

Mechanicville Civil Service Commission
Minutes of Meeting
Held December 7, 2022

The meeting of the Mechanicville Civil Service Commission was called to order at 4:00 p.m. on December 7, 2022 at the Mechanicville Public Library. Chairperson Robens welcomed guests to our monthly meeting.

Present: Chairperson Robens
 Commissioner Peluso
 Commissioner Thompson
 Secretary Lindemann

The minutes of the previous meeting held on November 2, 2022 were approved. Commissioner Thompson made the motion to approve the minutes, Commissioner Peluso 2nd the motion. All in favor. Motion carried.

Communications – Chairperson Robens reported that she inquired from several other municipalities as to whether or not they used a form Resignation Letter. Several responses were received, only one of which included a sample of a form letter. After reviewing the form and discussing the pros and cons, it was decided we would not be utilizing a form Resignation Letter.

MSD 426A – Report of Personnel Changes

City of Mechanicville

- a) Jeffrey Alonzo resigned as Fire Safety Inspector effective 11/30/22
- b) Kyle Woodard was appointed FT Code Enforcement Officer/Fire Safety Inspector (Provisional) effective 10/31/22

School

- a) Anna Nelson was appointed Monitor (L) effective 11/15/22

Library

- a) Chelsey Constanza resigned as Library Clerk effective 11/9/22
- b) Ambria Jackson was appointed as Library Clerk (Provisional) effective 11/23/22
- c) Joseph Owens was appointed as Cleaner (L) effective 11/15/22

Old Business:

Secretary Lindemann reported that the signed and dated resignation letter from James Herkel was being attached to the agenda, as it was not available when his resignation was reported at the October 12, 2022 Civil Service Commission meeting.

New Business:

Secretary Lindemann reported that the results of the Administrative Secretary Examination given on June 11, 2022 were posted on Monday, December 6, 2022 and the Eligible List was created. Commissioner Peluso made a motion to accept the Eligible List for Administrative Secretary. Commissioner Thompson 2nd the motion. All in favor. Motion carried.

Letters to the candidates informing them of their score and ranking will be mailed out on December 8, 2022.

Secretary Lindemann reported that the Civil Service office hours will be changing effective immediately. New hours will to 9:00 am – 11:30 am Tuesday and Friday, and evenings by appointment.

Commissioner Robens reported that she will be contacting the IT department to update the Employment Application on the city website, and to see if links to certain study guides can be added as well.

Appearances:

MaryLou (Cebula) Kling, Kim Dunn and 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, January 4, 2023 at 4:00 p.m.

Commissioner Peluso made a motion to adjourn the meeting. Commissioner Thompson 2nd the motion. The meeting was adjourned at 4:34 p.m.


Secretary