

CITY OF NORWICH
CIVIL SERVICE COMMISSION
Meeting Minutes
February 23, 2021
8:30 a.m.
Via Zoom

PRESENT

Brian Wessels
Sue Mirabito

ALSO

Lynn Murray

Commissioner Wessels called the meeting to order at 8:32 a.m.

Commissioner Wessels made a motion to approve Resolution #318 to establish the eligible list for exam #62344 for the position of Police Officer: Seconded by Commissioner Mirabito, approved ayes all. 2-0

Resolution #318

The City of Norwich Civil Service Commission has on February 23, 2021 adopted the following resolution:

Whereas, the City of Norwich Civil Service Commission is authorized by the State Civil Service Commission to approve eligible list for classified positions under their jurisdiction; and

Whereas, an examination for the position of Police Officer was held on September 26, 2020, and the results for said examination have been received and recorded;

Now, therefore, be it resolved, that the eligible list for exam #62344 position of Police Officer be established as detailed on the attached list and that the duration of this list shall be in effect from February 24, 2021 to February 24, 2024.

City Business

Commissioner Mirabito **moved** to approve the following City Position Classifications to be refilled for the following positions. Seconded by Commissioner Wessels, approved ayes all 2-0.

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Position Classifications:

Motor Equipment Operator

2

Change in minimum qualifications for Coordinator of Disaster Preparedness

From: None

To: Graduation from high school or possession of a high school equivalency diploma and either a) an associate degree in emergency management and three years' experience in Emergency Management or paid or volunteer experience in Emergency Medical Services or Fire Service or

b) six years of experience in (a) above and possession of a valid NYS driver's license at time of appointment and maintained during employment

Commissioner Wessels made a motion to accept the changes for minimum qualifications on the Coordinator of Disaster Preparedness. Seconded by Commissioner Mirabito, approved ayes all 2-0.

Commissioner Wessels made a motion to approve the job duty statement for Temporary Trainer of Disaster Preparedness in a temporary capacity of no more than 3 months. Seconded by Commissioner Mirabito, approved ayes all 2-0.

School Business

Commissioner Wessels **moved** to approve the following permanent/provisional School appointments. Seconded by Commissioner Mirabito, approved ayes 2-0.

Permanent Appointments

Thomas Brightman	School Bus Driver	2/22/2021
Troy Kasmarcik	Substitute Teacher Aide	12/14/2020
Michelle O'Neil	School Bus Aide	2/18/2021
James Shimer	School Lunch Cook	2/1/2021
Garett Sylstra	Substitute Teacher Aide	12/21/2020
Nadine Van Alst	Substitute Teacher Aide	1/27/2021

Provisional Appointments

Lauren Van Beers	Secretary II	12/1/2020
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Set next meeting: March 30, 2021 8:30 a.m. via Zoom.

Commissioner Wessels **moved** to adjourn at 8:47 a.m. Seconded by Commissioner Mirabito approved ayes all 2-0.