

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, Hawrylczak 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

MARCH 15, 2024 REGULAR MEETING AGENDA

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 Kuryak, seconded by Galanti
Yeas: Hawrylczak, Galanti, Kuryak

Carried 3-0

1. REVIEW MEETING MINUTES

- a. Regular Meeting Minutes 01/26/2024

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

Carried 3-0

2. 2023 NYS Civil Service Reports

- a. 2023 Annual Report submitted 02/29/24
- b. 2023 Municipal Examination Fee billing approved 02/29/24

Motion to officially sign, receive & file by Hawrylczak, seconded by Kuryak
Roll Call: Hawrylczak, Galanti, Kuryak

Carried 3-0

3. NYS Department of Civil Service Communication

- a. IM-03-24 HELP PROGRAM EXPANSION – 2024 NY HELPS PROGRAM
- b. PAR-02-24 CHANGE TO SECTION 50 OF THE CIVIL SERVICE LAW – EXAM ANNOUCEMENTS
- c. PAR-03-24 NY HELPS PROGRAM - LOCAL

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

Carried 3-0

4. MSD222

- a. SCHOOL
 - i. Requested title: Watchperson

Motion to table by Kuryak, seconded by Hawrylczak
Secretary to request clarification.
Roll Call: Hawrylczak, Galanti, Kuryak

Carried 3-0

5. RETIREMENT, RESIGNATION, TERMINATION, LEAVE OF ABSENCE

- a. CITY
 - i. Tyler Fraterrigo – Seasonal Laborer - Term 2/2/2024
 - ii. Christopher Eszak – Laborer Assignment Sanitation – LOA 03/05/24-03/05/25
 - iii. Eric Pendrak -DPW – LOA 03/29/24 -04/30/24

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

Carried 3-0

6. COMPETITIVE

- a. SCHOOL
 - i. Rebecca Anderson – Account Clerk Typist – Provisional 03/04/24
 - ii. Emma Daley – Account Clerk Typist – Provisional 03/04/24

Applications Attached

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

Carried 3-0

7. NON-COMPETITIVE

- a. CITY
 - i. Christopher Eszak – Working Supervisor (DPW Foreman) – 3/5/2024

Application Attached

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

8. LABOR

- a. CITY
 - i. Tyler Fraterrigo – Seasonal Laborer - Appoint 3/4/24-8/30/24

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

9. Uniform City Court Act Appointment

- a. Section 2104
 - i. Louis Violanti – Associate City Court Judge – 6 year Term 03/01/24-02/28/30

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

10. WRITTEN REQUESTS

- a. **Physical Agility Exam Requests**

Motion to table request by Kuryak, seconded by Galanti
Abstain: Hawrylczak
Secretary to follow up with Law Department.
Roll Call:, Galanti, Kuryak Carried 2-0

11. 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
- d. Exam Expiring
 - i. Account Clerk Typist #20003 Expiration 02/17/24
 - ii. Dog Control Officer #65431 Expiration 03/17/24

12. ADJOURNMENT

Motion to adjourn by Hawrylczak, seconded by Kuryak
Roll Call: Hawrylczak, Galanti, Kuryak Carried 3-0

NOTE: Next meeting moved to 4/26/2024 @ 9:15 AM

APRIL 12, 2024 SPECIAL MEETING AGENDA

City Council Chambers 9:30 AM

Roll Call: Daniel M. Hawrylczak – Chairperson
Ralph Galanti – Commissioner -ZOOM
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. MSD222**
 - a. SCHOOL
 - i. Requested title: Watchperson, revised 3/19/2024

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

Secretary to update education experience from grade school to graduation from high school or GED equivalent, add special requirement for clearance to work in a school (chapter 180 of the Laws of 2000).

Motion by Kuryak, seconded by Galanti to classify as WATCHPERSONS (SCHOOL) as NON-COMPETITIVE position.
Roll Call: Hawrylczak, Galanti, Kuryak Carried 3-0

Secretary to forward job specification to NYS Department of Civil Service.

2. RESOLUTION 1 - FIREFIGHTER EXAM # 60405

WHEREAS, the open competitive examination for the position of FIREFIGHTER, exam # 60405, in and for the City of Lackawanna was held January 13, 2024 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 April 12, 2024 as required by New York State Department of Civil Service.

Motion by Hawrylczak, seconded by Kuryak to adopt Resolution #1.
Roll Call: Hawrylczak, Galanti, Kuryak Carried 3-0

- 3. JOB SPECIFICATION**
 - a. City
 - i. Request revision to City Comptroller

Motion to amend job specification by Hawrylczak, seconded by Kuryak.
Roll Call: Hawrylczak, Galanti, Kuryak Carried 3-0

Secretary to forward updated job specification to NYS Department of Civil Service.

4. ADJOURNMENT

Motion to adjourn by Kuryak, seconded by Hawrylczak
Roll Call: Hawrylczak, Galanti, Kuryak Carried 3-0

NOTE: Next meeting moved to 4/26/2024 @ 9:15 AM