

**Mechanicville Civil Service Commission**  
**Minutes of Meeting**  
**Held March 3, 2021**

The virtual meeting was called to order at 4:08 p.m. on March 3, 2021 of the Mechanicville Civil Service Commission at the Mechanicville Public Library. \*(Awaiting transcript)

Present:       Chairperson Robens  
                  Commissioner Peluso  
                  Commissioner Thompson  
                  Secretary Sweeney

The minutes of the previous meeting held on February 10, 2021 were read and approved. Commissioner Thompson made the motion, Commissioner Peluso 2<sup>nd</sup> the motion. All in Favor. Motion Carried

Chairperson Robens informed the Commission that the letter was sent to Mechanicville School District with regards to their portion of the Civil Service budget. The amount is based on the percentage of the total number of employees.

Next, Chairperson Robens informed the Commission that the Examination Fee Report was completed. Secretary Sweeney submitted the Examination Fee Report. Chairperson Robens explained that the report includes all examinations held in 2020. There was only one exam given in 2020 and we had 10 candidates. Chairperson Robens also explained that each year Civil Service has to pay 50% of the total admission fees for centralized examinations. Civil Service charges \$25.00 for State exam and \$15.00 for decentralized exam and Civil Service has to reimburse the State \$12.50 for all State exam and the amount on decentralized is based on the total amount of candidates.

Next, Chairperson Robens informed the Commission that the Annual Report was submitted on 2/26/21 for approval. Secretary Sweeney submitted the Annual Report to the Department of Civil Service.

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

- a)     Donald Brundage was appointed as PT Maintenance Laborer (Labor) at the Mechanicville Housing Authority on 8/31/20.
- b)     Michael Arnold went on disability as a Maintenance Laborer (Labor) at the Mechanicville Housing Authority on 9/11/20.
- c)     Michael Perkins had a change in salary (\$49,490.00) as a Maintenance Laborer (Labor) at the Mechanicville Housing Authority on 3/30/20.

**Old Business:**

Chairperson Robens informed the Commission that an examination for Sr. Typist will be given on Saturday, March 6. We have a total of 4 applicants taking this examination.

**New Business:**

Chairperson Robens explained to the Commission that the payrolls for the City, Housing Authority and Library have been reviewed and approved by Civil Service.

Commissioner Thompson made a motion to approve the payroll for the City; Commissioner Peluso 2<sup>nd</sup> the motion. All in favor. Motion carried.

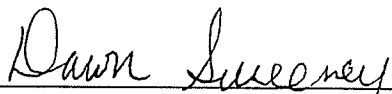
Commissioner Peluso made a motion to approve the payroll for the Housing Authority, Commissioner Thompson 2<sup>nd</sup> the motion. All in favor. Motion carried.

Commissioner Peluso made a motion to approve the payroll for the Public Library, Commissioner Thompson 2<sup>nd</sup> the motion. All in favor. Motion carried.

**Appearances:**

Several people attended our virtual meeting. Questions and comments were addressed by the Commission and Chairperson Robens and Secretary Sweeney answered accordingly.

The meeting was adjourned at 4:58 p.m. The next scheduled virtual meeting will be 4/7/21.

  
Secretary