

**Mechanicville Civil Service Commission
Minutes of Meeting
Held November 1, 2023**

The meeting of the Mechanicville Civil Service Commission was called to order at 6:00 p.m. on November 1, 2023 at the Mechanicville Public Library. Chairperson Robens welcomed guests to our monthly meeting.

Present: Chairperson Robens
 Commissioner Peluso
 Secretary Lindemann

The minutes of the previous meeting held on October 4, 2023 were approved. Chairperson Robens made the motion to approve the minutes, Commissioner Peluso 2nd the motion. All in favor. Motion carried.

Communications – There were no communications to report.

Report of Personnel Changes

City of Mechanicville

- a) Change in salary for Lynn Meager, PT Animal Control Officer to \$10,400/yr. effective 9/14/23
- b) Gary Flynn was appointed as PT Building Inspector (NC) effective 10/17/23
- c) William Roy resigned as PT Police Officer effective 10/11/23

Mechanicville School District

- a) Cierra Gilheany was appointed as Teacher Aide (NC) Temp. 9/18/23-6/26/24
- b) Cierra Gilheany resigned as Teacher Aide effective 10/6/23
- c) David Petrie was appointed permanent Safety Liaison (C) effective 9/14/23
- d) Cherise Sullivan resigned as Network Technician effective 6/20/23
- e) Jodi Birch resigned as Business Manager effective 10/22/23
- f) Joshua Covey resigned as Laborer effective 11/9/23

Old Business:

Secretary Lindemann reported that one candidate applied to take the Director of IT examination to be held on December 2, 2023. There were no candidates for the Transportation Supervisor examination.

New Business:

Secretary Lindemann reported that the Eligible Lists for Clerk and Typist have been prepared. Commissioner Peluso made a motion to approve the Eligible List for Clerk. Chairperson Robens 2nd the motion. All in favor. Motion carried.

Commissioner Peluso made a motion to approve the Eligible List for Typist. Chairperson Robens 2nd the motion. All in favor. Motion carried.

Secretary Lindemann reported there has been an update to the job specification for Automotive Mechanic. One item was added to the typical work activities section and the title was changed to Automotive Mechanic/Motor Equipment Operator.

Chairperson Robens made a motion to approve the updated job specification. Commissioner Peluso 2nd the motion. All in favor. Motion carried.

Secretary Lindemann reported the announcement has been posted for the Code Enforcement Officer examination to be held on January 13, 2023.

Appearances:

Dave Hicks, Kim Dunn and MaryLou Kling 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, December 6, 2023 at 6:00 p.m.

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

The meeting was adjourned at 6:26 p.m.



Secretary