

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

The meeting of the Mechanicville Civil Service Commission was called to order at 4:00 p.m. on March 1, 2023 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 February 1, 2023 were approved. Commissioner Thompson made the motion to approve the minutes, Commissioner Peluso 2nd the motion. All in favor. Motion carried.

Communications – There were no communications to report.

MSD 426A – Report of Personnel Changes

City of Mechanicville

- a) Patrick Bruno resigned as Animal Control Officer effective 2/1/23
- b) Donald Horn, Jr. was appointed Motor Equipment Operator (L) effective 10/17/22
- c) Austin McGuire was appointed PT Police Officer (NC) effective 2/8/23
- d) Jordan McBride was promoted to Police Sergeant (C) effective 2/8/23

Mechanicville School District

- a) Vera Boomhower resigned as Food Service Worker effective 1/12/23
- b) Briana Bowen resigned as Tax Collector effective 2/10/23
- c) Lucas Castillo was appointed as Cleaner (L) effective 1/11/23
- d) Kimberly Dunn was appointed from provisional to permanent Administrative Secretary (C) effective 12/7/22
- e) Misty Forhan was appointed Food Service Worker (L) effective 2/3/23
- f) Karen Higgins resigned as Typist effective 2/2/23 and was appointed to the position of Administrative Secretary (C) effective 2/3/23
- g) Sydney Leonard resigned as Administrative Secretary effective 2/12/23 and was appointed to the position of Tax Collector (EX) effective 2/13/23
- h) Josephine Pisculli resigned as Sr. Typist effective 2/2/23 and was appointed to the position of Administrative Secretary effective 2/3/23
- i) Stacey Rorick resigned as Food Service Worker effective 2/28/23

Mechanicville Library

- a) Josephine Pisculli resigned as Library Clerk effective 2/28/23
- b) Melissa Wallace will be retiring as Senior Library Clerk effective 3/31/23

Old Business: None

New Business:

Secretary Lindemann reported that the 2022 Annual Report to the New York State Civil Service Commission was submitted on time. She also reported that a bill was set to the Mechanicville School District for their share of the Mechanicville Civil Service Commission budget for 2022. The School's portion amounts to \$14,144 and is payable to the City of Mechanicville.

Secretary Lindemann reported that the Library Director has requested the Commission approve the new title of Librarian 1 for the Library. The Commissioners reviewed the Job Specification for Librarian 1. Commissioner Thompson asked what the salary would be for the new title. Michelle Duell replied the starting salary would be \$45,000 for the full-time position. Commissioner Thompson made the motion to approve the new title of Librarian 1. Commissioner Peluso 2nd the motion. All in favor. Motion carried.

Secretary Lindemann also reported the examination for Senior Library Clerk will be held on May 13, 2023. The announcement will be posted on March 10 on the city website and on the bulletin board in the DPW building.

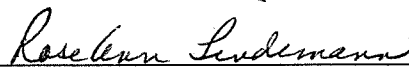
Appearances:

Kim Dunn 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, April 5, 2023 at 4:00 p.m.

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

The meeting was adjourned at 4:29 p.m.


Secretary