

# JANUARY 2024 SPECIAL MEETING AGENDA - REORGANIZATION

City Council Chambers – 9:15 AM

Roll Call:       Ralph Galanti – Commissioner  
                  Daniel M. Hawrylczak – Commissioner  
                  John Kuryak - Commissioner  
                  Sharon Beres – Secretary  
                  Shannon Falbo – Account Clerk Typist

Motion by Hawrylczak, seconded by Galanti to open meeting.

Roll call, yes, Galanti, Hawrylczak

Carried 2-0

## 1. RETIREMENT, RESIGNATION, TERMINATION, LEAVE OF ABSENCE

### a. CITY

- i. Angelo Pitillo – Chairperson Civil Service Commission – Resigned 12/31/2023

Motion by Galanti, seconded by Hawrylczak, receive & file.

Roll call, yes, Galanti, Hawrylczak

Carried 2-0

## 2. UNCLASSIFIED

### a. CITY

- i. John Kuryak – Commissioner, Civil Service – Appointed 1/10/24, Expires 5/31/26

Motion by Hawrylczak, seconded by Galanti, receive & file.

Roll call, yes, Galanti, Hawrylczak

Carried 2-0

## 3. RESOLUTION 1

BE IT HEREBY RESOLVED: that Daniel Hawrylczak, Commissioner, Lackawanna Civil Service Commission, be and is hereby designated Chairperson.

Motion by Galanti, seconded by Kuryak, adopt Resolution #1, Kuryak abstain.

Roll call, yes, Galanti, Kuryak

Carried 2-0

## 4. RESOLUTION 2

BE IT HEREBY RESOLVED: that Sharon Beres, 340 Willet Road, be appointed Secretary to the Lackawanna Civil Service Commission.

Motion by Galanti, seconded by Kuryak, adopt Resolution #2.

Roll call, yes, Hawrylczak, Galanti, Kuryak

Carried 3-0

## 5. RESOLUTION 3

BE IT HEREBY RESOLVED: that the Secretary to the Lackawanna Civil Service Commission be and is hereby empowered to attach the necessary certification to the payrolls of the City of Lackawanna and their signature shall be sufficient evidence of our certification.

Motion by Hawrylczak, seconded by Kuryak, adopt Resolution #3.

Roll call, yes, Hawrylczak, Galanti, Kuryak

Carried 3-0

## 6. ADJOURNMENT

Motion by Hawrylczak, seconded by Galanti, adjourn.

Roll call, yes, Hawrylczak, Galanti, Kuryak

Carried 3-0

## JANUARY 2024 REGULAR MEETING MINUTES

City Council Chambers – 9:15 AM

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

Motion to open meeting by Galanti, seconded by Kuryak

Yeas: Hawrylczak, Galanti, Kuryak

### 1. REVIEW MEETING MINUTES

- a. Regular Meeting Minutes 12/15/2023
- b. Special Meeting Minutes 12/27/2023

Motion to approve minutes by Hawrylczak seconded by Galanti.

Yeas: Hawrylczak, Galanti, Abstain, Kuryak

Carried 2-0

### 2. NYS Department of Civil Service Communication

- a. 2023 Annual Report Observations and Recommendations
- b. IM-01-24 TSD and MSD Exam Related Correspondence Guide

Motion to receive and file by Kuryak seconded by Galanti.

Yeas: Hawrylczak, Galanti, Kuryak

Carried 3-0

### 3. RETIREMENT, RESIGNATION, TERMINATION, LEAVE OF ABSENCE

- a. CITY
  - i. Harieth Alkadi – Laborer – Removal 1/3/2024
  - ii. John Wolf – Director of Public Safety – Resignation 12/31/23
  - iii. Marcia Cullens – Clerk – Retired 1/19/2024
  - iv. Richard Juda – City Attorney – Retired 2/1/2024
  - v. Gregg Kowalik – Laborer (Streets) – LOA extension 1/21/24-1/21/2025
- b. Library
  - i. Yusrah Aljabouri – Senior Page PT – Resignation 11/30/2023
- c. School
  - i. Jon Colaruso – Cleaner – Resignation 11/1/2023
  - ii. Hannah Kwasniewski – Teacher’s Aides – Removal 12/13/2023
  - iii. Dwight Barber – Teacher’s Aides – Resignation 12/13/2023

Motion to note roster cards, receive and file by Hawrylczak seconded by Galanti.

Yeas: Hawrylczak, Galanti, Kuryak

Carried 3-0

- d. John Kuryak – Commissioner or Public Works – Resignation 12/22/23

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

Yeas: Hawrylczak, Galanti, Abstain, Kuryak

Carried 2-0

### 4. COMPETITIVE

- a. LMHA
  - i. Lindsey Anderson – Tenant Relations Assistant – Permanent 1/16/2024 EL 62293
- b. SCHOOL
  - i. William Friend – Custodian – Permanent 12/14/2023 EL 20231

Motion to note roster card, update exam records, receive and file by Hawrylczak, seconded by Kuryak

Yeas: Hawrylczak, Galanti, Kuryak

Carried 3-0

**5. EXEMPT**

- a. CITY
  - i. Michael Sobaszek – Zoning Board of Appeals Member – 1/2/24-12/31/2026
  - ii. Wade Turner – Zoning Board of Appeals Member – 1/2/24-12/31/2026
  - iii. Gail Nicholson – Confidential Secretary to the Mayor – 1/5/24, pleasure of the Mayor

Motion to note roster cards, receive and file by Kuryak, seconded by Hawrylczak.  
Yeas: Hawrylczak, Galanti, Kuryak

Carried 3-0

**6. NON-COMPETITIVE**

- a. SCHOOL
  - i. Imane Sadoun – Teacher’s Aides – Permanent 12/7/23
  - ii. Mariah Holt – Teacher’s Aides – Permanent 12/15/23
  - iii. Michael Masocco - Maintenance Mechanic – Permanent 12/14/23

Motion to note roster cards, receive and file by Hawrylczak, seconded by Galanti  
Yeas: Hawrylczak, Galanti, Kuryak

Carried 3-0

**7. LABOR**

- a. CITY
  - i. John Matyas – Cleaner – 1/16/2024
  - ii. Jose Ortiz – Cleaner – 1/16/2024
  - iii. Matthew Schiavi – Cleaner – 12/26/2023
  - iv. Andrea Haxton – PT Recreation Attendant – 1/2/2024

Motion to note roster cards, receive and file by Kuryak, seconded by Hawrylczak.  
Yeas: Hawrylczak, Galanti, Kuryak

Carried 3-0

**8. UNCLASSIFIED**

- a. CITY
  - i. Chuck Clark – Director of Development – 1/2/24, pleasure of the Mayor
  - ii. Dino Marracco – Director of Public Safety – 1/2/24, pleasure of the Mayor
  - iii. John Gaughan – City Attorney – 2/1/24, pleasure of the Mayor
- b. LMHA
  - i. David Iafallo – Housing Board Member – 1/5/24-1/5/29

Motion to note roster cards, receive and file by Hawrylczak seconded by Kuryak.  
Yeas: Hawrylczak, Galanti, Kuryak

Carried 3-0

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

- a. Exams Pending Results
  - i. Police Captain - 10/21/2023
  - ii. Firefighter - 1/13/2024
  - iii. Code Enforcement Officer - 1/13/2024
- b. Exams Announced
  - i. Complaint Writer/Dispatcher – CLOSED – Exam Date 1/1/272024
  - ii. 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
  - ii. Printing Machine Operator

**10. ADJOURNMENT**

Motion to adjourn by Kuryak, seconded by Hawrylczak.  
Yeas: Hawrylczak, Galanti, Kuryak

Carried 3-0

## **FEBRUARY 2024 REGULAR MEETING AGENDA**

City Council Chambers 10:00 AM

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

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

Carried 3-0

### **1. REVIEW MEETING MINUTES**

- a. Reorganizational Meeting Minutes 01/26/2024
- b. Regular Meeting Minutes 01/26/2024

Motion to approve minutes by Galanti, seconded by Kuryak  
Roll Call: Hawrylczak, Galanti, Kuryak

Carried 3-0

### **2. RESOLUTION #1 POLICE CAPTAIN EXAM #74744 RESULTS**

**WHEREAS**, the promotional examination for the position of POLICE CAPTAIN # 74744 in and for the City of Lackawanna was held October 21, 2023 and said examination was prepared and graded 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 23, 2024** as required by New York State Department of Civil Service.

Motion to adopt Resolution #1 by Galanti, seconded by Hawrylczak  
Roll Call: Hawrylczak, Galanti, Kuryak

Carried 3-0

### **3. NYS Department of Civil Service Communication**

- a. Reminder of Annual Report

Motion to receive and file by Kuryak, seconded by Galanti  
Roll Call: Hawrylczak, Galanti, Kuryak

Carried 3-0

### **4. RETIREMENT, RESIGNATION, TERMINATION, LEAVE OF ABSENCE**

- a. CITY
  - i. Marcia Cullens – Clerk- City Assessor's Office – Retirement 01/19/2024
  - ii. Eric Pendrak -DPW – LOA 01/26/2024 -03/26/2024
- b. School
  - i. Susan Staniszewski – Account Clerk Typist -Retirement 03/04/2024
  - ii. Paul Sennikoff - Teacher Aide - Resignation 02/09/2024
  - iii. Melissa Mazur - Hall Monitor - Resignation 01/30/2024
  - iv. Richard Cieslica - Cleaner - Removal 02/07/24
  - v. Cristle Creek - Teacher Aide – Removal 02/12/2024
  - vi. Halima Thabit - Teacher Aide - Resignation 02/26/2024
  - vii. Nicole Reed - Teacher Aide - Resignation 02/15/2024

Motion to note roster cards, receive and file by Hawrylczak, seconded by Kuryak  
Roll Call: Hawrylczak, Galanti, Kuryak

Carried 3-0

**COMPETITIVE**

- a. CITY
  - i. Caitlin Adams – Animal Control Officer – Provisional 02/08/2024

Application Attached

Motion to approve application, note roster card, update exam records, receive and file by Kuryak, seconded by Galanti  
Roll Call: Hawrylczak, Galanti, Kuryak Carried 3-0

**5. NON-COMPETITIVE**

- a. SCHOOL
  - i. Kaleel Ahmed – Hall Monitor – Permanent 02/26/2024
  - ii. Kim Anderson – Teacher Aide – Permanent 02/26/2024

Applications Attached

Motion to note roster cards, receive and file by Hawrylczak, seconded by Kuryak  
Roll Call: Hawrylczak, Galanti, Kuryak Carried 3-0

**6. LABOR**

- a. CITY
  - i. Sherry Hudy – Cleaner PT – 02/07/2024
  - ii. Lucia Soman – Clerk Typist PT – 01/13/2024
- b. LIBRARY
  - i. Sara Bermingham – Senior Page PT 01/13/2024

Motion to table 6ai by Kuryak, seconded by Galanti  
Roll Call: Hawrylczak, Galanti, Kuryak Carried 3-0

Motion to note roster cards, receive and file 6ai & 6bi by Hawrylczak, seconded by Kuryak  
Roll Call: Hawrylczak, Galanti, Kuryak Carried 3-0

**7. BOARD APPOINTMENTS**

- a. Assessment Review Board
  - i. Fran Warthling – Assessment Review Board Member – Term 02/01/24-09/30/28

Motion to receive and file by Hawrylczak, seconded by Kuryak  
Roll Call: Hawrylczak, Galanti, Kuryak Carried 3-0

**8. WRITTEN REQUESTS**

- a. **Physical Agility Exam Requests**

**9. Executive Session – Discuss physical agility requests**

Motion to enter executive session by Kuryak, second by Galanti.  
Roll Call: Hawrylczak, Galanti, Kuryak Carried 3-0

Time entered into executive session 10:20 AM

Motion to leave executive session by Kuryak, second by Galanti.  
Roll Call: Hawrylczak, Galanti, Kuryak Carried 3-0

Time returned from executive session 11:11 AM

Commissioners reviewed request from applicants regarding physical agility exam retest, upon recommendation of legal council to keep all events fair and reasonable

Motion to approve request.

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

- a. Exams Pending Results
  - i. Firefighter - 1/13/2024
  - ii. Code Enforcement Officer - 1/13/2024
  - iii. Compliant Writer/Dispatcher -1/27/2024
  - iv. Principal Account Clerk – 02/10/2024
- b. Exams Announced
- c. Exams Requested to NYS (*no date/not announced yet*)
  - i. Animal Control Officer
  - ii. Printing Machine Operator
  - iii. Microcomputer Specialist

**11. ADJOURNMENT**

Motion to adjourn by Hawrylczak, seconded by Kuryak  
Roll Call: Hawrylczak, Galanti, Kuryak

Carried 3-0

**NOTE: Next meeting moved to 3/15/2024 @ 9:15 AM**