

Mechanicville Civil Service Commission
Minutes of Meeting
Held October 4, 2023

The meeting of the Mechanicville Civil Service Commission was called to order at 6:00 p.m. on October 4, 2023 at the Mechanicville Public Library. Chairperson Robens welcomed guests to our monthly meeting.

Present: Chairperson Robens
 Commissioner Thompson
 Secretary Lindemann

The minutes of the previous meeting held on September 6, 2023 were approved. Commissioner Thompson made the motion to approve the minutes, Chairperson Robens 2nd the motion. All in favor. Motion carried.

Communications – There were no communications to report.

Report of Personnel Changes

Mechanicville School District

- a) Anthony Hunsaker was appointed as Bus Driver (NC) effective 9/5/23
- b) Eric Muller was appointed as Safety Liaison (Provisional) effective 9/5/23
- c) Sandra Degener was appointed as Food Service Worker (L) effective 9/7/23
- d) Donna Scott was appointed as Cafeteria Monitor (L) effective 9/11/23
- e) Lauren Avery was appointed as Temp. PT Typist (NC) effective 9/11/23 – 6/26/24
- f) Olivia Hernandez was appointed as Temp. Teacher Aide effective 9/5/23-6/26/24
- g) Mary Brior resigned as Monitor effective 9/5/23
- h) Amy DeMarco resigned as Teacher Aide effective 9/4/23
- i) Amy DeMarco was appointed as Typist (Provisional) effective 9/5/23
- j) Courtney Groves resigned as Teacher Aide effective 8/29/23
- k) Anna Nelson resigned as Monitor effective 8/4/23
- l) Samantha Niles resigned as Teacher Aide effective 9/4/23
- m) Jennifer Topetro resigned as Typist effective 9/5/23

Library

- a) Heather Clements was appointed Senior Library Clerk (C) effective 9/18/23
- b) Carrie Shpunt-Motta was appointed as Senior Library Clerk (C) effective 9/18/23

Mechanicville Housing Authority

- a) Jacqueline McClements was appointed Permanent Occupancy Specialist (C) effective 9/29/23

Old Business:

Secretary Lindemann reported that two examinations were given in September. Police Officer examination was held September 9 and the Typist and Clerk examinations were held on September 23.

New Business:

Secretary Lindemann reported that the NYS Department of Civil Service has scheduled the examination for Transportation Supervisor on December 2, 2023. Mechanicville will offer the examination as we do not have a current eligible list for this position. The examination announcements for Transportation Supervisor and Director of Information Technology have been posted on the city website. Secretary Lindemann will send a Press Release announcing the exams to the Express Newspaper as well.


Appearances:

Dave Hicks attended our meeting. Questions and comments were addressed by the Commission and Chairperson Robens answered accordingly.

Secretary Lindemann announced the next scheduled meeting will be Wednesday, November 1, 2023 at 6:00 p.m.

Commissioner Thompson made a motion to adjourn the meeting. Chairperson Robens 2nd the motion. All in favor. Motion carried.

The meeting was adjourned at 6:09 p.m.


Secretary