

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

APRIL 26, 2024 REGULAR MEETING AGENDA

City Council Chambers 9:15 AM

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

Motion by Kuryak, seconded by Galanti to open meeting

Yeas: Hawrylczak, Galanti, Kuryak

Carried 3-0

1. REVIEW MEETING MINUTES

- a. Regular Meeting Minutes 3/15/24
- b. Special Meeting Minutes 4/12/2024

Motion by Hawrylczak, seconded by Galanti to approve minutes

Roll Call: Hawrylczak, Galanti, Kuryak

Carried 3-0

2. MSD222

- a. CITY
 - i. Requested title: ACCOUNT CLERK TYPIST – Assignment Development/Public Information
- b. SCHOOL
 - i. Requested title: ACCOUNT CLERK – new

Motion by Galanti, seconded by Kuryak to classify 2ai Account Clerk Typist, competitive; 2bi Account Clerk, competitive; Secretary to forward for execution of Section 9, request Account Clerk exam.

Roll Call: Hawrylczak, Galanti, Kuryak

Carried 3-0

3. PHYSICAL AGILITY EXAM PROCEDURE

Motion by Galanti, seconded by Kuryak to table 3

Roll Call: Hawrylczak, Galanti, Kuryak

Carried 3-0

4. TABLED ITEMS

- a. Physical Agility Exam Requests

Motion by Kuryak, seconded by Galanti to table 4a

Roll Call: Hawrylczak, Galanti, Kuryak

Carried 3-0

5. RETIREMENT, RESIGNATION, TERMINATION, LEAVE OF ABSENCE

- a. CITY
 - i. Linda Hybicki – City Comptroller – Resign 4/13/2024
- b. SCHOOL
 - i. Andra Riley – Cleaner – LOA 4/30/24-5/17/24 - Approved
 - ii. Samantha Hart – Teacher Aides – LOA 4/19/24-6/30/24 – Approved

Motion by Kuryak, seconded by Galanti to receive and file and note roster card. Secretary to call for City Comptroller exam.

Roll Call: Hawrylczak, Galanti, Kuryak

Carried 3-0

6. COMPETITIVE

- a. CITY
 - i. Amanda Kuszniaj – Account Clerk Typist – Provisional 05/06/2024

Motion by Hawrylczak, seconded by Kuryak to approve application, note roster card, receive and file. Exam Pending.

Roll Call: Hawrylczak, Galanti, Kuryak

Carried 3-0

7. EXEMPT

a. CITY

- i. Jeffrey E. Marion, Esq. – Assistant City Attorney – Appoint 5/7/2024

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

Carried 3-0

8. NON-COMPETITIVE

a. CITY

- i. Daniel Geercken – Working Supervisor – 5/15/2023 – Senior position
- ii. Eric Pendrak -Motor Equipment Operator – 4/1/2024 Return from LOA
- iii. James Zuhlke – Maintainer – 4/15/2024 Return from LOA
- iv. Robert Reese – Permanent Motor Equipment Operator – 4/22/2024

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

Carried 3-0

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

a. Exams Pending Results

- i. Code Enforcement Officer - 1/13/2024
- ii. Compliant Writer/Dispatcher -1/27/2024
- iii. 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
- iv. Account Clerk Typist

d. Exam Expiring

- i. Signal Maintenance Worker #69175 Expiration 4/28/2024
- ii. Custodian #20231 Expiration 4/28/2024
- iii. Assistant City Comptroller #60824 Expiration 5/11/24
- iv. City Comptroller #63405 Expiration 5/11/24

10. ADJOURNMENT

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

Carried 3-0

NOTE: Next meeting 5/31/2024 @ 9:15 AM City Council Chambers

MAY 31, 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 by Hawrylczak, seconded by Galanti to open meeting
Yeas: Hawrylczak, Galanti, Kuryak Carried 3-0

1. REVIEW MEETING MINUTES

a. Regular Meeting Minutes 4/26/2024

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

2. RESOLUTION # 1

WHEREAS, the OPEN COMPETITIVE examination for the position of CODE ENFORCEMENT OFFICER #66400 in and for the City of Lackawanna was held JANUARY 13, 2024 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 31, 2024 as required by New York State Department of Civil Service.

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

3. RESOLUTION # 2

WHEREAS, the OPEN COMPETITIVE examination for the position of COMPLAINT WRITER- DISPATCHER #85100 in and for the City of Lackawanna was held JANUARY 27, 2024 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 31, 2024 as required by New York State Department of Civil Service.

Motion by Galanti, seconded by Hawrylczak to adopt resolution #2
Roll Call: Hawrylczak, Galanti, Kuryak Carried 3-0

4. TABLED ITEMS

- a. Physical Agility Exam Procedure
- b. Physical Agility Exam Requests

Motion by Galanti, seconded by Kuryak to untable 4a.
Roll Call: Hawrylczak, Galanti, Kuryak Carried 3-0

Motion by Galanti, seconded by Kuryak to table 4a, Secretary to draft policy for physical agility retakes.
Roll Call: Hawrylczak, Galanti, Kuryak Carried 3-0

Motion by Kuryak, seconded by Galanti to untable 4b.
Roll Call: Hawrylczak, Galanti, Kuryak Carried 3-0

Motion by Hawrylczak, seconded by Galanti to organize physical agility exam second opportunity for all unsuccessful candidates regarding exam series #60405-Firefighter and #68589-Police Officer to maintain equality of opportunity.
Roll Call: Hawrylczak, Galanti, Kuryak Carried 3-0

5. RETIREMENT, RESIGNATION, TERMINATION, LEAVE OF ABSENCE

- a. CITY
 - i. Deborah Skulski-Wakelam – City Assessor – Terminated 5/7/2024
 - ii. Daniel Geercken – Perm Motor Equipment Operator – LOA 5/15/24-5/15/25
- b. SCHOOL
 - i. Traneka Jacobs – Teacher Aides – Removed 5/17/24

Motion by Kuryak, seconded by Galanti to receive and file and note roster card 5ai.
Roll Call: Hawrylczak Abstain
Roll Call: Galanti, Kuryak Carried 2-0

Motion by Galanti, seconded by Kuryak to receive and file and note roster card 5aii-5bi.
Roll Call: Hawrylczak, Galanti, Kuryak Carried 3-0

6. COMPETITIVE

- a. CITY
 - i. Peggy Bigaj-Sobol – Assistant City Comptroller – Salary change, out of title pay 04/11/24
- b. SCHOOL
 - i. Omar Saleh – Microcomputer Technical Support Specialist – Provisional 06/03/24

Motion by Kuryak, seconded by Galanti to receive, file and note salary change on roster card 6ai.
Roll Call: Hawrylczak, Galanti, Kuryak Carried 3-0

Motion by Hawrylczak, seconded by Kuryak to receive, file, approve application and provisional appointment 6bi.
Exam date pending.
Roll Call: Hawrylczak, Galanti, Kuryak Carried 3-0

7. NON-COMPETITIVE

- a. CITY
 - i. Raymond Braxton Jr. – Motor Equipment Operator – Permanent 4/26/24
 - ii. Kelly Bigaj – Municipal Bingo Inspector – Appointment Term 05/22/24-12/31/26
 - iii. Candice Zak – Municipal Bingo Inspector – Appointment Term 05/22/24-12/31/26
- b. SCHOOL
 - i. Mariam Alam – Techers Aides – Permanent 05/29/24
 - ii. Hanah Salem – Techers Aides – Permanent 05/29/24

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

8. LABOR

- a. CITY
 - i. William N. Messecar – Laborer – Assignment to City Hall 04/29/24
- b. SCHOOL
 - i. Stephanie Moskal – Cleaner – Permanent 05/29/24

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

9. EXAMS (Informational—No Action Necessary)

- a. Exams Pending Results
 - i. 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 Technical Support Specialist
 - iv. Account Clerk Typist

- v. Account Clerk
- vi. City Comptroller

10. ADJOURNMENT

Motion by Hawrylczak, seconded by Kuryak to adjourn.

Roll Call: Hawrylczak, Galanti, Kuryak

Carried 3-0

NOTE: Next meeting 6/28/2024 @ 9:15 AM City Council Chambers

JUNE 28, 2024 REORGANIZATION SPECIAL MEETING MINUTES

City Council Chambers 9:15 AM

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

Motion by Hawrylczak, seconded by Kuryak to open meeting.
Roll call, yes, Hawrylczak, Kuryak Carried 2-0

1. UNCLASSIFIED

a. CITY

- i. Ralph Galanti – Civil Service Commission, Appoint Term 06/01/24-05/31/30

Motion by Hawrylczak, seconded by Kuryak, receive & file.
Roll call, yes, Galanti, Kuryak Carried 2-0

2. RESOLUTION 1 Designate Chairperson, Lackawanna Civil Service Commission

BE IT HEREBY RESOLVED: that Daniel Hawrylczak, 2221 Abbott Rd, Commissioner, Lackawanna Civil Service Commission, be and is hereby designated Chairperson.

Motion by Kuryak, seconded by Galanti, adopt Resolution #1.
Roll call, abstain, Hawrylczak
Roll call, yes, Galanti, Kuryak Carried 2-0

3. RESOLUTION 2 Appoint Secretary, Lackawanna Civil Service Commission

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

Motion by Galanti, seconded by Hawrylczak, adopt Resolution #2.
Roll call, yes, Hawrylczak, Kuryak, Galanti Carried 3-0

4. RESOLUTION 3 Empower Secretary to Certify Payrolls with Signature

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 Galanti, adopt Resolution #3.
Roll call, yes, Hawrylczak, Kuryak, Galanti Carried 3-0

5. ADJOURNMENT

Motion by Hawrylczak, seconded by Kuryak, adjourn special meeting.
Roll call, yes, Hawrylczak, Kuryak, Galanti Carried 3-0

NOTE: Next meeting 07/26/24 @ 9:15 AM City Council Chambers

JUNE 28, 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 by Hawrylczak, seconded by Galanti to open meeting
Yeas: Hawrylczak, Galanti, Kuryak Carried 3-0

1. REVIEW MEETING MINUTES

- a. Regular Meeting Minutes 05/31/24

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

2. TABLED ITEMS

- a. Physical Agility Exam Procedure

Motion by Hawrylczak, seconded by Galanti to untable 2a
Roll Call: Hawrylczak, Galanti, Kuryak Carried 3-0

Motion by Hawrylczak, seconded by Kuryak to table 2a. Secretary to review language.
Roll Call: Hawrylczak, Galanti, Kuryak Carried 3-0

3. PAR

- a. IM-04-24 Examination Service Fees
- b. IM-05-24 Exam Dates & Exam Requests 2024-2025 Testing Year

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

4. MSD222

- a. School
 - i. Maintenance Worker 05/03/24
 - ii. Head Custodian 05/21/24
 - iii. Teacher Aides (13) 06/10/24

Motion by Hawrylczak, seconded by Kuryak to update job specification as Maintenance Worker (School) 4ai.
Roll Call: Hawrylczak, Galanti, Kuryak Carried 3-0

Motion by Hawrylczak, seconded by Kuryak to table 4aii & 4aiii.
Roll Call: Hawrylczak, Galanti, Kuryak Carried 3-0

5. RETIREMENT, RESIGNATION, TERMINATION, LEAVE OF ABSENCE

- a. CITY
 - i. Anthony DeSantis – Commissioner of Public Works – Resign 03/02/24

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

6. COMPETITIVE

- a. CITY
 - i. Steven Balon – Code Enforcement Officer – Appoint Permanent 06/07/24 EL 66400
 - ii. Mustafa Mohamed – Code Enforcement Officer – Appoint Permanent 06/07/24 EL 66400
- b. SCHOOL
 - i. James Gibson – Account Clerk – Appoint Provisional 06/17/24

Motion by Galanti, seconded by Kuryak to approve appointments, note roster card, & receive and file.

7. NON-COMPETITIVE

- a. CITY
 - i. Allen Brown – Motor Equipment Operator – Shift Change effective 04/05/24
 - ii. Joseph Gehen – Motor Equipment Operator – Shift Change effective 04/05/24
- b. SCHOOL
 - i. Aiden Allinger – Substitute Maintenance Worker – Appoint 06/17/24
 - ii. Chantel Burghezi – Teacher Aides – Appoint Temp 07/03/24-08/16/24
 - iii. Anna Burton – Teacher Aides – Appoint Temp 07/03/24-08/16/24
 - iv. Esa Aklimia – Teacher Aides – Appoint Temp 07/03/24-08/16/24
 - v. Maria Holt – Teacher Aides – Appoint Temp 07/03/24-08/16/24
 - vi. Sidea Knighter – Teacher Aides – Appoint Temp 07/03/24-08/16/24
 - vii. Nasma Noman – Teacher Aides – Appoint Temp 07/03/24-08/16/24
 - viii. Hanan Salem – Teacher Aides – Appoint Temp 07/03/24-08/16/24
 - ix. Jillian Shul – Teacher Aides – Appoint Temp 07/03/24-08/16/24
 - x. Deanna Weiland – Teacher Aides – Appoint Temp 07/03/24-08/16/24

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

Roll Call: Hawrylczak, Galanti, Kuryak

Carried 3-0

8. LABOR

- a. CITY
 - i. Aydan Tarrío – Seasonal Laborer – Appoint 6/10/24-09/09/24
 - ii. Braiden Daley – Seasonal Laborer – Appoint 6/24/24-09/09/24
 - iii. Rayan Kaid – Seasonal Laborer – Appoint 07/01/24-09/09/24
 - iv. Rico Palmer – Seasonal Laborer – Appoint 07/01/24-09/09/24
- b. SCHOOL
 - i. Jocelyn Randolph – Cleaner – Appoint Perm 06/03/24

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

Roll Call: Hawrylczak, Galanti, Kuryak

Carried 3-0

9. TITLE REVIEW

Motion by Hawrylczak, seconded by Galanti, Secretary to address with Department Head.

Roll Call: Hawrylczak, Galanti, Kuryak

Carried 3-0

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

- a. Exams Pending Results
 - i. 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 Technical Support Specialist
 - iv. Account Clerk Typist
 - v. Account Clerk
 - vi. City Comptroller

11. ADJOURNMENT

Motion by Hawrylczak, seconded by Kuryak, to adjourn.

Roll Call: Hawrylczak, Galanti, Kuryak

Carried 3-0

NOTE: Next meeting 07/26/24 @ 9:15 AM City Council Chambers

JULY 26, 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 by Hawrylczak, seconded by Kuryak to open meeting.

Yeas: Hawrylczak, Galanti, Kuryak

Carried 3-0

1. REVIEW MEETING MINUTES

- a. Special Meeting Minutes 06/28/24 - Reorganization
- b. Regular Meeting Minutes 06/28/24

Motion by Kuryak, seconded by Hawrylczak to approve minutes.

Yeas: Hawrylczak, Galanti, Kuryak

Carried 3-0

2. RESOLUTION 1 PRINCIPAL ACCOUNT CLERK # 75746010

WHEREAS, the open competitive examination for the position of PRINCIPAL ACCOUNT CLERK #75746010 in and for the City of Lackawanna was held February 10, 2024 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 July 26, 2024 as required by New York State Department of Civil Service.

- Position card, Principal Account Clerk, 1 Prov, 0 vacant., 30 days to place permanent.

Motion by Kuryak, seconded by Hawrylczak to file Resolution 1 and adopt Eligible List #75746010.

Yeas: Hawrylczak, Galanti, Kuryak

Carried 3-0

3. RESOLUTION 2 PLACEMENT ROSTER #20240801

- a. (2) Laborer positions to be abolished from CL.8160 effective 08/01/24
 - i. Drew Sleger – Laborer placed on Placement Roster #20240801 effective 08/01/24
 - ii. Kevin Geercken – Laborer placed on Placement Roster #20240801 effective 08/01/24
 - Position Cards, Laborer, 2 abolished, 9 filled, 2 vacant

WHEREAS, two (2) Laborer positions were abolished from Lackawanna City Budget Fiscal Year 2024-2025 from budget code CL.8160 Sanitation effective 08/01/24, and both employees meet permanent employee status, Placement Roster #20240801 has been created per Civil Service Law Section 80, 80a, 81b, and 5.8,

NOW AND THEREFORE BE IT RESOLVED: that the duration of the Placement Roster list for said position be and is hereby established for a period of four years, and

BE IT FURTHER RESOLVED: that the eligible list for said position be and hereby established as of August 1, 2024 as required by New York State Department of Civil Service.

Motion by Galanti, seconded by Kuryak to file Resolution 2 and adopt Placement Roster #20240801.

Yeas: Hawrylczak, Galanti, Kuryak

Carried 3-0

4. ABOLISH POSITION

- a. CITY
 - i. (1) Cleaner position to be abolished from A.1620 effective 08/01/24
 - Position Card, Cleaner, 1 abolished, 3 perm, 1 prob, 0 vacant

Motion by Kuryak, seconded by Hawrylczak to receive, file, and note abolishment on position card.
Yeas: Hawrylczak, Galanti, Kuryak Carried 3-0

5. TABLED ITEMS

- a. Physical Agility Exam Procedure
- b. MSD222 – Head Custodian
 - i. Position Card, Head Custodian, 1 created-vacant, provisional appointments only until Eligible List adopted.
- c. MSD222 – Teacher’s Aides
 - i. Position Card, Teacher’s Aides, 13 created-vacant, 43 perm, 0 temp, 9 seas 7/3-8/16

Motion by Kuryak, seconded by Galanti to un-table 5a.
Yeas: Hawrylczak, Galanti, Kuryak Carried 3-0

Motion by Galanti, seconded by Kuryak to adopt Physical Agility Procedure effective 08/01/24.
Yeas: Hawrylczak, Galanti, Kuryak Carried 3-0

Motion by Hawrylczak, seconded by Galanti to un-table 5b.
Yeas: Hawrylczak, Galanti, Kuryak Carried 3-0

Motion by Hawrylczak, seconded by Kuryak to classify Head Custodian, competitive class, forward to school board to execute Section 9. Secretary to update job specification and call for exam.
Yeas: Hawrylczak, Galanti, Kuryak Carried 3-0

Motion by Kuryak, seconded by Hawrylczak to un-table 5c.
Yeas: Hawrylczak, Galanti, Kuryak Carried 3-0

Motion by Hawrylczak, seconded by Galanti to classify (13) Teacher’s Aides, non-competitive class, forward to school board to execute Section 9. Secretary to update job specification.
Yeas: Hawrylczak, Galanti, Kuryak Carried 3-0

6. PAR

- a. **PAR 06-24 Changes to Scoring – Police Exams Above the Entry-Level**
- b. **PAR 07-24 Expanded Examination Numbers for 2024-2025 Testing Year**
- c. **PAR 08-24 Expanding Examination Numbers Implementation**

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

7. RETIREMENT, RESIGNATION, TERMINATION, LEAVE OF ABSENCE

- a. **CITY**
 - i. **Michael Sobaszek – Zoning Board Member – Resign 07/08/24**
 - ii. **Fatima Cleveland – Cleaner – Position abolished 08/01/2024 under 1 year non-permanent**
- b. **LIBRARY**
 - i. **Lucia Soman – Clerk PT – Resign effective 07/10/24**

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

8. COMPETITIVE

- a. **CITY**
 - i. Lee Ann Sobol – Principal Account Clerk – Appoint PERM EL #75746 effective 07/26/24
 - Position card, Principal Account Clerk, 1 Perm, 0 vacant
- b. **SCHOOL**
 - i. Jaime Sutton – Account Clerk Typist – Voluntary reduction of hours effective 08/05/24

Motion by Kuryak, seconded by Hawrylczak to note roster cards, receive and file 8ai. Certification of Eligible to be signed.
Yeas: Hawrylczak, Galanti, Kuryak Carried 3-0

Motion by Kuryak, seconded by Hawrylczak to note annual salary change roster cards, receive and file 8bi.
Yeas: Hawrylczak, Galanti, Kuryak Carried 3-0

9. NON-COMPETITIVE

- a. CITY
 - i. Motor Equipment Operator position to be abolished from CL.8160 effective 08/01/24
 - Position Card, MEO, 1 abolished, 16 filled, 1 vacant
 - ii. Michael Balcarczyk – Motor Equipment Operator – Reassigned to A.3120 effective 08/01/24
 - Position Card, MEO, 17 filled, 0 vacant
- b. LIBRARY
 - i. Sara Bermingham – Clerk PT – Appointed 07/13/24
- c. SCHOOL
 - i. Kim Anderson – Teacher’s Aides – Appoint TEMP effective 07/03/24-08/16/24
 - ii. Tristan Jacobs – Teacher’s Aides – Appoint TEMP effective 07/03/24-08/16/24

Motion by Kuryak, seconded by Galanti, note position card abolished 9ai.
Yeas: Hawrylczak, Galanti, Kuryak Carried 3-0

Motion by Kuryak, seconded by Hawrylczak to approve appointments, approve reassignment, note roster cards, receive and file 9aii-9cii.
Yeas: Hawrylczak, Galanti, Kuryak Carried 3-0

10. LABOR

- a. CITY
 - i. Drew Sleger – Laborer – Apt PERM A.3120 effective 08/01/24 Placement Roster #20240801
 - ii. Kevin Geercken – Laborer - Apt PERM A.3120 effective 08/01/24 Placement Roster #20240801
 - Position Cards, Laborer, 11 filled, 0 vacant.
- b. SCHOOL
 - i. Tiffany Telesco – Cleaner – Reassigned to McKinley Administrative Building effective 07/11/24

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

11. EXEMPT

- a. CITY
 - i. Nicholas Sobaszek – Zoning Board Member – Appoint Remaining Term 07/08/24-12/31/26

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

12. TITLE REVIEW

Motion by Kuryak, seconded by Galanti to receive and file with note of website as internal title to be used for business purposes, department head confirmed duties and responsibilities satisfy Account Clerk Typist position as was established during creation of the position.
Yeas: Hawrylczak, Galanti, Kuryak Carried 3-0

13. EXAMS (Informational—No Action Necessary)

- a. Exams Pending Results
- b. Exams Announced
 - i. Account Clerk Typist - Applications received from 07/26/24- 08/30/24 Exam Date 09/21/24
 - ii. Account Clerk - Applications received from 07/26/24- 08/30/24 Exam Date 09/21/24
- c. Exams Requested to NYS (*no date/not announced yet*)
 - i. Animal Control Officer
 - ii. Printing Machine Operator
 - iii. Microcomputer Technical Support Specialist
 - iv. City Comptroller

14. ADJOURNMENT

Motion by Galanti, seconded by Kuryak to adjourn meeting.
Yeas: Hawrylczak, Galanti, Kuryak Carried 3-0

NOTE: Next meeting 08/23/24 @ 9:15 AM City Council Chambers

JULY 30, 2024 SPECIAL MEETING AGENDA
CITY HALL ROOM 213 - 11:30 AM

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

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

Carried 3-0

1. MSD222

a. CITY

i. Requested title: Playground Watcher (41)

- Position Card, RECREATION ATTENDANT, 54 filled, 0 vacant
- Position Card, PLAYGROUND WATCHER classified, 41 created, 41 vacant
- Position Card, RECREATION ATTENDANT, 13 filled, 0 vacant
- Position Card, PLAYGROUND WATCHER, 41 filled, 0 vacant

Motion by Galanti, seconded by Kuryak to reclassify 41 RECREATION ATTENDANTS to 41 PLAYGROUND WATCHER, LABOR class. Secretary to forward job specification to NYS Civil Service for approval.

Yeas: Hawrylczak, Galanti, Kuryak

Carried 3-0

2. ADJOURNMENT

Motion by Hawrylczak, seconded by Kuryak to adjourn the meeting.

Yeas: Hawrylczak, Galanti, Kuryak

Carried 3-0

NOTE: Next meeting 08/23/24 @ 9:15 AM City Council Chambers

AUGUST 23, 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 by Kuryak, seconded by Galanti to open the meeting.

Yeas: Hawrylczak, Galanti, Kuryak

Carried 3-0

1. REVIEW MEETING MINUTES

- a. Regular Meeting Minutes 07/26/24
- b. Special Meeting Minutes 07/30/24

Motion by Hawrylczak, seconded by Galanti to approve meeting minutes.

Yeas: Hawrylczak, Galanti, Kuryak

Carried 3-0

2. PAR

- a. PAR 09-24 New Test Administration Form
- b. PAR 10-24 Master Exam Schedule (September 2024 to February 2024)

Motion by Kuryak, seconded by Hawrylczak to receive and file.

Yeas: Hawrylczak, Galanti, Kuryak

Carried 3-0

3. MSD222

- a. CITY
 - i. MSD222 – Request (1) Account Clerk Typist Position
- b. SCHOOL
 - i. MSD222 – Request (2) Account Clerk Positions 08/16/24
 - ii. MSD222 – Request (1) Maintenance Person Position 08/19/24
 - iii. MSD222 – Request (1) Head Custodian Position 08/19/24

Motion by Galanti, seconded by Hawrylczak to classify (1) ACCOUNT CLERK TYPIST as COMPETITIVE position, (2) ACCOUNT CLERK as COMPETITIVE position, (1) MAINTENANCE PERSON as NON-COMPETITIVE, (1) HEAD CUSTODIAN as COMPETITIVE position.

Yeas: Hawrylczak, Galanti, Kuryak

Carried 3-0

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

- a. Exams Announced
 - i. Account Clerk Typist - Applications received from 07/26/24- 08/30/24 Exam Date 09/21/24
 - ii. Account Clerk - Applications received from 07/26/24- 08/30/24 Exam Date 09/21/24
- b. Exams Requested to NYS (*no date/not announced yet*)
 - i. Animal Control Officer
 - ii. Printing Machine Operator
 - iii. Microcomputer Technical Support Specialist
 - iv. City Comptroller

5. ADJOURNMENT

Motion by Hawrylczak, seconded by Galanti to adjourn meeting.

Yeas: Hawrylczak, Galanti, Kuryak

Carried 3-0

NOTE: Next meeting 09/27/24 @ 9:15 AM City Council Chambers

SEPTEMBER 27, 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 the meeting by Galanti, seconded by Kuryak.

YEAS: Hawrylczak, Galanti, Kuryak

Carried 3-0

1. REVIEW MEETING MINUTES

- a. Regular Meeting Minutes 08/23/2024

Motion to approve minutes by Kuryak, seconded by Galanti.

YEAS: Hawrylczak, Galanti, Kuryak

Carried 3-0

2. PAR

- a. PAR 11-24 Transfers from NYPD/NYC DEP to Local Police Agencies

Motion to receive and file by Galanti, seconded by Kuryak.

YEAS: Hawrylczak, Galanti, Kuryak

Carried 3-0

3. RESOLUTION 1

FIRE CAPTAIN EL 74210, Establish 10/20/23 Expiration 10/20/24, Extend to 10/20/25

BE IT HEREBY RESOLVED: that the eligible list for the position of FIRE CAPTAIN #74210 established on October 20, 2023 and expiring on October 20, 2024 be and is hereby extended for a period of one year commencing October 20, 2024 and expiring on October 20, 2025.

Motion to Adopt Resolution 1 by Hawrylczak, seconded by Kuryak.

YEAS: Hawrylczak, Galanti, Kuryak

Carried 3-0

4. RESOLUTION 2

POLICE LIEUTENANT EL 77794, Establish 10/21/22, Expiration 10/21/24, Extend to 10/21/25

BE IT HEREBY RESOLVED: that the eligible list for the position of POLICE LIEUTENANT # 77794 established on October 21, 2022 and expiring on October 21, 2024 be and is hereby extended for a period of one year commencing October 21, 2024 and expiring on October 21, 2025.

Motion to Adopt Resolution 2 by Hawrylczak, seconded by Galanti.

YEAS: Hawrylczak, Galanti, Kuryak

Carried 3-0

5. RESOLUTION 3

FIRE LIEUTENANT EL 75994, Establish 11/19/21, Expire 11/19/24, Extend to 11/19/25

BE IT HEREBY RESOLVED: that the eligible list for the position of FIRE LIEUTENANT # 75994 established on November 19, 2021 and expiring on November 19, 2024 be and is hereby extended for a period of one year commencing November 19, 2024 and expiring on November 19, 2025.

Motion to Adopt Resolution 3 by Hawrylczak, seconded by Kuryak.

YEAS: Hawrylczak, Galanti, Kuryak

Carried 3-0

6. RESOLUTION 4

TENANT RELATIONS ASSISTANT EL 62993, Establish 10/20/23, Expire 10/20/24, Extend to 10/20/25

BE IT HEREBY RESOLVED: that the eligible list for the position of TENANT RELATIONS ASSISTANT # 62993 established on October 20, 2023 and expiring on October 20, 2024 be and is hereby extended for a period of one year commencing October 20, 2024 and expiring on October 20, 2025.

Motion to Adopt Resolution 4 by Hawrylczak, seconded by Kuryak.
YEAS: Hawrylczak, Galanti, Kuryak

Carried 3-0

7. RETIREMENT, RESIGNATION, TERMINATION, LEAVE OF ABSENCE

- a. CITY
 - i. Account Clerk Typist
 - 1. Mark Gawronski – Leave of Absence end 09/25/24
 - ii. Assessor's Aide
 - 1. Deborah Gable – Leave of Absence 09/05/24-09/05/25
 - iii. Complaint Writer – Dispatcher
 - 1. Deborah Duttweiler – Leave of Absence 08/10/24-09/09/24
 - 2. Deborah Duttweiler – Leave of Absence 09/10/24-09/23/24
 - iv. Police Officer
 - 1. Abdul-Fattah Omar – Leave of Absence 09/01/24-09/30/24
 - 2. Cortney Carroccia-Partridge – Leave of Absence 08/17/24-09/14/24
 - 3. Cortney Carroccia-Partridge – Leave of Absence 09/15/24-09/28/24
- b. SCHOOL
 - i. Account Clerk Typist
 - 1. Dawn Polanski – Retire 08/05/24
 - ii. Building Maintenance Mechanic
 - 1. Michael Masocco – Retire 07/31/24
 - iii. Cleaner
 - 1. Kelli Dulski – Leave of Absence 08/27/24-06/30/25
 - iv. Teacher's Aides
 - 1. Shannon Bartz – Resign 08/26/24
 - 2. Samantha Hart – Leave of Absence 08/27/24-11/03/24

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

Carried 3-0

8. RECLASSIFICATION REQUEST

- a. SCHOOL
 - i. Building Maintenance Mechanic

Motion to amend position cards by Kuryak, seconded by Galanti.
YEAS: Hawrylczak, Galanti, Kuryak

Carried 3-0

9. NON-COMPETITIVE

- a. CITY
 - i. City Assessor
 - 1. Deborah Gable – Term 09/05/24-09/30/25
- b. SCHOOL
 - i. Teacher's Aides
 - 1. Rahme Adballah - Permanent 08/27/24
 - 2. Gharam Ali - Permanent 09/10/24
 - 3. Sahar Ahmed - Permanent 09/10/24
 - 4. Brandy Boss – Permanent 08/27/24
 - 5. Kelli Dulski - Permanent 08/27/24
 - 6. Chantelly Guevara - Permanent 08/27/24
 - 7. Justine Jackson - Permanent 08/27/24
 - 8. Aman Kaid - Permanent 08/27/24
 - 9. Abla Mohamed - Permanent 09/09/24
 - 10. Amanda Murphy - Permanent 08/27/24
 - 11. Manal Noman - Permanent 08/27/24
 - 12. Jessica Packard - Permanent 08/27/24
 - 13. Nora Saleh - Permanent 08/27/24
 - 14. Nora Welsh - Permanent 09/23/24

Motion to approve appointment, receive & files, note roster cards by Kuryak, seconded by Galanti.
YEAS: Hawrylczak, Galanti, Kuryak

Carried 3-0

10. LABOR

- a. CITY
 - i. Seasonal Laborer
 - 1. Aydan Tarrío – Term 09/17/24-11/29/24

Motion to receive & files, note roster cards by Hawrylczak, seconded by Galanti.

YEAS: Hawrylczak, Galanti, Kuryak

Carried 3-0

11. COMPETITIVE

- a. CITY
 - i. Account Clerk Typist
 - 1. Shannon Falbo –Permanent Assignment Civil Service 09/25/24
 - 2. Michelle America –Temporary to Permanent 09/25/24 EL 20232

Motion to approve appointment, receive & files, note roster cards by Hawrylczak, seconded by Kuryak.

YEAS: Hawrylczak, Galanti, Kuryak

Carried 3-0

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

- a. Exams Announced
 - i. Police Captain #70003-410 – Promotional Applications 09/16/24-10/07/24 Exam Date 11/09/24
- b. Exams Pending Results
 - i. Account Clerk Typist #24005-001 - Exam Date 09/21/24
 - ii. Account Clerk #24010-001- Exam Date 09/21/24
- c. Exams Requested to NYS (*no date/not announced yet*)
 - i. Animal Control Officer
 - ii. Printing Machine Operator
 - iii. Microcomputer Technical Support Specialist
 - iv. City Comptroller
 - v. Principal Account Clerk
 - vi. Fire Captain
- d. Exams Expiring
 - i. Assessor's Aide EL 68743

13. ADJOURNMENT

Motion to adjourn meeting by Kuryak, seconded by Galanti.

YEAS: Hawrylczak, Galanti, Kuryak

Carried 3-0

NOTE: Next meeting 10/25/24 @ 9:15 AM City Council Chambers

OCTOBER 25, 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 by Kuryak, seconded by Galanti to open meeting.

YEAS: Hawrylczak, Galanti, Kuryak

Carried 3-0

1. REVIEW MEETING MINUTES

- a. Regular Meeting Minutes 09/27/2024

Motion by Galanti, seconded by Hawrylczak to approve, receive, and file.

YEAS: Hawrylczak, Galanti, Kuryak

Carried 3-0

2. PAR

- a. PAR 12-24 Use of QIEs for HELPS Titles
- b. PAR 13-24 Model Rule Update – Layoff of Competitive, Non-Competitive, and Labor Class Employees
- c. 14-24 Updated Master Exam Schedule (September 2024-June 2025)

Motion by Kuryak, seconded by Hawrylczak to receive and file.

YEAS: Hawrylczak, Galanti, Kuryak

Carried 3-0

3. RULE RESOLUTION 2024_01

Adopt Model Rule XXV LAYOFF OF COMPETITIVE, NON-COMPETITIVE, AND LABOR CLASS EMPLOYEES to replace current Rule XXVII Layoff of Competitive Class Employees (Approved ST CSC 5/22/75)

WHEREAS: The City of Lackawanna Civil Service Commission waived a public hearing pursuant to the provisions of Section 20 of the Civil Service Law, conforming to a statute signed November 21, 2023- Chapter 676 of the Laws of 2023 amending Section 80 of the Civil Service Law; and

WHEREAS, the City of Lackawanna Civil Service Commission deems it necessary to make certain changes to Rule XXVII LAYOFF OF COMPETITIVE CLASS EMPLOYEES;

NOW, THEREFORE BE IT HEREBY RESOLVED: that the Lackawanna Civil Service Rules be amended.

Motion by Kuryak, seconded by Galanti to adopt Rule Resolution 2024_01. Secretary to deliver to Mayor for signature and send to NYS Municipal Services to complete rule resolution process.

YEAS: Hawrylczak, Galanti, Kuryak

Carried 3-0

4. MSD222

a. SCHOOL

- i. Requested Title: Director of Nursing Services (1) 09/26/24
- ii. Requested title: Account Clerk (1) 10/11/24
- iii. Requested title: Printing Machine Operator (Internal title District Printer) (1) 10/11/24
- iv. Requested title: Cleaner (4) 10/18/24
- v. Requested title: Custodian (4) 10/18/24
- vi. Requested title: Teacher’s Aides (3) 10/18/24

Motion by Kuryak, seconded by Galanti to classify (1) Director of Nursing Services as Unclassified class, create job specification, forward to state, note position card. Return signed copy to Board of Education to execute Section 9.

YEAS: Hawrylczak, Galanti, Kuryak

Carried 3-0

Motion by Galanti, seconded by Kuryak to classify (1) Account Clerk as Competitive class, note position card. Return signed copy to Board of Education to execute Section 9.
YEAS: Hawrylczak, Galanti, Kuryak Carried 3-0

Motion by Galanti, seconded by Hawrylczak to reclassify Printing Machine Operator to District Printer and update job specification, classify (1) District Printer as Competitive class, resubmit job classification for exam, note position card. Return signed copy to Board of Education to execute Section 9.
YEAS: Hawrylczak, Galanti, Kuryak Carried 3-0

Motion by Kuryak, seconded by Galanti to classify (1) Cleaner as Labor class, note position card. Return signed copy to Board of Education to execute Section 9.
YEAS: Hawrylczak, Galanti, Kuryak Carried 3-0

Motion by Hawrylczak, seconded by Kuryak to table items 4av & 4avi, request updated MSD222s, advise school personnel of concerns and give guidance on completing the form.
YEAS: Hawrylczak, Galanti, Kuryak Carried 3-0

5. RETIREMENT, RESIGNATION, TERMINATION, LEAVE OF ABSENCE

a. CITY

- i. Police Officer
 - 1. Abdul-Fattah Omar – Leave of Absence 10/01/24-10/31/24
- ii. Members of Planning and Development Board
 - 1. Dan Geercken – Remove 10/16/2024, Term to expire 12/31/2029

b. SCHOOL

- i. Cleaner
 - 1. Andra Riley – Removed 10/17/24
- ii. Food Service Helper
 - 1. Kathleen Sands – Retire 10/30/24
- iii. Registered Professional Nurses (School)
 - 1. Lisa DePasquale – Retire 07/30/2024
 - 2. Lynn Illg – Resign 09/06/24
- iv. Account Clerk Typist
 - 1. Baylie Hayes – Removed 10/18/24

Motion by Galanti, seconded by Hawrylczak to receive, file, note roster cards.
YEAS: Hawrylczak, Galanti, Kuryak Carried 3-0

6. NON-COMPETITIVE

a. SCHOOL

- i. Minority Group Specialist
 - 1. Yader Bustamante – Permanent 10/07/2444
- ii. Teacher's Aides
 - 1. Sidea Knighter – Permanent 09/03/244
 - 2. Kaleel Ahmed – Permanent 10/18/24
 - 3. Dikra Noman – Permanent 10/18/24
 - 4. Michael Sobaszek – Permanent 11/04/24

Motion by Galanti, seconded by Kuryak to approve application, receive, file, note roster card
YEAS: Hawrylczak, Galanti, Kuryak Carried 3-0

7. LABOR

a. LCSD

- i. Cleaner – Part Time
 - 1. Hamza Nagi – Permanent 10/21/24

Motion by Kuryak, seconded by Galanti to receive, file, note roster card
YEAS: Hawrylczak, Galanti, Kuryak Carried 3-0

8. EXEMPT

- a. CITY
 - i. Member of Zoning Board of Appeals
 - 1. Dan Geercken – Term 10/21/24-12/31/27
 - 2. Kathy Kogut – Term 10/21/24-12/31/27

Motion by Kuryak, seconded by Galanti to receive, file, note roster card
YEAS: Hawrylczak, Galanti, Kuryak

Carried 3-0

9. COMPETITIVE

- a. CITY
 - i. Police Officer
 - 1. Matthew Gorczyca – Assigned Police Statistician for ID Bureau 09/21/2020
- b. School
 - i. Account Clerk
 - 1. Baylie Hayes – Provisional 10/15/2024
 - 2. Imane Sadoun – Provisional 10/22/2024
 - ii. Printing Machine Operator
 - 1. Yaseen Omar – Temporary 10/07/2024

Motion by Kuryak, seconded by Galanti item 9ai1 to receive, file, note roster card.
YEAS: Hawrylczak, Galanti, Kuryak

Carried 3-0

Motion by Hawrylczak, seconded by Galanti all items in 9b to approve application, receive, file, note roster cards.
YEAS: Hawrylczak, Galanti, Kuryak

Carried 3-0

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

- a. Exams Announced
 - i. Police Captain #70003-410 – Promotional Applications 09/16/24-10/07/24 Exam Date 11/09/24
- b. Exams Pending Results
 - i. Account Clerk Typist #24005-001 - Exam Date 09/21/24
 - ii. Account Clerk #24010-001- Exam Date 09/21/24
- c. Exams Requested to NYS (*no date/not announced yet*)
 - i. Animal Control Officer
 - ii. District Printer (Printing Machine Operator)
 - iii. Microcomputer Technical Support Specialist
 - iv. City Comptroller
 - v. Principal Account Clerk
 - vi. Fire Captain
 - vii. Fire Lieutenant
 - viii. Custodian

11. ADJOURNMENT

Motion by Hawrylczak, seconded by Kuryak to adjourn meeting.
YEAS: Hawrylczak, Galanti, Kuryak

Carried 3-0

NOTE: Next meeting 11/22/24 @ 9:15 AM City Council Chambers

NOVEMBER 06, 2024 SPECIAL MEETING AGENDA

City Council Chambers 3:00 pm

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

1. Open Meeting

Motion by Galanti, seconded by Hawrylczak to open the meeting.

YEAS: Hawrylczak, Galanti, Kuryak

Carried 3-0

2. MSD222

A. SCHOOL

1. Requested title: Teacher's Aides (3) 11/05/24

Motion by Kuryak, seconded by Galanti to classify (3) Teacher's Aides as Non-Competitive class, note position card.

Return signed copy to Board of Education to execute Section 9.

YEAS: Hawrylczak, Galanti, Kuryak

Carried 3-0

3. ADJOURNMENT

Motion by Hawrylczak, seconded by Kuryak to adjourn.

YEAS: Hawrylczak, Galanti, Kuryak

Carried 3-0

NOTE: Next meeting 11/22/24 @ 9:15 AM City Council Chambers