

**Mechanicville Civil Service Commission
Minutes of Meeting
Held February 11, 2019**

The meeting was called to order at 5:30 p.m. on February 11, 2019 of the Mechanicville Civil Service Commission at the City Garage.

Present: Chairperson Kerls
 Commissioner Robens
 Commissioner Thompson

The minutes of the previous meeting held on January 7, 2019 were read and approved.

MSD 426A – Report of Personnel Changes

- a) Beth Murray was appointed as Teacher Aide on 1/4/19.
- b) Deborah Stalker was appointed as Bus Driver on 1/4/19.
- c) Ryan Rose resigned as Mechanic on 2/28/18.
- d) Harold Callanan was appointed as Bus Driver on 1/4/19.
- e) Ashlyn Gagnon resigned as library Clerk on 12/15/18.
- f) Amy William was appointed as a Cleaner (Labor) on 10/15/18.
- g) Bryan McCreary was appointed as Microcomputer Technician on 1/4/19 (pending approval of application) - provisional

Change in Salary

- a) Jessica Baker -- \$11.10 an hr.
- b) Stephanie Liotta -- \$11.10 an hr.
- c) Carrie Shpunt-Motta -- \$11.10 an hr.

Old Business:

None

New Business:

The Commission discussed the goals and plans for the 2018 Annual Report. They agreed to continue to make sure that the department heads are in compliance with Civil Service Rules and Appendices.

Also, Commissioner Robens suggest that we scan all documents onto a shared drive.

Secretary Sweeney informed the Commissioners that the Examination Fee Report has been completed and a voucher sent to the Finance Department. Also the letter to the School District was completed.

The Commission approved the payroll for the Mechanicville District Public Library. Commissioner Thompson made the motion and Commissioner Robens seconded it. All in Favor. Motion Carried.

The Chairperson reviewed the qualifications for the Microcomputer Technician position and the application from Bryan McCreary. Chairperson Kerls will contact the employee on additional qualifications in order to be approved for this position.

Chairperson Kerls will also speak to Business Manager Woods before he leaves on the position of Transportation Supervisor or Head Bus Driver so we can request the examination .

Appearances: None

The meeting was adjourned at 6:15 p.m. Next meeting will be March 11, 2019

Attest: _____
Secretary