

REGULAR CIVIL SERVICE COMMISSION MEETING – JULY 2026

Tuesday, July 28, 2026

Lackawanna City Council Chambers 9:20 AM

Roll Call	John Kuryak	Commissioner, Chairperson
	Jeffrey DePasquale	Commissioner (not Present)
	Ralph Galanti	Commissioner
	Sharon Beres	Secretary
	Shannon Falbo	Account Clerk Typist

1. OPEN MEETING

Motion by Galanti seconded by Kuryak to open meeting

Yeas: Kuryak, Galanti Carried 2-0

2. APPROVAL OF MINUTES

A. REGULAR MINUTES OF MEETING HELD JUNE 30, 2026

Motion by Kuryak seconded by Galanti to approve June 30, 2026

Yeas: Kuryak, Galanti Carried 2-0

3. NYS DEPARTMENT OF CIVIL SERVICE COMMUNICATIONS

A. IM-09-26 EXAM SCHEDULE-FALL 2026

B. IM-10-26 ANNUAL REPORT

Motion by Kuryak seconded by Galanti to receive and file communications

Yeas: Kuryak, Galanti Carried 2-0

4. RESOLUTION 2026-1 - RESOLUTION TO AMEND THE TEXT OF THE LACKAWANNA CIVIL SERVICE RULES

WHEREAS, the City of Lackawanna Civil Service Commission deems it necessary to make certain changes to the Text of the Lackawanna Civil Service Rules; AND

WHEREAS, the Lackawanna Civil Service Commission has duly advertised and has on July 28, 2026 held a public hearing on the matter;

NOW, THEREFORE, BE IT

RESOLVED, that subject to the approval of the State Civil Service Commission, the following changes shall be made to the Text of the Lackawanna Civil Service Rules:

TEMPORARY ADDENDUM

ADD TEXT:

ADDENDUM

OMNIBUS HELPS RESOLUTION

In addition to any titles which have been previously approved for inclusion in the NY HELPS program, it is hereby adopted that, upon approval of this Resolution by the New York State Civil Service Commission, the

Municipal Services Division of the New York State Department of Civil Service shall directly administer the NY HELPS Program. The Municipal Services Division may propose any competitive titles which meet the criteria for inclusion within the NY HELPS Program for approval in the non-competitive class, with or without limiting numbers, by the New York State Civil Service Commission.

The Municipal Services Division shall maintain responsibility for the recording and maintenance of the listings for all job titles approved by the New York State Civil Service Commission pursuant to this Resolution.

Before any titles subject to this Resolution shall be presented for approval by the Municipal Services Division to the New York State Civil Service Commission, it shall be the responsibility of this civil service agency to affirm that all requirements of the NY HELPS Program have been met, including that no mandatory promotion eligible lists or preferred lists exist which would preclude appointment to any title proposed for inclusion in the NY HELPS Program.

This civil service agency shall further verify that every appointment to a position in a title approved for inclusion in the NY HELPS Program is compliant with all Program requirements and standards, before such appointment may be made.

This civil service agency will revoke any appointment to a position included within the NY HELPS Program if such appointment is subsequently found to be non-compliant with the requirements of such Program, as determined by this civil service agency or the Municipal Services Division, subject to the requirements of subdivision (4) of section 50 of the Civil Service Law.

The Municipal Services Division may, with or without the consent of this civil service agency, request that the New York State Civil Service remove any of the titles subject to this Resolution, whether positions in such titles are filled or unfilled, for all positions within a title or for certain positions within a title, up to any limiting number set forth in the rules, for deletion from the NY HELPS program and restoration to the competitive class. Any such deletion of subject titles or positions may occur and take effect at any date as determined by the New York State Civil Service Commission.

In no event shall any titles or positions authorized for inclusion in the NY HELPS Program pursuant to this Resolution remain in such Program upon termination of the Program by the New York State Civil Service Commission.

Motion by Galanti seconded by Kuryak to receive and file and adopt Resolution 2026-1

Yeas: Kuryak, Galanti Carried 2-0

Motion by Kuryak, seconded by Galanti to act on Resolution 2026-1

Yeas: Kuryak, Galanti Carried 2-0

5. RESOLUTION 2026-2 - RESOLUTION TO AMEND THE TEXT OF THE LACKAWANNA CIVIL SERVICE RULES

WHEREAS, the City of Lackawanna Civil Service Commission deems it necessary to make certain changes to the Text of the Lackawanna Civil Service Rules; AND

WHEREAS, the Lackawanna Civil Service Commission has duly advertised and has on July 28, 2026 held a public hearing on the matter;

NOW, THEREFORE, BE IT

RESOLVED, that the Lackawanna Civil Service Rule XII shall be rescinded in its entirety and replaced as follows:

RULE XII

CERTIFICATION

1. The Commission shall determine the eligible list most nearly appropriate for the position to be filled, and shall certify to the appointing authority a sufficient number of eligibles from which selection for appointment may be made. When the name of any eligible is included in a certification for appointment, the names of all other eligibles on the list having the same final rating as such eligible shall be included in such certification.
2. A certification issued by the Commission to an appointing officer shall be valid for a period of thirty days from the date of its issuance. After the expiration of such thirty-day period, no appointment shall be made except from a new certification. The Commission, for good cause shown, may extend a certification up to a maximum of sixty days upon request of an appointing authority.
3. When an eligible is canvassed for appointment or is offered appointment in writing and fails to state his/her willingness to accept such appointment within four business days after the mailing of such canvass or offer, he/she may be considered ineligible when making selection for such particular appointment. When an eligible fails to respond to two successive canvass letters, his/her name shall be restricted from further certification from the eligible list. Thereafter, the eligible may request that his/her name be restored to active status on such list, provided the list is still in existence. The eligible's name may be restored to active status on such list if the Commission in its discretion determines that the reasons for the previous non-response are satisfactory.
4. The name of the person declining appointment shall be eliminated from further certification from the eligible list unless declination is for one or more of the following reasons: (a) insufficiency of compensation offered when below minimum of grade of the position for which the examination was held; (b) geographical location of employment; (c) temporary inability, physical or otherwise, which must be satisfactorily explained by the eligible in writing; (d) other reason deemed acceptable by the Commission. The Commission shall enter upon the eligible list the reasons for its action in such cases.
5. Except as otherwise provided in these rules, appointment or promotion to a position in the competitive class shall be made by the selection of a person on the most nearly appropriate eligible list who is willing to accept such appointment and whose final rating in the examination is equal to or higher than the final rating of the third highest ranking eligible on the list indicating willingness to accept such appointment. The term "ranking" as used in these rules refers to the order in which the names of eligibles appear on the eligible list.
6. (a) Nomination to Fill Vacancy After Open-Competitive Examination

Whenever a vacancy exists in a position in the competitive class and an open-competitive examination duly advertised results in three or fewer approved applicants for the examination, the appointing officer may

nominate to the Commission one of the applicants who may be certified for appointment to fill the vacancy without further examination, provided that he/she has already qualified in an examination of equivalent character within the last four years from the date of nomination.

(b) Appointment by Non-Competitive Examination

Whenever no more than two names appear on the open competitive eligible list for appointment to a position or upon the receipt of the results of an open competitive examination wherein no candidates passed the appropriate examination, the appointing officer may nominate a qualified individual for appointment, and such nominee, upon passing an examination appropriate to the duties and responsibilities of the position may be appointed, or the Commission may designate the eligible list, if there be one, as a continuing eligible list in accordance with Section 57 of the Civil Service Law, and insert therein the names of additional eligibles as they are found qualified by examinations held at such intervals as may be prescribed.

(c) Nomination and Administration of Qualified Incumbent Examinations for NY HELPS Appointees

The Commission may administer a qualified incumbent examination (QIE) for any position in any title which has been included in the NY HELPS program.

(1) Eligibility

An appointing officer shall nominate eligible employees to participate in a QIE. Such QIE may be offered only to incumbents who are currently serving in a designated NY HELPS title and have served a minimum of six months in such position.

(2) Frequency of Examination

Such QIEs may be held at such intervals as prescribed by the Commission. Names of successful candidates shall be interfiled on a continuing eligible list for each title as prescribed by section 57 of the Civil Service Law.

(3) Content and Scoring of the QIE

Such examination shall consist of a review of the qualifying service of the nominee. All passing candidates shall be assigned an identical earned numerical rating and shall be deemed equally reachable for permanent competitive appointment from the eligible list resulting from the QIE. No seniority credits shall be awarded to the final earned rating of any candidate.

(4) Appointments from the QIE

All incumbents whose names are included on an eligible list created from a QIE must be appointed from such QIE within two months following the addition of their names on the eligible list. All individuals appointed from an eligible list created from a QIE shall obtain a permanent appointment in the competitive jurisdictional class. Such appointment shall not alter or re-set any required period of probation imposed upon the appointee upon original appointment through the NY HELPS program.

(5) Expiration of Use of QIEs

No QIE may be administered to any incumbent upon the termination of the NY HELPS program by the New York State Civil Service Commission and no individual may be appointed from a QIE eligible list following termination of the NY HELPS program by the New York State Civil Service Commission.

(6) QIEs Not Exclusive

A holding of a QIE or the placement of the name of an incumbent on an eligible list created from a QIE shall not prevent the appointing authority from granting such incumbent a permanent competitive appointment through any other method authorized by the Civil Service Law and these Rules.

(7) Priority in Certification

- (i) An eligible list created from a QIE shall have priority in certification over any open-competitive eligible list for the same title.
- (ii) An eligible list created from a QIE shall not have priority in certification over any mandatory promotion eligible list for the same title.
- (iii) An eligible list created from a QIE shall not have priority in certification over a duly established preferred list, nor shall the existence of such QIE prevent a transfer, reinstatement or any other lawful permanent appointment to a position filled from such eligible list.

(8) Expiration of Rule

This rule shall expire upon the termination of the NY HELPS Program by the New York State Civil Service Commission.

- 7. Whenever one or more eligibles shall have declined any appointment offered because of salary and an eligible whose relative standing is lower on the list and who was reachable on the certification only because of the declination, shall have been appointed to the position, the salary of such appointee shall not be increased, except by a service or a class-wide increase, within a period of six months after his/her appointment beyond that offered to the persons so declining.
- 8. An open-competitive, promotion or preferred eligible list shall not be certified for filling a permanent competitive class vacancy created by reclassification of a permanently encumbered competitive class position if the appointment or promotion from such list would require the layoff of a permanent employee; but, this provision shall not apply if the incumbent whose position was reclassified has, following such reclassification, either refused to take an examination for such reclassified position or failed to qualify for appointment, examination or promotion to such position.

Motion by Galanti seconded by Kuryak to receive and file and adopt Resolution 2026-2

Yeas: Kuryak, Galanti

Carried

2-0

Motion by Kuryak, seconded by Galanti to act on Resolution 2026-2

Yeas: Kuryak, Galanti

Carried

2-0

6. RESOLUTION 2026-3 - RESOLUTION TO AMEND THE TEXT OF THE LACKAWANNA CIVIL SERVICE RULES

WHEREAS, the City of Lackawanna Civil Service Commission deems it necessary to make certain changes to the Text of the Lackawanna Civil Service Rules; AND

WHEREAS, the Lackawanna Civil Service Commission has duly advertised and has on July 28, 2026 held a public hearing on the matter;

NOW, THEREFORE, BE IT

RESOLVED, that subject to the approval of the State Civil Service Commission, the following subsection (f) shall be added to the Text of Rule XIV, Section 1. PROBATIONARY TERM, of the Lackawanna Civil Service Rules:

f. Any person appointed through the NY HELPS Program – Local (NY HELPS) who receives a permanent eligible list appointment to a position with the equivalent non-NY HELPS title immediately following the NY HELPS appointment shall have all the item spend in the NY HELPS appointment credited to any probationary term that is required.

Motion by Galanti seconded by Kuryak to receive and file and adopt Resolution 2026-3

Yeas: Kuryak, Galanti

Carried

2-0

Motion by Kuryak, seconded by Galanti to act on Resolution 2026-3

Yeas: Kuryak, Galanti

Carried

2-0

7. JOB SPECIFICATION

A. CITY

1.UPDATE TO JANITOR JOB SPECIFICATION

2.APPROVE MSD 222 – JANITOR

Motion by Galanti seconded by Kuryak to receive and file, update specifications, and approve MSD 222-Janitor

Yeas: Kuryak, Galanti

Carried

2-0

8. RETIREMENT, RESIGNATION, TERMINATION, LEAVE OF ABSENCE

A. LCSD

1.KWASINEWSKI, MARK – RETIREMENT – 07/30/2026

2.

Motion by Kuryak seconded by Galanti to receive and file, update roster card

Yeas: Kuryak, Galanti

Carried

2-0

9. COMPETITIVE

A. CITY

1. KAMENICA, IDRIZ – POLICE OFFICER – EL 68589 -PERMENANT -07/22/2026
- 2.MILLER, NICHOLAS P. – POLICE OFFICER – EL 68589 -PERMENANT -07/22/2026

Motion by Galanti seconded by Kuryak to receive and file, update roster card, note eligible list

Yeas: Kuryak, Galanti

Carried 2-0

10. LABOR

A. CITY

- 1.DALEY, BRAIDEN – LABORER-PERMANENT- DPW- STREETS -07/20/2026
- 2.KAID, RAYAN – LABORER-TEMPORARY- DPW-STREETS -07/20/2026

Motion by Galanti seconded by Kuryak to receive and file, approve application, note roster card

Yeas: Kuryak, Galanti

Carried 2-0

B. LCSD

- 1.DULSKI, KELLI – SEASONAL CLEANER – TEMPORARY APPOINT 06/30/2026 – 08/28/2026
- 2.BOSQUE, ERICA – SEASONAL CLEANER – TEMPORARY APPOINT 06/30/2026 – 08/28/2026
- 3.VANHOUTEN, CHERYL – SEASONAL CLEANER – TEMPORARY APPOINT 06/30/2026 – 08/28/2026
- 4.WELSH, NORA – SEASONAL CLEANER – TEMPORARY APPOINT 06/30/2026 – 08/28/2026

Motion by Kuryak seconded by Galanti to receive and file, approve application, note roster card

Yeas: Kuryak, Galanti

Carried 2-0

11. RESOLUTION #2026-4 POLICE OFFICER EXAM #60069 RESULTS

WHEREAS, the open competitive examination for the position of POLICE OFFICER #60069 in and for the City of Lackawanna was held May 9, 2026 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 27,2026 as required by New York State Department of Civil Service.

Motion by Galanti, seconded by Kuryak to adopt Resolution 2026-4

Yeas: Kuryak, Galanti

Carried 2-0

12. EXAMINATIONS (Informational- No Action Necessary)

A. RESULTS PENDING

- 1.ACCOUNT CLERK TYPIST – 26000-100 – HELD 04/25/26
2. ACCOUNT CLERK – 26500-500 – HELD 04/25/26
- 3.POLICE LIEUTENANT – 70031-540 – HELD 06/13/26

B. REQUESTED

1. ANIMAL CONTROL OFFICER
2. CITY COMPTROLLER
3. CODE ENFORCEMENT OFFICER
4. CUSTODIAN
5. DISTRICT PRINTER (FORMERLY PRINTING MACHINE OPERATOR)
6. PRINCIPAL ACCOUNT CLERK
7. POLICE CHIEF (TYPE B)
8. FIRE CHIEF

13. ADJOURNMENT

Motion by Kuryak seconded by Galanti to adjourn meeting

Yeas: Kuryak, Galanti

Carried

2-0

NOTE: Next meeting Tuesday August 25, 2026 @ 9:15 AM City Council Chambers