



Office of the Civil Service Commission

Richard C. David, Mayor

*Sharon Sorkin, Acting Personnel & Safety Director
Leana Testani, Assistant Director of Personnel & Safety*

*Patrick O' Day, Commissioner
Catherine Furner, Commissioner
Eileen Fitzgerald, Commissioner*

**CIVIL SERVICE COMMISSION MEETING MINUTES
Personnel/Civil Service Office, 38 Hawley Street, Binghamton
3pm Wednesday, Aug 18th, 2021**

- I. Call to Order at 3:04pm
- II. Present: Patrick O' Day, Eileen Fitzgerald, Kenneth Frank, Chuck Shager, and Leana Testani
Absent: Catherine Furner
- III. Approve the minutes from the July 21, 2021 meeting
Motion: O' Day
Second: Fitzgerald
All in favor
- IV. New Business:
 - a. Amend job description, Stores Keeper, presented by Chuck Shager

Shager explained the necessity of having Stores Keepers that have buying and/or selling experience as well as automotive parts experience.

Motion to accept amendments and include additional language in qualifications to reflect "in purchasing or selling motor vehicle equipment": O' Day
Second: Fitzgerald
All in favor
 - b. Residency Waiver, Secretary to Corporation Counsel, presented by Kenneth Frank

Frank explained that for this confidential position the applicants were non-City residents and he is seeking a waiver with the condition that if the applicant were to move, it would be a requirement to move into the City.

Motion to approve as requested: O' Day
Second: Fitzgerald
All in favor
 - c. Residency Waivers, confirming email vote for temporary 6 month waivers, presented by Leana Testani

Acknowledgment made.

- d. Removal of candidate from Firefighter eligibility list, presented by Leana Testani

Testani explained that this individual applied and passed the exam, and due to past experience with the City, we are seeking a removal from the list.

Motion to enter executive session: O'Day

Second: Fitzgerald

Time: 3:13pm

Motion to exit executive session: O'Day

Time: 3:19pm

Motion to hold over to next meeting: O'Day

Second: Fitzgerald

- e. Established eligibility lists: Administrative Assistant, Police Officer, Police Chief, Assistant Police Chief, Firefighter, Senior Typist, Typist, Clerk, Data Entry Operator, Water Meter Reader, Water Meter Repairer, WWTP Operator Trainee, and Fire Chief (established after agenda was sent)
- f. New job description, Director of Athletics and Student Engagement, School District, presented by Leana Testani

Testani explained that this is the establishment of a new position, in which the school district will seek to make non-competitive. It is a Director level position to aid in the athletics department.

Motion to approve: O'Day

Second: Fitzgerald

All in favor

V. Adjournment

Next meeting will be September 22nd

Motion to adjourn: O'Day

Second: Fitzgerald

Time: 3:23pm