

Mechanicville Civil Service Commission
Minutes of Meeting
Held March 6, 2024

The meeting of the Mechanicville Civil Service Commission was called to order at 6:00 p.m. on March 6, 2024 at the Mechanicville Public Library. Chairperson Robens welcomed guests to our monthly meeting.

Present: Chairperson Robens
 Commissioner Peluso
 Commissioner Thompson
 Secretary Lindemann

The minutes of the previous meeting held on February 7, 2024 were approved. Commissioner Thompson made the motion to approve the minutes, Commissioner Peluso 2nd the motion. All in favor. Motion carried.

The minutes of the Public Hearing held on February 13, 2024 were approved. Commissioner Thompson made the motion to approve the minutes, Commissioner Peluso 2nd the motion. All in favor. Motion carried.

Communications – An email from Richard Lonergan from the NYS Department of Civil Service was received. He answered a question about Report of Personnel Change “Appointment” category. “When someone completes their probationary period, they should be listed as receiving a permanent appointment. Should this change involve a change in pay, this should be documented on the RPC as well.”

Report of Personnel Changes

City of Mechanicville

- a) James DeVito was appointed as Account Clerk (NC) effective 2/19/24
- b) Amanda Brill resigned as Deputy Commissioner of Finance effective 12/1/23
- c) Kyle Woodard resigned as Code Enforcement Officer effective 2/1/24
- d) Cory Wagner resigned as PT Police Officer effective 7/21/23
- e) Cory Wagner was appointed PT Police Officer (NC) effective 2/23/24

Mechanicville School District

- a) The following employees were appointed as permanent effective 3/5/24:
Sandra Degner – Food Service Worker (L); Alexa Gwynn, Shannon Mackenzie and Andrea Prairie – Teacher Aides (NC)
- b) The following employees were appointed as permanent effective 2/4/24:
Samantha Rivera and Jessica Sivers – Cleaners (L)
- c) Susan Hickey was appointed as Temp. Teacher Aide (NC) effective 1/8/24-6/26/24
- d) Charity Deters-Rasmussen was appointed as Temp. Teacher Aide (NC) effective 1/8/24-6/26/24
- e) Amy DeMarco was appointed as Typist (Prov) effective 3/5/24
- f) Kelly Simons was appointed as Microcomputer Technician (Prov) effective 2/22/24

- g) Lauren Avery was laid off as PT Typist effective 2/16/24
- h) Jessica Ryder resigned as Monitor and Teacher Aide effective 1/19/24

Mechanicville Library

- a) Carrie Shpunt-Motta was appointed as Library Manager (Prov) effective 1/1/24

Mechanicville Housing Authority

- a) Donald Brundage was laid off as PT Maintenance Laborer effective 6/15/23

Old Business: Secretary Lindemann reported that examinations for Typist, Sr. Typist and Administrative Secretary were held on March 2, 2024 at the DPW building.

The Public Hearing was held on February 13, 2024 regarding amending the Appendices of the Mechanicville Civil Service Rules.

New Business: Secretary Lindemann reported the examination for Librarian 1 has been posted and scheduled for the month of April. This is an online T&E exam, not a written exam. The Police Officer examination has been ordered but a date for the exam has not been released yet.

Secretary Lindemann reported the Examination Fees Billing Report and the 2023 Annual Report have been submitted to the state, and the Mechanicville School District has been billed \$12, 956 for their budget share.

Secretary Lindemann reported that the Mechanicville Housing Authority payroll has been certified. A motion to approve the certification was made by Commissioner Peluso, 2nd by Commissioner Thompson. All in favor. Motion carried.

Secretary Lindemann reported that the Mechanicville Public Library payroll has been certified. A motion to approve the certification was made by Commissioner Thompson, 2nd by Commissioner Peluso. All in favor. Motion carried.

The Resolution to Amend Municipal Civil Service Rules was presented to the Commission, Commissioner Peluso made the motion to approve, 2nd by Commissioner Thompson. All in favor. Motion carried.

Appearances:

Kim Dunn and Dave Hicks attended our meeting. Questions and comments were addressed by the Commission and Chairperson Robens answered accordingly.

Secretary Lindemann announced the next scheduled meeting will be Wednesday, April 10, 2024 at 6:00 p.m.

Commissioner Thompson made a motion to adjourn the meeting. Commissioner Peluso 2nd the motion. The meeting was adjourned at 6:21 p.m.

Rose Ann Lindemann Secretary