

Mechanicville Civil Service Commission
Minutes of Meeting
Held July 7, 2016

The meeting was called to order at 6:50 p.m. on July 7, 2016 of the Mechanicville Civil Service Commission in the Courtroom.

Present: Chairperson Kerls
 Commissioner Robens

Absent: Commissioner Thompson

The minutes of the previous meeting held on June 1, 2016 were read and approved.

MSD 426A – Report of Personnel Changes

- a) Arthur Zullo retired on 12/31/15 as a Laborer from Public Works.
- b) Matthew Dunn was appointed full time on 6/11/16 as a Police Officer.
- c) Stephanie Sullivan resigned as Deputy Commissioner of Public Safety on 6/17/16.
- d) Deborah Gleason-Sepci was appointed as Teacher Aide (Non-competitive) on 4/8/16 for the School District. Application – OK
- e) Michael Gordon resigned as Police Officer on 6/21/16

Seasonal Employees:

- f) Anthony Clements was appointed as Recreation Leader from 6/20-8/20/16.
- g) Anna Smith-Dawson was appointed as Recreation Leader from 6/20-8/20/16.
- h) Nicholas DeVito was appointed as Recreation Supervisor from 6/20-8/20/16
- i) Caleb Foard was appointed as Recreation Supervisor from 6/20-8/20/16
- j) Zachery Wrobel was appointed as Recreation Leader from 6/20-8/20/16.
- k) Daniel Robens was appointed as Recreation Leader from 6/20-8/20/16
- l) Jenna Cebula was appointed as Recreation Leader from 6/20-8/20/16

Old Business:

The Commission discussed the resolution for the Secretaries duties at it's annual organizational meeting. Dawn Robens made a motion and Charles Kerls seconded. All in favor. Motion carried.

The Commission then discussed the new Police Transfer policy. After discussion, the Commission then approved the appointment of Joseph Fazioli, competitive part-time Police Officer as a Transfer from the City of Troy Police Department on 6/29/16.

The Chairperson informed the Commission that the Desk Officer examination will be given on September 10, 2016.

New Business:

The Chairperson informed the Commission that the paperwork was sent to the School District to reclassify/create new position for secretary in the Middle School Office. Once receive the Commission will make a recommendation to reclassify and request an examination.

Appearances: Mr. Hicks and Mrs. Dunn

Mrs. Dunn questioned as to how long before the results of the Police Sergeant exam is received. Secretary informed her that it would probably take between 6-8 weeks. She also asked about the large examination is being given on 9/24. The Commission explained that the State is given an entry level exam and is looking at places that they can give this exam with each local municipality. The School District was asked and chose not to participate.

Mr. Hicks asked what a Recreation Leader does. The Commission explained what the Rec. Leader is hired to do and where. He also asked if the Secretary/Typist examination would be in-house or out of house. It was explained that Civil Service will give an open-competitive examination and the School District would hire off that list.

Meeting was adjourned at 7:22 **p.m.**

Attest: _____
Secretary