

Lisa Balter
TOWN CLERK

**Civil Service Commission Minutes
February 15, 2023, 7:00 pm**

A Special Meeting of the Civil Service Commission was held on Wednesday, February 15, 2023, via Zoom.

The meeting was called to order at 7:00 p.m.

Roll Call:	Mrs. Sue Deko	Present
	Mr. Richard DePalma	Present
	Mrs. Ann Murray	Present

OLD BUSINESS

BOARD OF EDUCATION

CUSTODIAN

ACCOUNT CLERK-PAYABLES

Interviews are currently being held to fill the Account Clerk Position. The Custodial position will not be filled. There is nothing for the Commission to do at this time.

POLICE DEPARTMENT

POLICE OFFICER C

The exam is complete and background investigations are being conducted. There is nothing for the Commission to do at this time.

FINANCE DEPARTMENT

SECRETARY III

This position has been renamed Administrative Assistant III. The exam for the position is scheduled for March 6, 2023.

OLD BUSINESS
BOARD OF EDUCATION
ACCOUNT CLERK-PAYROLL

This position became vacant again and there is no list. The Board of Education has requested a new test.

A Motion was made by Mrs. Deko to begin the testing process for the position of Account Clerk-Payroll consisting of a written exam worth 100% of the final score with the passing score of 70.

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Mrs. Murray seconds the motion.
Vote: Unanimous

SECRETARY II- GRADE LEVEL 10

The Board of Education has requested a new test for this position.

A Motion was made by Mrs. Deko to begin the testing process for the position of Secretary II, grade level 10 consisting of a written exam worth 100% of the final score with the passing score of 70.

Mrs. Murray seconds the motion.
Vote: Unanimous

FIRE DEPARTMENT
BATTALION CHIEF

A new job description has been submitted after approval by the Town and Union.

A Motion was made by Mrs. Deko to accept the new job description as presented by the town and union for the position of Battalion Chief.

Mrs. Murray seconds the motion.
Vote: Unanimous

FIREFIGHTER/PARAMEDIC-LATERAL TRANSFER

A position has opened up in the fire department and a request has been made to repost the lateral transfer position for certified firefighter/paramedics to apply.

A Motion was made by Mrs. Deko to post the position of Firefighter/Paramedic-Lateral Transfer.

Mrs. Murray seconds the motion.

Vote: Unanimous

BILLS

A Motion was made by Ms. DePalma to pay the following bills:

\$22.00 to Ricoh, Rental Fee

\$737.03 to Hearst Publications, Advertising

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\$787.58 to Hearst Publications, Advertising

\$330.00 to Penfield Publications, Advertising

\$300.00 to Penfield Publications, Advertising

\$345.00 to La Voz, Advertising

\$345.00 to La Voz, Advertising

\$150.00 to CCM, Advertising

\$189.00 to LTI, Testing

Mrs. Deko seconds the motion.

Vote: Unanimous

A MOTION was made by Mr. DePalma to adjourn the Meeting at 7:11p.m.

Mrs. Deko seconds the motion.

Vote: Unanimous

Respectfully submitted,

Andrea M. Liquori, Recording Secretary