

**Mechanicville Civil Service Commission
Minutes of Meeting
Held March 18, 2019**

The meeting was called to order at 5:30 p.m. on March 18, 2019 of the Mechanicville Civil Service Commission at the City Garage.

Present: Chairperson Kerls
 Commissioner Robens
 Commissioner Thompson

The minutes of the previous meeting held on February 11, 2019 were read and approved.

MSD 426A – Report of Personnel Changes

- a) Kendra Minnerly resigned as Library Clerk on 8/19/17.
- b) Michael Perkins was hired as Maintenance Laborer on 5/1/18.
- c) Gary Callander retired as Maintenance Supervisor on 3/24/18.
- d) Bryan McCreary was hired as Microcomputer Technician on 1/4/19 (Provisional)
- e) Krystal LaBombard was hired as Bus Driver for the School District on 2/8/19.
- f) Connor Myers was hired as a Microcomputer Technician on 2/11/19 (Provisional).
- g) Robin Loatman resigned as Teacher Aide on 2/11/19.
- h) Kimberly Cooney was hired as a full time Temp. Police Officer on 2/16-5/15/19.
- i) Michael Burgess was hired as a full time Temp. Police officer on 2/16-5/15/19.
- j) William Woods retired as School Business Manager on 2/27/19.
- k) Jeff Alonzo was hired as a Fire Inspector on 3/16/18 (Non Comp.)
- l) John Dunn, Jr. was hired as a Fire Chief on 1/1/18 (Exempt).
- m) Matt Dunn was hired as a Deputy 1st Asst. Chief on 1/1/18 (Exempt).
- n) Alex Dunn was hired as a Deputy 2nd Asst. Chief on 12/1/18 (Exempt).
- o) Jennifer Topetro was hired as a Teacher Aide (Non-Comp.) on 3/8/19.
- p) Joshua Covey was hired as a Cleaner (Labor) on 3/8/19.
- q) Marilyn Bahan retired as a Bus Attendant on 3/15/19.
- r) Karey Finelli was hired as a Teacher Aide (Non-Comp.) on 3/15/19.

Old Business:

The Secretary informed the Commission that Civil Service received a letter from Mr. Woods regarding the administration of the Head Bus Driver and informing Mr. Pratt that he would have to take this examination.

The Secretary will prepare an announcement for the position of Microcomputer Technician for the School District. There are currently two employees hired this year [provisionally in this position.

The Secretary informed the Commission on the temporary full time positions. Employees are only allowed to hold up to 6 months temporary positions and must be in the

competitive status. We will notify the State and inform the Acting Chief on who would qualify to hold a temporary full-time position.

New Business:

The Commission approved the following eligible lists

- a) Network Technician
- b) Desk Officer

Certificate of Eligibles were sent to the appointing authorities to hire the current provisional employees. Secretary Sweeney cancelled the Network Technician request as the original response was that the current employee had failed but this was inaccurate.

The Commission also announced the upcoming Civil Service examinations being held on June 1, 2019. They are Head Bus Driver (OC) and (Prom) and Police Sergeant (OC) and (Prom.).

The School District requested that we request a Custodial Supervisor position. The position of Building and Grounds Supervisor will be requested asap.

Secretary Sweeney also announced that the Code Enforcement Officer examination is being given on 6/22/19. But because the employee hired was a competitive Code Enforcement Officer, he was considered a lateral transfer and will not need to take examination. Therefore, the examination will be cancelled.

Civil Service Commission voted to approve the City Payroll. Commissioner Robens made the motion and Commissioner Thompson seconded it. All in Favor. Motion Carried.

Appearances: None

The meeting was adjourned at 6:30 p.m. Next meeting will be April 8, 2019

Attest: _____
Secretary