

MONTHLY MEETING OF THE
WATERVLIET CIVIL SERVICE COMMISSION

May 20, 2025

Present: Robert Passonno, Chairperson
Michael Duffey, Commissioner
Mark Harbour, Commissioner
Michael Marr, Secretary

MONTHLY MINUTES

Meeting called to order at 9:04 a.m. Secretary Marr took a roll call.

REVIEW OF MINUTES – 4/29/25

Secretary Marr asked if there were any corrections or additions to the minutes. No changes were noted. Michael Duffey made a motion to approve the minutes. Mark Harbour seconded the motion. Motion passed unanimously.

REVIEW OF NON-COMPETITIVE EMPLOYMENT APPLICATIONS*

None.

REVIEW OF PROVISIONAL EMPLOYMENT – Examinations to be requested within 30 days of appointments*

None.

HOUSEKEEPING ITEMS

Secretary Marr informed the commission about a phone call from a representative from the local fire union about a 60-day notification of upcoming exams. Secretary Marr checked available NYS manuals and our local laws. According to the Watervliet Civil Service Rules, Public notice of open-competitive examinations shall be made at least twenty-five (25) days before the date of the examination and must be conspicuously posted in a public place for fifteen (15) days. Secretary Marr believes the “60-day notice” is simply a typical practice to announce two (2) months out for logistical planning. Secretary Marr brought forth some changes to the job specification for Federal and State Grant Coordinator PT that was originally adopted in 1975. Commission approved.

NEW BUSINESS

None.

SET DATE FOR NEXT MEETING

Date set for 6/24/25.

Motion to adjourn made by Michael Duffey. Seconded by Mark Harbour. Motion passed unanimously.

Meeting adjourned 9:28 a.m.

Next monthly meeting scheduled for 9:00 a.m. on Tuesday 6/24/2025 pending quorum call.

*Per Resolution, previously approved by the Secretary to the Commission