

Mechanicville Civil Service Commission
Minutes of Meeting
Held February 15, 2018

The meeting was called to order at 5:30 p.m. on February 15, 2018 of the Mechanicville Civil Service Commission at the City Garage.

Present: Chairperson Kerls
 Commissioner Thompson
 Commissioner Robens

The minutes of the previous meeting held on January 3, 2018 were read and approved.

MSD 426A – Report of Personnel Changes

- a) Kathryn Carola was hired as full-time competitive Library Clerk on 1/1/18 from the Certificate dated 1/1/18 at a rate of \$10.40 an hr.
- b) Tracie Cantrell was hired as a Food Service Worker (Labor) on 2/2/18.
- c) Charlotte Rose was hired as a Bus Driver (Non-Competitive) on 2/5/18. Previous employee (application approved).

Salary Changes – minimum wage increase

- d) Ashlyn Gagnon - \$10.40
- e) Jessica Baker - \$10.40

The Chairperson discussed with the Commission the communication from Chief Waldron Requesting to hire 3 full time and 2 part-time competitive Police officers. The Secretary informed the Commission that she has already sent letters out to canvass the list to be returned by Thursday, Feb. 22 and once completed a physical agility test will be scheduled on or about March 1st.

Old Business:

The Chairperson informed the Commission of the Sr. Typist and Police Officer lists. A motion was made to approve both list. Commissioner Robens made motion and Commissioner Thompson seconded the motion. All in favor. Carried

The Commission then discussed the administration of the Physical Agility Test for Police Officers and the Typing Performance Test for Sr. Typist candidates. The Commission was informed by the Secretary of the candidates who have already passed both tests and will not need to take at this time.

New Business:

The Chairperson informed the Commission that the School District Payroll has been approved pending approval from NYS Dept. of Civil Service on the Public Hearing held June 28, 2017 regarding the position of Head Bus Driver (Transportation Supervisor) in the non-competitive class. Also the Mechanicville Public Library Payroll was approved.

The Chairperson also informed the Commission of the completion and submission of the 2017 Examinations Fee Report. The Report was submitted online and a voucher was sent to Finance in the amount of \$512.50.

Also, the chairperson discussed the approval of goals and issues within Mechanicville Civil Service and the appointing authorities. All Commissioners were in favor and the Annual Report for 2017 will be submitted.

Commissioner Robens asked about the resolution to hire a Deputy Commissioner for the Department of Public Safety. The Commission agreed to review that Exempt position at our next meeting to decide on whether it should remain Exempt.

Appearances: None

Meeting was adjourned. Next meeting will be held March 14, 2018.

Attest: _____
Secretary