

MONTHLY MEETING OF THE  
WATERVLIET CIVIL SERVICE COMMISSION

June 24, 2025

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

MONTHLY MINUTES

Meeting called to order at 9:02 a.m. Secretary Marr took a roll call.

REVIEW OF MINUTES – 5/20/25

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\*

Janice Hamilton – Administrative Aide  
Rebecca Calleri – Federal and State Grant Coordinator PT

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

Rebecca Calleri – Federal and State Grant Coordinator PT (will be submitted for HELPS)

HOUSEKEEPING ITEMS

Secretary Marr laid out a plan to update/reformat the currently adopted job descriptions. Formatting included uniformed language, layout, font size, and the addition of bullet points for easier reading. Secretary Marr informed the commission of the possible creation of a new title for the School District of Business Office Administrative Assistant. Will follow up after working more with the School.

NEW BUSINESS

Secretary Marr informed the Commission of changing his hours and the commission meeting time. Secretary hours changed from Wednesday 8:00am – 3:00pm in office and 4:30-5:30 pm remotely Monday, Tuesday, Thursday, and Friday to in office Monday through Friday 3:00pm - 4:00pm and remote in as needed. Commission meeting time changed from Tuesdays (once a month) at 9:00am to Tuesdays (once a month) at 3:15pm.

SET DATE FOR NEXT MEETING

Date set for 8/19/25 at 3:15 p.m.

Motion to adjourn made by Michael Duffey. Seconded by Mark Harbour. Motion passed unanimously. Meeting adjourned 9:28 a.m.

Next monthly meeting is scheduled for 9:00 a.m. on Tuesday 8/19/2025 at 3:15p.m. pending quorum call.

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