

MONTHLY MEETING OF THE
WATERVLIET CIVIL SERVICE COMMISSION

August 19, 2025

Present: Robert Passonno, Chairperson
Michael Duffey, Commissioner (phoned in)
Mark Harbour, Commissioner (phoned in)
Michael Marr, Secretary
William Rice, Police Chief
Brian Strock, Police Lieutenant

MONTHLY MINUTES

Meeting called to order at 3:34 p.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.

AMENDMENTS TO CIVIL SERVICE RULES

Secretary Marr informed the commission that Rule XXV, the layoff rule, was approved by New York State Civil Service and officially adopted by the City of Watervliet.

REINSTATEMENT REQUEST

Secretary brought before the commission a request by the police department to reinstate Jarrod Iler. Request was approved unanimously pending the proper preemployment checks and agility exam. Request also given the provision that Jarrod Iler not be appointed until September 1st when new police age law goes into effect.

ADOPTION TO CLASS SPECIFICATIONS

Secretary Marr started to introduce Supervising Water Plant Operator to the commission for adoption, but President Passonno put a motion to move item #6 of agenda to the top of the order so the Chief and Lieutenant would not have to wait. Motion passed and subject moved accordingly. Commissioners looked over (described verbally over phone to commissioners Harbor and Duffey) and approved new position unanimously.

REVIEW OF NON-COMPETITIVE EMPLOYMENT APPLICATIONS*

John O'Connell – Code Enforcement Officer

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

Timothy Rose – Water Treatment Plant Operator (will be submitted for HELPS)

HOUSEKEEPING ITEMS

Secretary Marr reviewed briefly the job specification project (updating job specs for language consistency, updated language per NYS civil service, basic formatting). Secretary Marr also informed commission he will be updating the Civil Service Rules Appendix to include previously approved HELPS titles.

NEW BUSINESS

Secretary Marr informed the commission of an exam request for Firefighter. Request for new exam included no EMT requirement, which secretary Marr said he would have to look into before a decision is made.

SET DATE FOR NEXT MEETING

Date set for 9/30/25 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 9/30/2025 at 3:15p.m. pending quorum call.

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