

Mechanicville Civil Service Commission
Meeting Agenda
February 1, 2017
6:45 p.m.

- 1) Roll Call
- 2) Approval of minutes
- 3) **Communications**
 - a) PAR – 04-16 – Rating Scales for Entry Level Professional Librarian Examination Series – an update to the ATAP Exam series eff. 1/1/17
 - b) PAR – 05-16 – raft of Revised NYCRR, Title 9, Appendix H-10 Standard Specs for Professional Probation Positions – does not apply to us.
 - c) Email – The State is giving a Professional Careers Opportunities (PCO) exam on April 8 – do not schedule any decentralized exams. Also stay away from the following dates 4/9 & 4/15.
 - d) Email – The State is considering holding the Dispatcher position series on Aug. 12 as a standalone exam – check with Chief Waldron on the questions listed on email.
- 4) **MSD 426-A's**
 - a) Judy DiVirgilio retired as Stenographer in Mayor's Office on 6/28/16. She was hired as a Clerk (PT) substitute in the Sr. Center
 - b) Gina Kenyon was hired as Administrative Assistant to the Mayor (Exempt Class) on 7/18/16. Need to change job title with the State.
 - c) Myunghhee Sweet resigned as Library Clerk on 8/31/16 from the Library
 - d) John Cioccke resigned as Police Officer on 12/31/16.
 - e) Michelle Duell was appointed as Interim Library Director on 1/1/17 pending completion of her course work towards a Masters in Library Science (see letter from the NYS Education Department.
 - f) Cory Wagner was appointed as part-time Police Officer (non-competitive on 1/17/17.
 - g) Stephen Kearns was appointed as Cleaner (Labor class.) at the School District on 1/3/17.
 - h) Walter Brezdzinski was appointed as Laborer (seas) temporary from 7/25-10/28 for DPW.
 - i) Stephen Spickler retired as a Motor Equipment Operator on 9/1/16.
 - j) Matthew Waldron resigned as Desk Officer on 1/19/16.
 - k) Amanda Ford resigned as Monitor in School District on 1/5/17 and hired as Teacher Aide on 1/6/17.

Changes in Salary at Library:

- l) Jessica Baker - \$9.81 as of 7/1/16
- m) Kathryn Carola - \$9.70 as of 1/1/17
- n) Ashlyn Gagnon -- \$9.70 as of 1/1/17
- o) Stephanie Gagnon -- \$9.81 as of 7/1/16
- p) Heather Hulett -- \$9.81 as of 7/1/16
- q) Kendra Minnerly -- \$9.81 as of 7/1/16
- r) Laurie Salmon - \$9.81as of 7/1/16
- s) Melissa Wallace - \$12.48 as of 7/1/16

Changes in Salary at Housing: all employees receive a 2% raise effective 1/1/17

5) Old Business

- a) Annual Report – Activities, Completed Projects, Plans for 2017
- b) Approval of Chief Water Treatment Plant Operator eligible list

6) New Business

- a) Change of Address -- Police Dept. (2 employees)
- b) Correspondence from the School District regarding IRS regulations – had form filled out, signed and fax to them.
- c) Approval of MHA Payroll
- d) Letter to School District – portion of budget

7) Appearances

8) Next Scheduled Meeting Date: 3/15/17

9) Adjournment