

**Mechanicville Civil Service Commission**  
**Minutes of Meeting**  
**Held June 25, 2020**

The meeting was called to order at 4:05 p.m. on June 24, 2020 of the Mechanicville Civil Service Commission at the City Garage.

Present:       Chairperson Robens  
                  Commissioner Thompson  
                  Commissioner Peluso

The minutes of the previous meeting held on May 21, 2020 were read and approved.

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

- a)       Jeremy Austin was appointed as Behavior Specialist (Provisional) on 2/24/20. Application Approved.
- b)       James Colon was appointed as Behavior Specialist (Provisional) on 2/24/20. Application Approved.
- c)       Donna Peluso was appointed at Commissioner of Civil Service from May 14, 2020 to May 31, 2026.
- d)       Joshua Rabideau was appointed as Laborer for the School District on 6/8/20.
- e)       Debra Robert was reduced from full-time to part-time as Account Clerk from the School District on 7/1/20.
- f)       Jean McBride retired as Typist from the School District on 7/1/20.
- g)       Debra McBride retired as Typist from the School District on 7/1/20.
- h)       Joe Leone retired as Monitor from the School District on 7/1/20.
- i)       Linda Donahue retired as Typist from the School District on 7/1/20.
- j)       Pat Bruno II resigned as Laborer from the City on 5/27/20 (pending resignation letter).

**Old Business:**

After looking at the City Council Agenda, the Secretary will follow through on the appointments and resignations.

**New Business:**

Each year the resolution for the Secretary is reviewed, amended and approved. Commissioner Peluso made a motion to approve; Commissioner Thompson seconded the motion. All in Favor. Carried.

Next the Commission discussed the Seniority Lists that were created. Due to the decrease in school budgets, the commission created seniority lists which should be used upon lay off procedures if they deem necessary.

The School District asked the Commission to create an Administrative Secretary position. We looked at the duties on the new position duties statement and compared to the Administrative Secretary position. Chairperson Robens made a motion; seconded by Commissioner Thompson. All in Favor; Motion Carried.

Next the Commission discussed the Secretary to the Chief of Police. This position was created previously by Chief of Police Waldron. And after further reviewed, agreed to request this examination to be given.

The Commission was informed that a Mechanic at the School District was terminated. Therefore, the Commission will look into this information and ask the School District to provide us with documentation stating the cause.

**Appearances:**

MaryLou Cebula and Kim Dunn attended our meeting. Many questions were asked of the Commission and Chairperson Robens and Secretary Sweeney answered accordingly.

The meeting was adjourned at 4:55 p.m.. The next scheduled meeting will be 9/2/20 at 4:00 p.m.

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Secretary