

**Mechanicville Civil Service Commission
Minutes of Meeting
Held May 3, 2023**

The meeting of the Mechanicville Civil Service Commission was called to order at 4:06 p.m. on May 3, 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 April 5, 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.

Report of Personnel Changes

City of Mechanicville

- a) Martin Garland is out on Workman's Compensation effective 10/17/22

Mechanicville Library

- a) Hailey Halse was appointed as library Clerk (Provisional) effective 4/3/23
- b) Kayla Whispell was appointed as Library Clerk (Provisional) effective 4/3/23

Mechanicville School District

- a) Kayla Edwards was appointed as temporary Teacher Aide (NC) from 3/13/23 to 6/23/23
- b) Casey Erickson was appointed as temporary Teacher Aide (NC) from 3/13/23 to 6/23/23
- c) Samantha Niles was appointed as temporary Teacher Aide (NC) from 3/13/23 to 6/23/23
- d) Cherise Sullivan was appointed as Network Technician (Provisional) effective 4/11/23

Old Business:

Secretary Lindemann reported that no changes are planned for the Report of Personnel Change form according to our contact at the New York State Department of Civil Service. There was a suggestion from Kim Dunn that the checkbox for Probationary be added to the form under Appointments, but this is something the Civil Service Department does not feel is necessary because all appointments are Probationary. Also, they do not refer to the Report of Personnel Change as the 426A any longer.

There was a question at last month's meeting about the lack of a "copy of proceedings" as indicated on the Report of Personnel Change when an employee is removed. Secretary Lindemann reported that when an employee is removed, there is no "copy of proceedings" required when the employee removed is on probation. If the employee is not on probation, and is in fact a permanent employee, Civil Service Law section 75 provides that a covered employee may not be removed or otherwise subjected to disciplinary penalty except for incompetency or misconduct shown after a hearing on stated charges. If there is a hearing, then there would be a "copy of proceedings" that would be attached to the Report of Personnel Change.

Secretary Lindemann reported that a copy of the Typist job specification was sent to the school district to see if they wanted to update it. Jodi Birch replied that no changes would be made at this time.

New Business:

Secretary Lindemann reported that the examination for Network Technician has been ordered; no date has been announced. The Police Officer examination will be held this year on September 9.

Secretary Lindemann reported that changes have been made to the job specification for Library Manager at the request of Library Director Michelle Duell. After discussion, a motion to approve the changes was made by Commissioner Thompson. Commissioner Peluso 2nd the motion. All in favor. Motion carried.

Secretary Lindemann reported the Eligible List for the position of Chief Information Officer has been created. Commissioner Peluso made the motion to accept the Eligible List. Commissioner Thompson 2nd the motion. All in favor. Motion carried.

Appearances:

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, June 7, 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 4:24 p.m.


Secretary