

Mechanicville Civil Service Commission
Minutes of Meeting
Held January 7, 2019

The meeting was called to order at 5:30 p.m. on January 7, 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 November 19, 2018 were read and approved.

MSD 426A – Report of Personnel Changes

- a) Sydney Leonard was appointed as Sr. Typist (Certificate dated 6/1-7/1/18) on 6/13/18.
- b) Gary Lester was appointed as School Bus Driver (Non-Competitive) on 9/1/18.
- c) Sarah Highet was appointed as Teacher Aide (Non Competitive) on 9/1/18.
- d) Kelsey Dion was appointed as Teacher Aide (Non-Competitive) on 11/2/18.
- e) Cory Wagner was appointed as Police Officer (PT) – Non-Competitive on 11/19/18. (NEED APPLICATION)
- f) Joanne Czajkowski was appointed as Head Cook (Non-Competitive) on 12/28/18.
- g) Helen Rose was appointed as Head Cook (Non-Competitive) on 12/28/18
- h) Debra Robert remains as Account Clerk per previously hired.

Old Business:

Secretary Sweeney informed the Commission of the upcoming Public Safety Dispatcher examination which is being held on January 19, 2019. There are 6 candidates who applied. The Commission agreed to purchase a CD player to play the audio portion of this examination. The Secretary and Commissioner Robens is unavailable to give test. The Chairperson will administer along with Kim Noonan if available.

New Business:

The Commission approved the School District Payroll per the exception.

Secretary Sweeney asked what is the procedure when we receive applications. The Chairperson will take care of the one we currently received.

Chairperson Kerls will check on the 426A for James Herkel – the new Code Enforcement Officer.

The Commission agreed to purchase a CD player for the upcoming examination along with upcoming exams that may require one.

Secretary Sweeney discussed her conversation with Commissioner Gotti regarding Lateral Transfers with the Commission. Chairperson Kerls will contact Mr. Gotti regarding this issue and what he needs to do.

Commissioner Thompson questioned about the two employees in the Police Department with who graduated from the Police Academy. Chairperson Kerls will contact the acting Chief of Police to discuss.

Appearances: None

The meeting was adjourned at 6:10 p.m. Next meeting will be February 4, 2019.

Attest: _____
Secretary