

CITY OF NORWICH  
CIVIL SERVICE COMMISSION  
MINUTES

April 28, 2026  
11:00 a.m.  
City Hall

**PRESENT**

Commissioner Ryan Zieno  
Commissioner Charleen Sastri  
Commissioner Brian Doliver

**ALSO**

Lynn Murray, Secretary for the Civil Service

Commissioner Zieno called the regular meeting to order at 11:04 a.m.

Commissioner Doliver **moved** to approve the minutes of the February 24, 2026, meeting. Seconded by Commissioner Zieno, approved ayes all.

**Personal Transactions**

Commissioner Sastri **moved** to approve personal transactions, see attached. Seconded by Commissioner Zieno. Approved ayes all.

**Approval of Eligible List**

Eligible lists were reviewed and adopted for the following recently administered civil service examination: Firefighter #60028330 (held January 10, 2026).

**NYS Correspondence**

The Commission reviewed the Civil Service Transformation – February update.

**Current exams ordered:**

Police Officer Continuous Recruitment- 5/9/2026

**Old Business**

**New Business**

Commissioner Zieno approved the new policy Physical Fitness Screening Test and Medical Evaluation, seconded by Commissioner Doliver. Approved ayes all.

**Set next meeting:** June 30, 2026, at 11:00 am

Commissioner Zieno moved to adjourn the meeting at 11:25 am, seconded by Commissioner Doliver, ayes all.

### Norwich Municipal Civil Service Monthly Summary of Personnel Changes

| Name                    | Title                                            | Agency | Class | Rate     | Action | Eff Date  | Notes |
|-------------------------|--------------------------------------------------|--------|-------|----------|--------|-----------|-------|
| Modica, Paul            | Food Service Worker                              | NCSD   | L     | \$17.00  | A      | 3/2/2026  |       |
| Shipman,<br>Christopher | Cleaner                                          | NCSD   | L     | \$16.75  | RES    | 3/6/2026  |       |
| Sherman, Pamela         | Teacher Aide                                     | NCSD   | NC    | \$16.00  | RES    | 3/13/2026 |       |
| Riddle, Ferol           | Treasurer                                        | NCSD   | EX    | \$80,000 | RES    | 3/15/2026 |       |
| Stephen, Monica         | Accounts Payable<br>Specialist – HELP<br>Program | NCSD   | NC    | \$60,000 | PROM   | 3/15/2026 |       |
| Riddle, Ferol           | Deputy Treasurer                                 | NCSD   | C     | \$80,000 | AP     | 3/16/2026 |       |
| Stephen, Monica         | Treasurer                                        | NCSD   | EX    | \$80,000 | A      | 3/16/2026 |       |
| Beech, Wendy            | Food Service Worker                              | NCSD   | L     | \$17.75  | A      | 3/25/2026 |       |
| McKenna, Peggy          | Substitute Clerical                              | NCSD   | NC    | \$20.00  | DEC    | 3/27/2026 |       |
| Simonds, Brianne        | Accounts Payable<br>Specialist – HELP<br>program | NCSD   | NC    | \$57,000 | A      | 4/1/2026  |       |
| McLaughlin,<br>Casey    | Food Service Worker                              | NCSD   | L     | \$17.75  | RES    | 4/2/2026  |       |
| Woodcock, Leah          | Substitute Teacher<br>Aide                       | NCSD   | NC    | \$16.00  | RES    | 4/8/2026  |       |
| Riddle, Ferol           | Deputy Treasurer                                 | NCSD   | C     | \$80,000 | RES    | 4/24/2026 |       |
| Biefeldt, Lyla          | Substitute Teacher<br>Aide                       | NCSD   | NC    | \$16.00  | RES    | 5/5/2026  |       |

#### Key to Personnel Actions

A: Appointed Permanently; AT: Appointed Temporarily; AP: Appointed Provisionally; PP: Provision Promotion; ELEC: Elected; PROB: Probationary Appointed; PROM: Promotion; CIC: Change in Name; CIN: Change in Classification; CIT: Change in Title; SAL: Salary Change; MA: Military Leave; LOA: Leave of Absence; LO: Layoff; BM: Bump to Lower Position; REM: Removal; RES: Resigned; RET: Retired; REI: Reinstated; DM: Demoted; TR: Transferred; TERM: Terminated; DEC: Deceased; SUS: Suspended.

#### Key to Jurisdictional Classes

C: Competitive; NC: Non-Competitive; EX: Exempt; L: Labor; UNC: Unclassified

List No.: 60028330

## CITY OF NORWICH

Date List Established: 3/31/2026

TITLE OF ELIGIBLE LIST: Firefighter – Continuous Recruitment

Expiration Date: 3/31/2030

Date of Examination: 01/10/2026

EXAM NO. 60028330

Prepared by: Lynn Murray

| RANK | NAME              | ADDRESS           | EXAM<br>SCORE | VETS<br>PTS. | FINAL<br>SCORE | RESULT OF<br>CANVASS | CERTIFICATIONS        | DATES & NATURE<br>OF APPOINTMENT |
|------|-------------------|-------------------|---------------|--------------|----------------|----------------------|-----------------------|----------------------------------|
| 1    | Adan Lagacey      | Norwich NY 13815  | 100           |              | 100            |                      |                       |                                  |
| 2    | Nathan Foote      | Norwich NY 13815  | 100           |              | 100            |                      |                       |                                  |
| 3    | Isaiah Keator     | Oxford NY 13830   | 95            |              | 95             |                      |                       |                                  |
| 4    | Liam Ballin       | Norwich NY 13815  | 95            |              | 95             |                      |                       |                                  |
| 5    | Corey Yalch       | Lisle NY 13797    | 95            |              | 95             |                      | Certified FF          |                                  |
| 6    | Justin Mazzie     | Johnson NY 10933  | 95            |              | 95             |                      |                       |                                  |
| 7    | Karston Christmas | Camden NY 13316   | 95            |              | 95             |                      | Certified FF          |                                  |
| 8    | Ethan Benn        | Sauquoit NY 13456 | 95            |              | 95             |                      | Certified FF/EMT<br>B |                                  |
| 9    | Kaden Christmas   | Camden NY 13316   | 90            |              | 90             |                      | Certified FF          |                                  |

|    |                |                           |    |  |    |  |              |  |
|----|----------------|---------------------------|----|--|----|--|--------------|--|
| 10 | Jacob Collea   | Whitesboro NY 13492       | 90 |  | 90 |  | Certified FF |  |
| 11 | Jacob Ingraham | Oxford NY 13830           | 90 |  | 90 |  | EMT B        |  |
| 12 | Andrew Casey   | Endicott NY 13760         | 90 |  | 90 |  |              |  |
| 13 | Mason Farrell  | Clayville NY 13322        | 90 |  | 90 |  |              |  |
| 14 | Joshua Milucky | South New Berlin NY 13843 | 85 |  | 85 |  |              |  |

**From:** cs.sm.assistance.request <assistance.request@cs.ny.gov>  
**Sent:** Thursday, February 26, 2026 2:11 PM  
**To:** cs.sm.assistance.request  
**Subject:** Civil Service Transformation – February Update



**On Behalf of Commissioner Timothy R. Hognes, Executive Deputy Commissioner  
Rebecca Corso and Municipal Services Director Maria Kenneally:**

We are pleased to share the following key updates on our transformation efforts this month:

- **Jobs Portal and Applicant Management System Update:** The Department is currently in the 12-15-week analysis period for our new Jobs Portal and Applicant Management System. One of the key items we are discussing during this period is the implementation method that will be used to roll out Eightfold, the software solution for this new system. After this analysis period, the Department will have more information to share on the overall project timeline.
- **Computer-Based Testing Center Update:** The Department is pleased to report that we successfully administered our first computer-based, state promotion exam at the CBT Center located in Cohoes in January. The Department will be holding another state promotion exam on Feb. 28 and March 1 at the CBT Centers in Cohoes, Syracuse, Rochester, and Buffalo.

To help us prepare for this weekend's exam holding, we held full-dress rehearsals at these four CBT Centers. State promotion exams will continue to be rolled out in the open CBT centers throughout 2026. We will share additional information in the near future.

- **Stakeholder Engagement:** While we are in the analysis period with our vendor, we are holding Regional Forums on Transformation in regions around the state. To date, we have held forums in the Mohawk Valley, Capital Region, North Country, Central NY, Finger Lakes, Hudson Valley, and Long Island. We have additional forums planned in Western NY, the Southern Tier, Long Island and the Capital Region, so please be on the lookout for that information. We are grateful for the insights so many of you have shared about the vacancy-based training and experience examinations, the NY HELPS program and public safety recruitment and appreciate your feedback on the future of the civil service merit system.
- **Transformation FAQs:** The Department recently added additional questions and answers to the FAQ section of the transformation webpage at the following link: <https://www.cs.ny.gov/transformation/faq.cfm>. The FAQ will be updated on a regular basis, as additional information becomes available.

As a reminder, we encourage you to visit the transformation webpage at <https://cs.ny.gov/transformation/> as the page will be updated on an ongoing basis. If you or any of your colleagues have questions on our approach, please email us at [pio@cs.ny.gov](mailto:pio@cs.ny.gov).

## Maria P. Kenneally

Director, Municipal Services Division

*Pronouns: She/Her/Hers*

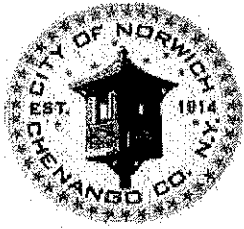
Department of Civil Service

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**City of Norwich**  
**Physical Fitness Screening Test and Medical Evaluation Policy**  
**(Police Officer)**

**Policy:** An examination announcement for a written exam shall indicate whether or not a performance test is required. Currently performance tests are required for the following Civil Service examinations: Police Officer.

**Procedure:** Prior to appointment, all candidates must undergo a physical fitness screening test conducted in accordance with section 6000.8 of the MPTC standards. Candidates who successfully complete all three (3) of the physical fitness screening test elements as well as other relevant pre-offer conditions shall undergo a medical review conducted by a qualified physician/practitioner in accordance with section 6000.4 of the MPTC standards. The medical review shall be conducted only after a conditional offer of employment has been given to the candidate by the appointing authority.

**Waiver:** The City of Norwich Human Resources Department/Civil Service Department will allow a waiver of the physical agility performance test should a candidate provide valid documentation that they have tested and passed an MPTC approved Police Officer physical agility performance test in another municipality or at an MPTC approved Police Officer Basic Training Academy in New York State within six (6) months of the scheduled agility for the City of Norwich. Candidates must notify the City of Norwich Human Resources/Civil Service Department in writing of their request to waive the physical agility performance test no later than two (2) business days prior to the scheduled agility for the City of Norwich. If a candidate fails to contact the City of Norwich Human Resources/Civil Service in accordance with the timeliness specified above and does not appear at the scheduled agility for the City of Norwich, they are considered to have failed the agility, and their name will not be certified to appointing authorities. The City of Norwich Human Resources/Civil Service will not, for any reason, offer the candidate a separate agility if they cannot attend or supply valid documentation that they have tested and passed another agility within the specified timeliness above.

**Retesting:** If a candidate fails to meet any one element of the physical fitness screening test, they will be allowed to retake the test one final time starting with the failed component of the agility test. Retest will be held within one (1) week of the first performance test or at the Department's earliest possible convenience. Candidates who are unable to attend may be excused in accordance with the Policy on Alternative Test Dates. If a candidate's reason for requesting an alternative test date is approved due to their own medical emergency as outlined in the Policy on Alternative Test Dates, they must contact the City of Norwich Human Resources/Civil Service Department to discuss

their status. If a candidate's reason for requesting an alternative test date is approved due to a medical emergency of an immediate family or household member as outlined in the Policy on Alternative Test Dates, they must contact the City of Norwich Human Resources/Civil Service Department within two (2) weeks of the physical agility test date for a status update. A maximum of two physical fitness screening tests will be allowed for any candidate.

If a candidate fails to meet any one or more element of the physical fitness screening test after being retested or fails to contact the Human Resources/Civil Service Department in accordance with the timelines specified above, they are considered to have failed the entire exam, and their name will not be certified to appointing authorities.

**Special Accommodations:** Requests for special accommodations due to disabilities for any other reason must be submitted in writing to the City of Norwich Human Resources/Civil Service Department, as directed on the application for examination, and received at least three (3) weeks prior to the date of the performance test. Medical documentation will be required for requests due to disability. Candidates will be notified, prior to the performance test, whether or not their request has been approved.

**Note: Failure to appear for a scheduled physical fitness screening test will be considered an unqualified declination and the name of such candidate will be eliminated from further certification.**

**The 1.5-mile run will be administered only to individuals who have successfully completed the other two elements of the test battery (Sit-up and Push-up)**

#### **Municipal Police Training Council – 40%**

| <b>Age/Sex</b> | <b><u>Test</u></b> |                |                     |
|----------------|--------------------|----------------|---------------------|
|                | <b>Sit Up</b>      | <b>Push-Up</b> | <b>1.5 Mile Run</b> |
| <b>Male</b>    |                    |                |                     |
| 20-29          | 38                 | 29             | 12:38               |
| 30-39          | 35                 | 24             | 12:58               |
| 40-49          | 29                 | 18             | 13:50               |
| <b>Female</b>  |                    |                |                     |
| 20-29          | 32                 | 15             | 14:50               |
| 30-39          | 25                 | 11             | 15:43               |
| 40-49          | 20                 | 9              | 16:31               |

Adopted:  
Revised: