

TROY CIVIL SERVICE COMMISSION
Meeting Minutes
Tuesday, April 15, 2025
9:30 A.M.
Troy City Hall
433 River Street, Suite 5001
Troy, NY 12180

Present: Chairperson, Mike Sullivan, Commissioner William Barhold, and Executive Secretary, Heather Muller.

Absent: Commissioner Ellen Fogarty

Commissioner Sullivan called the meeting to order at 9:34 A.M.

1. Consider the minutes of the March 18, 2025, meeting. A motion was made by Commissioner Sullivan to approve the minutes of the meeting held on March 18, 2025, seconded by Commissioner Barhold, all voted in favor: 2-1 Absent.
2. Review the open competitive exam announcement for Solid Waste and Litter Enforcement Officer II, Exam #60012770. A motion was made by Commissioner Sullivan to approve the open competitive exam announcement for Solid Waste and Litter Enforcement Officer II, Exam #60012770, seconded by Commissioner Barhold, all voted in favor 2-1 Absent.
3. Review the open competitive exam announcement for Supervisor of Equipment Repair, Exam # 85065010. A motion was made by Commissioner Sullivan to approve the open competitive exam announcement for Supervisor of Equipment Repair, Exam # 85065010, seconded by Commissioner Barhold, all voted in favor 2-1 Absent.
4. Review a promotional exam announcement for Supervisor of Equipment Repair, Exam # 74075010. A motion was made by Commissioner Sullivan to approve the promotional exam announcement for Supervisor of Equipment Repair, Exam # 74075010, seconded by Commissioner Barhold, all voted in favor 2-1 Absent.
5. Review the open competitive exam announcement for GIS Technician, Exam #65106010. A motion was made by Commissioner Sullivan to approve the open competitive exam announcement for GIS Technician, Exam #65106010, seconded by Commissioner Barhold, all voted in favor 2-1 Absent.
6. Review and approve or disapprove a lateral transfer request received from the Troy Police Department for one (1) Police Officer from the Village of Greenwich. (COT) A motion was made by Commissioner Sullivan to approve the lateral transfer request received from the Troy Police Department for one (1) Police Officer from the Village of Greenwich, seconded by Commissioner Barhold, all voted in favor 2-1 Absent.

7. Establish an open competitive eligible list for four (4) years for Assessment Clerk, Exam #85987010. A motion was made by Commissioner Sullivan to establish an open competitive eligible list for four (4) years for the Assessment Clerk, Exam #85987010, seconded by Commissioner Barhold, all voted in favor: 2-1 Absent.
8. Establish an open competitive eligible list for four (4) years for Registration Clerk, Exam #85928010. A motion was made by Commissioner Sullivan to establish an open competitive eligible list for four (4) years for the Registration Clerk, Exam #85928010, seconded by Commissioner Barhold, all voted in favor: 2-1 Absent.
9. Establish an open competitive eligible list for four (4) years for Cashier, Exam #88154010. A motion was made by Commissioner Sullivan to establish an open competitive eligible list for four (4) years for the Cashier, Exam #88154010, seconded by Commissioner Barhold, all voted in favor: 2-1 Absent.
10. Establish an open competitive eligible list for four (4) years for Traffic and Signal Systems Superintendent, Exam #87964010. A motion was made by Commissioner Sullivan to establish an open competitive eligible list for four (4) years for the Traffic and Signal Systems Superintendent, Exam #87964010, seconded by Commissioner Barhold, all voted in favor: 2-1 Absent.
11. Consider a request from the COT Appointing Authority to reclassify the title of (3) Assistant Code Inspector to Rental Registry Inspector. A motion was made by Commissioner Sullivan to reclassify the title of (3) Assistant Code Inspector to Rental Registry Inspector, seconded by Commissioner Barhold, all voted in favor 2-1 Absent.
12. Consider a job specification for Rental Registry Inspector. A motion was made by Commissioner Sullivan to approve the job specification for Rental Registry Inspector, seconded by Commissioner Barhold, all voted in favor: 2-1 Absent.
13. Consider a request from the COT Appointing Authority to reclassify the title of (1) Housing Compliance Clerk to Rental Registry Clerk. A motion was made by Commissioner Sullivan to reclassify the title of (1) Housing Compliance Clerk to Rental Registry Clerk, seconded by Commissioner Barhold, all voted in favor 2-1 Absent.
14. Consider a job specification for Rental Registry Clerk. A motion was made by Commissioner Sullivan to approve the job specification for Rental Registry Clerk, seconded by Commissioner Barhold, all voted in favor: 2-1 Absent.
15. Consider an MSD-222 to establish one (1) new position requested by the City of Troy, Appointing Authority to be titled Dock Master, General Services Unit. A motion was made by Commissioner Sullivan to approve an MSD-222 to establish one (1) new position, to be titled Dock Master, General Services Unit requested by the City of Troy, Appointing Authority, seconded by Commissioner Barhold, all voted in favor 2-1 Absent.

16. Consider an MSD-222 to establish one (1) new position requested by the City of Troy, Appointing Authority to be titled Assistant Dock Master, General Service Unit. A motion was made by Commissioner Sullivan to approve an MSD-222 to establish one (1) new position, to be titled Assistant Dock Master, General Service Unit, requested by the City of Troy, Appointing Authority, seconded by Commissioner Barhold, all voted in favor 2-1 Absent.
17. Consider a request from the City of Troy Appointing Authority to reinstate a former permanent incumbent in the Purchasing Agent classification in the Finance/Purchasing Unit. A motion was made by Commissioner Sullivan to approve the reinstatement of a former permanent incumbent in the Purchasing Agent classification in the Finance/Purchasing Unit, seconded by Commissioner Barhold, all voted in favor 2-1 Absent.

A motion was made by Commissioner Sullivan to adjourn the meeting at 9:59 A.M., seconded by Commissioner Barhold, all voted in favor: 2-0, 1 absent. The next regular meeting is tentatively scheduled for Tuesday, May 20, 2025, at 9:30 A.M.

Respectfully submitted,

Heather L. Muller

Heather L. Muller, Executive Secretary

M. Sullivan

Mike Sullivan, Commissioner

William Barhold

William Barhold, Commissioner

Absent

Ellen Fogarty, Commissioner

