

**Mechanicville Civil Service Commission**  
**Meeting Agenda**  
**January 6, 2020**  
**5:00 p.m.**

- 1) Roll Call
- 2) Approval of minutes of November 19<sup>th</sup> meeting
- 3) Communications
  - a) Email to Mayor Baker requesting job descriptions for an Administrative Secretary/Confidential Secretary – I sent 2 job descripts to him.
  - b) Email to Acting Chief Rabbitt on the age requirements.
  - c) Email sent to Counsel Honeywell regarding probation of the Chief of Police
  - d) Email sent to Debi Roberts requesting School Lunch Manager and Food Service Director job descriptions.
  - e) Jodi Birch requested a new position titled “Behavior Specialist”. I forwarded her a copy of the new position duty statement for the School District to fill out.
  - f) Tiffany Armitage from Saratoga County requested a roster card and exam announcement for Mary Lou Cebula – Sent to her today
- 4) **MSD 426-A’s**
  - a) Approval of application for Eileen Day
  - b) Kim Cooney resigned from her position as Police Officer (PT) as of 12/31/19. Chief Rabbitt will be forwarding her paperwork.
- 5) **Old Business**
  - a) Policies
- 6) **New Business**
  - a) Physical Agility Test – 1/11/20
  - b) Annual Report – to be filled out and submitted by 3/1/20. The State recommends that I submit to the Commission at our February meeting.
- 7) **Appearances**
- 8) **Next Scheduled Meeting Date: February 24, 2020?**
- 9) **Adjournment**