

Mechanicville Civil Service Commission
Minutes of Meeting
Held April 3, 2017

The meeting was called to order at 5:40 p.m. on April 3, 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 Feb. 1, 2017 were read and approved.

The Chairperson informed the Commission that we received the School District portion of the budget and it was forwarded to the Accounts Office on 3/13/17.

The Chairperson explained the correspondence sent to us from Chief Joseph Waldron with regard to part-time Police Officers and utilizing these officers at times in need. Chief Waldron will use discretion when bringing in part-time Police Officers but if there is an emergency situation, it may be required to call part-time Police Officers into work for the safety of our community.

The Chairperson also explained the correspondence from NYSAPCSO encouraging us to become a member and asking us to submit the annual membership dues. After discussion of the commission, they elected not to participate at this time.

MSD 426A – Report of Personnel Changes

- a) Michael Finck resigned as Bus Driver (PT) for the City of Mechanicville on 10/1/15
- b) Pat Brown resigned as Clerk (PT) from the Sr. Center on 9/29/16.
- c) Judy DiVirgilio was appointed as Clerk (PT) - Non-Competitive for the Sr. Center on 10/1/16
- d) Cory Wagner resigned as Police Officer on 2/28/17
- e) Joseph Fazioli resigned as Police Officer on 3/1/17
- f) Dean Salvi was appointed off a Certificate of Eligibles on 2/17/17.
- g) John Mazula was hired as Bus Driver for the School District on 2/3/17.
- h) David Amodio was hired as a non-competitive Police Officer on 3/30/17.
- i) Frank Schaeffer was hired as a non-competitive Police Officer on 3/30/17.

Old Business:

The Commission discussed the review of Mechanicville Civil Service by the NYS Department of Civil Service. The Secretary informed the Commission that all necessary corrections were made with the exception of a few positions that we do not have job classifications for. The Chairperson plans on meeting with Mr. Woods, School Business

Manager, since most of the positions are at the School District. Once the meeting on these job classifications have been done and met with both our satisfaction, Mechanicville Civil Service will hold a public meeting to approve so we can in compliance.

The Secretary informed the Commission that the 2016 Annual Report supplement and signature page was sent to the NYS Dept. of Civil Service on 3/13/17.

New Business:

The Chairperson made a motion to accept the City and Library Payroll. Dawn Robens seconded it. All in Favor. Motion Carried.

The Chairperson made a motion to approve the Secretary to the Superintendent to remain in the Exempt Class. Jim Thompson seconded it. All in Favor. Motion Carried.

The Chairperson informed the Commission that the Police Sergeant examination will be given on June 10, 2017 and an announcement has been posted. The Chairperson also informed the Secretary to put in a request to administer the Sr. Typist examination for that same date. Also, the Police Officer examination will be given on December 2. The Secretary will put a request into Civil Service to administer this examination.

Appearances:

Mr. Hicks questions on the Exempt position of Secretary to the Superintendent.

Meeting was adjourned at 6:00 **p.m.** Next meeting date is changed to 5/17/17 at 5:30 p.m.

Attest: _____
Secretary