

**Mechanicville Civil Service Commission**  
**Minutes of Meeting**  
**Held February 1, 2017**

The meeting was called to order at 7:02 p.m. on Feb. 1, 2017 of the Mechanicville Civil Service Commission in the City Service Office.

Present:       Chairperson Kerls  
                  Commissioner Robens  
                  Commissioner Thompson

The minutes of the previous meeting held on Jan. 4, 2017 were read and approved with one correction – date in heading.

The Commission discussed four items of communication. The first item pertained to our Library. It involved the rating scale for entry level Librarian. Due to this recent change, the Administration of Decentralized Public Librarian Examinations manual will no longer be used.

The second communication (PAR – 05-16) does not apply to us.

The Chairperson then informed the Commission that the State is holding a Professional Careers Opportunities (PCO) exam on April 8 – When scheduling decentralized exams we need to stay away from this date along with April 9 and 15.

The Chairperson also informed the commission that the State is considering holding the Dispatcher series examination on August 12. Dawn Sweeney will respond to their questions and we need to check with Chief Waldron if our Police Department is interested in giving this examination.

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

- a) Judy DiVirgilio retired as Stenographer in Mayor's Office on 6/28/16. She was hired as a Clerk (PT) substitute in the Sr. Center
- b) Gina Kenyon was hired as Administrative Assistant to the Mayor (Exempt Class) on 7/18/16. Need to change job title with the State.
- c) Myunghee Sweet resigned as Library Clerk on 8/31/16 from the Library
- d) John Cioccke resigned as Police Officer on 12/31/16.
- e) Michelle Duell was appointed as Interim Library Director on 1/1/17 pending completion of her course work towards a Masters in Library Science (see letter from the NYS Education Department.
- f) Cory Wagner was appointed as part-time Police Officer (non-competitive on 1/17/17.
- g) Stephen Kearns was appointed as Cleaner (Labor class.) at the School District on 1/3/17.
- h) Walter Brezdzinski was appointed as Laborer (seas) temporary from 7/25-10/28 for DPW.
- i) Stephen Spickler retired as a Motor Equipment Operator on 9/1/16.
- j) Matthew Waldron resigned as Desk Officer on 1/19/16.

- k) Amanda Ford resigned as Monitor in School District on 1/5/17 and hired as Teacher Aide on 1/6/17.

Changes in Salary at Library:

- a) Jessica Baker - \$9.81 as of 7/1/16
- b) Kathryn Carola - \$9.70 as of 1/1/17
- c) Ashlyn Gagnon -- \$9.70 as of 1/1/17
- d) Stephanie Gagnon -- \$9.81 as of 7/1/16
- e) Heather Hulett -- \$9.81 as of 7/1/16
- f) Kendra Minnerly -- \$9.81 as of 7/1/16
- g) Laurie Salmon - \$9.81 as of 7/1/16
- h) Melissa Wallace - \$12.48 as of 7/1/16

Changes in Salary at Housing: all employees receive a 2% raise effective 1/1/17

**Old Business:**

The Commission then discussed the Plans/Goals for 2017 to be entered in the Annual Report.

The Commission then approved the Eligible List for Chief Water Treatment Plant Operator. All in Favor. Motion Approved. Secretary Sweeney will notify candidate and send a certificate of eligible for appointment.

**New Business:**

The Secretary informed the commission of two letters of address changes for current Police Officers. It was recommended that a proof of address change is requested per practices.

The Secretary informed the commission that she received an IRS form from the School District requesting our taxpayer ID number and certificate. It was filled out on 1/19/17 by Commissioner Gilheany and emailed to Debra Robert on 1/23/17.

The Commission then approved the MHA payroll. All in Favor. Motion Carried.

The Chairperson then informed the Commission that a letter will be sent to the School District for their portion of the budget. It will be mailed out as soon as possible.

**Appearances:**

Meeting was adjourned at 7:20 p.m.

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