aide – Resignation 10/3/2023
 - ii. Ian Eich – Cleaner – Resignation 9/22/2023

Motion to note roster card, receive & file by Pitillo, Seconded by Hawrylczak

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

4. COMPETITIVE

- a. CITY
 - i. Deborah Gable – Assessor’s Aide – Permanent 11/16/2023, EL 68743
- b. SCHOOL
 - i. Jaime Sutton – Account Clerk Typist – Permanent 10/19/2023, EL20232
 - ii. Tara Ewing – Account Clerk Typist – Permanent 10/19/2023, EL 20232
 - iii. Alicia Maymi – Account Clerk Typist – Provisional 10/20/2023

Motion to approve note roster card, receive & file by Hawrylczak, Seconded by Pitillo.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

5. NON-COMPETITIVE

- a. CITY
 - i. Diane Paolini – School Crossing Guard (PT) – Temporary 10/30/2023
- b. SCHOOL
 - i. Jasmine Rose- Teacher’s Aides – Permanent 10/24/2023

Motion approve, note roster card, receive & file Pitillo, Seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

6. LABOR

- a. CITY
 - i. Karen Longboat – Recreation Attendant, Part-Time – Temporary 10/23/2023
- b. SCHOOL
 - i. Abdoullaye Ba – Cleaner – Permanent 10/23/2023

Motion to approve, note roster card, receive & file by Hawrylczak, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

7. EXAMS *(Informational—No Action Necessary)*

- a. Exams Pending Results
 - i. Police Officer – 9/9/2023
 - ii. Police Captain – 10/21/2023
- b. Exams Announced
 - i. Firefighter
 - ii. Complaint Writer/Dispatcher
- c. Exams Requested to NYS *(no date/not announced yet)*
 - i. Code Enforcement Officer
 - ii. Principal Account Clerk
 - iii. Animal Control Officer

8. TABLED ITEMS

- a. CITY
 - i. Maintainer Job Specification Update CSM 4/22/2022
 - ii. Peter O'Connor – Signal Maintenance Worker – Provisional 5/23/2022
 - iii. Peter O'Connor – Signal Maintenance Worker – Permanent 5/1/2023

Motion to untable ii & iii by Galanti, Seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

Motion to approve updated document, note roster card, receive and file by Galanti, seconded by Hawrylczak.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

9. ADJOURNMENT

Motion to adjourn by Pitillo, Seconded by Galanti.

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

DECEMBER 2023 Regular Meeting AGENDA

City Council Chambers – 9:15 AM

Roll Call: Angelo Pitillo – Chairperson
Ralph Galanti – Commissioner
Daniel M. Hawrylczak – Commissioner
Sharon Beres – Secretary
Shannon Falbo – Account Clerk Typist

Motion to open meeting by Hawrylczak, seconded by Galanti
Yeas: Pitillo, Galanti, Hawrylczak

Carried 3-0

1. REVIEW MEETING MINUTES

- a. Regular Meeting Minutes 11/17/2023

Motion to approve minutes by Galanti, seconded by Hawrylczak
Yeas: Pitillo, Galanti, Hawrylczak

Carried 3-0

2. PAR

- i. PAR 14-23 Police Transfers – Amendment to Section 58 (5) Civil Service Law: Describes updates in language to positions that qualify for transfer and the laws and documents needed for consideration.

Motion to receive & file by Pitillo, seconded by Hawrylczak
Yeas: Pitillo, Galanti, Hawrylczak

Carried 3-0

3. RETIREMENT, RESIGNATION, TERMINATION, LEAVE OF ABSENCE

- a. CITY
 - i. Michael Antecki – Housing Board Member – Removal 11/24/2023
 - ii. Frank Krakowski – Zoning Board Member – Removal 12/31/2023
 - iii. Michael Sobaszek – Library Board – Removal 12/31/2023
- b. LIBRARY
 - i. Amealie Brousseau – Clerical Typist PT – Resignation 12/2/2023

Motion to note roster cards, receive & file by Galanti, seconded by Hawrylczak
Yeas: Pitillo, Galanti, Hawrylczak

Carried 3-0

4. COMPETITIVE

- a. CITY
 - i. Lee Ann Bigaj – Principal Account Clerk – Provisional 12/11/2023
 - ii. Jacqueline Jarosz – Police Officer – Permanent 12/14/2023, EL 67216
- b. LMHA
 - i. Kiarah Jackson – Tenant Relations Assistant – Permanent 12/4/2023 EL 62293

Motion to note roster card, receive and file, update eligible list by Pitillo, seconded by Galanti
Yeas: Pitillo, Galanti, Hawrylczak

Carried 3-0

5. EXEMPT

- a. CITY
 - i. Michael Sobaszek – Zoning Board Member – 1/1/2024- 12/31/2026
 - ii. David Iafallo – Housing Board Member – 11/24/2023-11/24/2028

Motion to note roster card, receive & file by Hawrylczak, seconded by Galanti
Yeas: Pitillo, Galanti, Hawrylczak

Carried 3-0

6. NON-COMPETITIVE

- a. CITY
 - i. Eric Pendrak – Motor Equipment Operator – Permanent 12/4/2023
- b. LMHA
 - i. Victor Colon – Maintenance Worker – Permanent 11/27/2023

Motion to approve, note roster card, receive & file by Pitillo, seconded by Galanti
Yeas: Pitillo, Galanti, Hawrylczak

Carried 3-0

7. LABOR

- a. CITY
 - i. Raymond Braxton Jr. – Laborer – Temporary 12/4/23
 - ii. Robert Reese – Laborer – Assignment City Hall 12/4/2023

Motion to approve, note roster card, receive & file by Hawrylczak, seconded by Pitillo
Yeas: Pitillo, Galanti, Hawrylczak

Carried 3-0

8. EXAMS *(Informational—No Action Necessary)*

- a. Exams Pending Results
 - i. Police Officer – 9/9/2023
 - ii. Police Captain – 10/21/2023
- b. Exams Announced
 - i. Firefighter – CLOSED – Exam Date 1/13/2024
 - ii. Complaint Writer/Dispatcher – CLOSED – Exam Date 1/1/272024
 - iii. Code Enforcement Officer – CLOSED – Exam Date 1/13/2024
 - iv. Principal Account Clerk – OPEN until 1/5/2024 – Exam Date 2/10/2024
- c. Exams Requested to NYS *(no date/not announced yet)*
 - i. Animal Control Officer

9. TABLED ITEMS

- a. CITY
 - i. Maintainer Job Specification Update CSM 4/22/2022

Motion to untable I by Hawrylczak, seconded by Galanti
Yeas: Pitillo, Galanti, Hawrylczak

Carried 3-0

Motion to amend job specification with date by Hawrylczak, seconded by Galanti
Yeas: Pitillo, Galanti, Hawrylczak

Carried 3-0

10. ADJOURNMENT

Motion to adjourn by Hawrylczak, seconded by Galanti
Yeas: Pitillo, Galanti, Hawrylczak

Carried 3-0

DECEMBER 2023 Special Meeting AGENDA

Zoom – 11 AM

Roll Call: Angelo Pitillo – Chairperson
Ralph Galanti – Commissioner
Daniel M. Hawrylczak – Commissioner
Sharon Beres – Secretary
Shannon Falbo – Account Clerk Typist

Motion to open meeting by Hawrylczak, seconded by Pitillo

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

1. RESOLUTION #1 POLICE OFFICER EXAM #68589 RESULTS

WHEREAS, the open competitive examination for the position of POLICE OFFICER #68589 in and for the City of Lackawanna was held September 9, 2023 and said examination was prepared and rated by the New York State Department of Civil Service at the request of this Commission,

NOW AND 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 hereby established as of December 27, 2023 as required by New York State Department of Civil Service.

Motion to adopt resolution #1 by Galanti, seconded by Pitillo

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0

2. ADJOURNMENT

Motion to adjourn by Hawrylczak, seconded by Galanti

YEAS: Pitillo, Galanti, Hawrylczak

Carried 3-0