

**Mechanicville Civil Service Commission  
Minutes of Meeting  
Held March 14, 2018**

The meeting was called to order at 5:30 p.m. on March 14, 2018 of the Mechanicville Civil Service Commission at the City Garage.

Present:       Chairperson Kerls (on phone)  
                  Commissioner Thompson  
                  Commissioner Robens

The minutes of the previous meeting held on February 15, 2018 were read and approved.

**MSD 426A – Report of Personnel Changes**

- a)       Tracie Cantrell was appointed as a Food Service Helper at the School District on 2/2/18 at a rate of \$11.23 per hour.
- b)       Stephanie Liotta was appointed as Library Clerk on 2/26/18 at the rate of \$10.40 per hour.
- c)       Kathryn Carola resigned as Library Clerk on 2/24/18
- d)       Heather Hulett name was changed to Heather Clements.
- e)       Matthew Lindeman was appointed as Desk Officer (PT) on 8/14/17 at \$15.01 per hr.
- f)       Nicholas Dunn was appointed as Desk Officer (Prov) on 12/13/17 at \$15.01 per hr.
- g)       John Zullo was appointed on an on-call as needed basis as Water Treatment Plant Consultant on 8/21/17 at \$55.00 per hour.

**Old Business:**

The Chairperson discussed the outcome of the Police Officer physical agility test which was administered on March 10, 2018. Only 24% of candidates passed the exam.

The Commission next discussed the Performance Test for Sr. Typist. The Secretary will set up the test for the three candidates so we can get a list together for the School District. The 4<sup>th</sup> candidate had taken the test and passed.

Then the Chairperson discussed the Deputy Commissioner of Public Safety, Exempt position. After further discussion, the Commission made a motion to keep as an Exempt position, All in favor. Motion Carried

**New Business:**

The Chairperson informed the Commission that the payrolls for Mechanicville Housing Authority and City of Mechanicville with an exception taken for the Deputy Commissioner of Public Safety has been approved.

The Secretary informed the Commission that as soon as I receive an updated disk for Information Technology, I will move forward on the posting of this Training and Experience examination.

The Police Sergeant exam was posted. The qualifications have been changed from two to three years per a discussion with the Chief of Police.

The Chairperson informed the Commission that there will be an in-house training either March 21 or 22 and a State training for new commissioners on March 28 from 9-11:30 a.m. at the Rotterdam Public Library.

**Appearances:** None

Meeting was adjourned. Next meeting will be held April 4, 2018.

Attest: \_\_\_\_\_  
Secretary