

Mechanicville Civil Service Commission
Meeting Agenda
December 6, 2023
6:00 p.m.

- 1) Roll Call
- 2) Approval of minutes of November 1, 2023 meeting
- 3) Communications
- 4) **Report of Personnel Changes**

City of Mechanicville

- a) Andrew Hollenbeck resigned as Cleaner effective 10/13/23
- b) Ethel Baisley was appointed as Substitute Clerk (NC) effective 10/13/23
- c) Patricia Brown was appointed as Substitute Clerk (NC) effective 10/13/23
- d) Eileen Day was appointed Part-time Clerk (NC) effective 10/12/23
- e) Kevin Rose was appointed as Cleaner (L) effective 10/16/23

Mechanicville School District

- a) Diana Ackley resigned as Cafeteria Monitor effective 10/1/22
- b) Susan Blair retired as Bus Driver effective 8/3/22
- c) Cruzita Garcia resigned as Monitor effective 9/30/22
- d) Roberta Mattison resigned as Teacher Aide effective 6/13/22
- e) Tammy Penk-Hill resigned as Cook effective 8/10/21
- f) Molly Wroblewski resigned as Teacher Aide effective 11/30/22
- g) Sandra Reilly retired as Stenographer effective 9/23/22
- h) Joshua Covey resigned as Laborer effective 11/10/23
- i) Sandra Bobelak was appointed as Temp. Teacher Aide (NC) effective 11/3/23-6/26/24
- j) Fatoumata Egombe was appointed as Temp. Teacher Aide (NC) effective 10/17/23-6/26/24
- k) Sally Harris was appointed as Temp. Teacher Aide (NC) effective 11/3/23-6/26/24
- l) Elizabeth Enzien was appointed as Temp. Teacher Aide (NC) effective 11/3/23-6/26/24
- m) Daniel Lucas was appointed as Temp. Teacher Aide (NC) effective 10/16/23-6/26/24
- n) Jessica Ryder was appointed as Temp. Teacher Aide (NC) effective 11/3/23-6/26/24
- o) Jessica Ryder was appointed as Monitor (L) effective 11/3/23
- p) Rachel Waldron was appointed Permanent Teacher Aide (NC) effective 3/5/23
- q) Nyisha Vedder was appointed as Temp. Teacher Aide (NC) effective 10/11/23-6/26/24
- r) Colleen DiCaprio was appointed as Business Manager (Prov) effective 10/30/23

Mechanicville Public Library

- a) Kimberly Gillick was appointed as Cleaner (L) effective 11/13/23

- 5.) **Old Business** – Examination held for Director of IT

- 6.) **New Business** –
 - a) Physical Agility test held 11/11/23
 - b) Physical Agility test scheduled for 12/9/23
 - c) Examination announcement for Microcomputer Technician posted
 - d) Approve Payroll Certification for Mechanicville School District
 - e) Approve Special Eligible List for Police Officer
 - f) Approve Eligible List for Police Officer

- 7.) Appearances

- 8.) Next Meeting January 3, 2024

- 9.) Adjournment

Mechanicville CSD

Employee Civil Service Listing For 10/13/2023 - 10/13/2023 - All Wages Paid



Employee Name	SSN	Retirement #	Building	CS Code	CS Type	CS Title	Rate	Act Hours Per Week	Normal Pay	Annual Salary	Wages Paid
Arceneaux, Mary V		01		TCHR AIDE	Perm	Teacher Aide	20.21/hr	32.50	1,169.66	24,562.87	1,169.66
Avery, Lauren		01		TYPIST	Temp	Typist	16.36/hr	17.50	572.60	14,887.60	595.50
Birch, Jodi		07		BUS MANGR	Perm	Business Manager	59.38/hr	40.00	4,750.54	123,514.00	4,750.53
Bouchard, Rebecca A		03		FDSRWRK	Perm	Food Service Worker	14.75/hr	27.50	722.25	15,167.29	722.25
Breen, John T		04		BUSDRVR	Perm	Bus Driver	22.90/hr	20.00	815.50	17,125.46	1,206.65
Brunick, Colleen A		04		BUS ATT	Perm	Bus Attendant	14.75/hr	20.00	525.27	11,030.76	661.68
Callanan, Britton F		04		BUSDRVR	Perm	Bus Driver	25.64/hr	20.00	913.33	19,180.09	1,169.75
Callanan, Harold W		04		BUSDRVR	Perm	Bus Driver	23.95/hr	20.00	852.90	17,910.80	1,164.19
Cantrell, Tracie L		03		FDSRWRK	Perm	Food Service Worker	15.02/hr	20.00	449.23	11,230.76	449.23
Castillo, Lucas L		01		CLEANER	Perm	Cleaner	18.06/hr	40.00	1,444.38	37,553.92	1,444.38
Ceffenillo, Gloria J		01		FDSRWRK	Perm	Food Service Worker	19.02/hr	15.00	508.11	10,670.23	508.11
Ceffenillo, Patricia M		03		MONITOR	Perm	Monitor	23.40/hr	30.00	1,250.12	26,252.50	1,296.92
Conlen, Jr., John J		04		BUSDRVR	Perm	Bus Driver	22.90/hr	20.00	815.50	17,125.46	1,124.64
Cooper Jr., Kenneth D		01		FAMENGAGEMENT	Prov	Family Engagement Coordinator	30.01/hr	37.50	2,003.91	42,082.01	2,003.91
Covey, Joshua E		03		LABORER	Perm	Laborer	19.45/hr	40.00	1,556.19	40,461.03	836.54
Czajkowski, Joanne M		03		Head Cook	Perm	Head Cook	21.40/hr	35.00	1,333.94	28,012.69	1,333.94
DeCota, Tonya M		01		CLEANER	Perm	Cleaner	19.42/hr	40.00	1,553.83	40,399.70	1,553.83
Degener, Sandra		01		FDSRWRK	Prob	Food Service Worker	14.63/hr	25.00	656.59	16,414.86	566.91
DeMarco, Amy P		03		TCHR AIDE	Perm	Teacher Aide	17.73/hr	35.00	1,241.14	32,269.62	1,264.78
Demers, Carrie M		04		TYPIST	Prov	Typist					
Dion, Kristie M		01		BUSDRVR	Perm	Bus Driver	29.82/hr	20.00	1,061.97	22,301.36	2,377.56
Divigilio, Kara M		03		TCHR AIDE	Perm	Teacher Aide	16.10/hr	32.50	782.58	19,564.40	909.55
Doin, Jenna N		01		CLEANER	Perm	Cleaner	17.30/hr	32.50	1,001.08	21,022.70	1,001.08
Drescher, Patricia A		01		Head Cook	Perm	Head Cook	19.42/hr	40.00	1,553.83	40,399.70	1,553.83
Dunn, Kimberly A		01		Admin Secretary	Perm	Administrative Secretary	18.06/hr	35.00	1,125.77	23,641.04	1,134.80
Dunn, Paula J		01		CLERK	Perm	Clerk	21.85/hr	37.50	1,638.83	42,609.45	1,638.83
Edwards, Kayla		02		TCHR AIDE	Perm	Teacher Aide	28.31/hr	32.50	1,376.33	34,408.25	1,643.63
Fiacco, Larissa A		01		TCHR AIDE	Temp	Teacher Aide	14.70/hr	32.50	850.68	17,864.20	850.68
Fisher, Jammie M		02		TCHR AIDE	Perm	Teacher Aide	17.07/hr	32.50	988.00	20,748.00	1,241.94
		02		TCHR AIDE	Perm	Teacher Aide	14.75/hr	32.50	717.00	17,924.98	717.00

Mechanicville CSD

Employee Civil Service Listing For 10/13/2023 - 10/13/2023 - All Wages Paid



Employee Name	SSN	Retirement #	Building	CS Code	CS Type	CS Title	Rate	Act Hours Per Week	Normal Pay	Annual Salary	Wages Paid
Forhan, Misty L		01		FDSRWWRK	Perm	Food Service Worker	14.70/hr	25.00	654.37	13,741.70	680.09
Germain, Tracy A		01		SR TYPIST	Perm	SENIOR TYPIST	22.53/hr	37.50	1,689.51	43,927.20	1,919.73
Giacumo, Daniel		01		COMP TECH	Prov	Computer Technician	32.05/hr	37.50	2,403.75	62,497.50	2,403.75
Gidley, Brian A		01		DIR IT	Prov	Director of Information Technology	45.00/hr	40.00	3,600.00	93,600.00	3,600.00
Gorman, Alice L		03		CLEANER	Perm	Cleaner	22.75/hr	40.00	1,819.89	47,317.12	1,819.89
Gowie, Cynthia		01		FDSRWWRK	Perm	Food Service Worker	14.75/hr	25.00	551.54	13,788.45	551.54
Guerrero-Garmley, Mandy L		03		NURSE	Perm	Nurse	35.58/hr	35.00	2,218.01	46,578.15	
Guiliano, Kelly M		03		TCHR AIDE	Perm	Teacher Aide	14.70/hr	32.50	850.68	17,864.20	850.68
Gwynn, Alexa		01		TCHR AIDE	Temp	Teacher Aide	14.63/hr	32.50	711.31	17,782.77	711.31
Hernandez, Olivia A		01		TCHR AIDE	Temp	Teacher Aide	14.70/hr	32.50	850.68	17,864.20	850.68
Herring, Gloria M		03		TCHR AIDE	Perm	Teacher Aide	17.30/hr	32.50	1,001.08	21,022.70	1,114.68
Herrington, James F		04		BUSDRVR	Perm	Bus Driver	24.83/hr	20.00	884.28	18,569.78	1,787.33
Higgins, Karen L		01		Admin Secretary	Perm	Administrative Secretary	23.86/hr	37.50	1,789.79	46,534.35	1,909.11
Hollenbeck, Casey L		01		TCHR AIDE	Temp	Teacher Aide	14.70/hr	32.50	850.68	17,864.20	850.68
Howland, Priscilla M		03		TCHR AIDE	Temp	Teacher Aide	14.70/hr	32.50	850.68	17,864.20	850.68
Hunsaker, Anthony L		04		BUSDRVR	Prob	Bus Driver	22.23/hr	20.00	791.81	16,628.04	1,041.90
Jenkins, Lindsay N		02		TCHR AIDE	Temp	Teacher Aide	14.70/hr	32.50	714.57	17,864.20	714.57
Jesmain, Jamie		04		BUSDRVR	Perm	Bus Driver	23.75/hr	20.00	710.69	17,767.18	1,121.69
Jones, Ronald W		04		BUSDRVR	Perm	Bus Driver	23.95/hr	20.00	716.43	17,910.80	1,057.65
Kearbey, Maryanne		03		MONITOR	Perm	Monitor	14.70/hr	15.00	392.62	8,245.02	392.62
King, Jami J		03		TCHR AIDE	Temp	Teacher Aide	14.70/hr	32.50	850.68	17,864.20	850.68
Kling, MaryLouise		01		TYPIST	Prob	Typist	16.36/hr	17.50	572.60	14,887.60	571.65
Larkin, Shane W		04		BUSDRVR	Perm	Bus Driver	24.14/hr	20.00	859.99	18,059.65	1,719.29
Lavazzo, Vincent P		04		BUSDRVR	Perm	Bus Driver	22.90/hr	20.00	815.50	17,125.46	1,176.10
Lescault, Tamara A		01		TCHR AIDE	Perm	Teacher Aide	17.30/hr	32.50	1,001.08	21,022.70	1,001.08
MacDonald, Brandy J		01		CLEANER	Perm	Cleaner	18.89/hr	40.00	1,510.89	39,283.24	1,510.89
Mackenzie, Shannon		03		TCHR AIDE	Temp	Teacher Aide	14.63/hr	32.50	711.31	17,782.77	663.76
Mackey, Deborah A		01		FOODSRVCDI R	Perm	Food Service Director	48.41/hr	40.00	2,896.83	72,420.69	2,896.83
Maiello, Mary M		03		CLERK	Perm	Clerk	21.44/hr	32.50	1,240.76	26,055.97	1,367.73
Maionello-Bornl, Beth A		07		Admin Secretary	Prov	Administrative Secretary	21.91/hr	37.50	1,643.48	42,730.35	1,643.48

Mechanicville CSD

Employee Civil Service Listing For 10/13/2023 - 10/13/2023 - All Wages Paid



Employee Name	SSN	Retirement #	Building	CS Code	CS Type	CS Title	Rate	Act Hours Per Week	Normal Pay	Annual Salary	Wages Paid
Manzer, Joseph H		01		BLDG/GRD SUP	Perm	BUILDING/GROUND SUPERVISOR	36.92/hr	40.00	2,953.38	76,787.81	2,953.38
McAllister, Danielle R		03		FDSRVWRK	Perm	Food Service Worker	16.49/hr	15.00	440.41	9,248.65	1,622.57
McBride, Steven H		03		BUS ATT	Perm	Bus Attendant	16.72/hr	20.00	595.47	12,504.94	
Melvin, Dana M		01		GRDS	Perm	Groundskeeper	21.55/hr	30.00	1,293.22	33,623.68	1,293.22
Monahan, Karla Y		04		BUSDRVR	Perm	Bus Driver	29.82/hr	20.00	1,061.97	22,301.36	1,881.88
Monroe, Traci		03		TCHR AIDE	Perm	Teacher Aide	14.75/hr	32.50	853.57	17,924.98	717.00
Muller, J. Eric		01		COMP TECH	Prov	Computer Technician	32.05/hr	37.50	2,403.75	62,497.50	2,403.75
Niles, Samantha		03		SAFETY	Prov	Safety Liaison	25.55/hr	37.50	1,433.36	35,833.88	1,540.28
Perkins, Karen M		03		TCHR AIDE	Temp	Teacher Aide	17.65/hr	35.00	1,099.95	23,099.00	1,099.95
Petrie, David W		03		MONITOR	Perm	Monitor	18.46/hr	15.00	493.08	10,354.67	802.68
Pisculli, Johnna L		01		SAFETY	Perm	Safety Liaison	25.68/hr	37.50	1,714.92	36,013.40	1,714.92
Pisculli, Josephine D		03		TCHR AIDE	Perm	Teacher Aide	14.75/hr	32.50	717.00	17,924.98	717.00
Prairie, Andrea		03		Admin Secretary	Perm	Administrative Secretary	23.30/hr	37.50	1,747.24	45,428.20	1,747.24
Pratt, Michael J		04		TCHR AIDE	Temp	Teacher Aide	14.63/hr	32.50	846.80	17,782.77	846.80
Pratt, Sandra L		04		TRANSUPV	Perm	Transportation Supervisor	45.72/hr	40.00	3,657.36	95,091.27	3,657.36
Retell, Daniel R		03		BUSDRVR	Perm	Bus Driver	26.70/hr	20.00	951.06	19,972.16	1,558.51
Rivera, Samantha		03		CLEANER	Perm	Cleaner	19.42/hr	40.00	1,553.83	40,399.70	1,553.83
Rose, Charlotte F		03		CLEANER	Perm	Cleaner	17.97/hr	40.00	1,437.66	37,379.20	1,268.51
Rose, David D		04		BUSDRVR	Perm	Bus Driver	25.41/hr	20.00	905.04	19,005.87	1,886.46
Rose, Helen L		03		CLEANER	Perm	Cleaner	17.57/hr	25.00	878.70	22,846.20	1,531.13
Scherl, Melissa A		01		Head Cook	Perm	Head Cook	28.67/hr	35.00	1,786.99	37,526.70	1,786.99
Sikamiotis, Barbara A		03		TCHR AIDE	Perm	Teacher Aide	15.28/hr	32.50	743.00	18,574.98	743.00
Simons, Kelly		01		NURSE	Perm	Nurse	36.58/hr	35.00	2,279.91	47,878.15	2,279.91
Sivers, Jessica		01		NETTECH	Prov	Network and Technology Coordinator	20.72/hr	37.50	1,554.00	40,404.00	1,828.40
Sivers, Jordan M		03		CLEANER	Perm	Cleaner	17.49/hr	20.00	699.60	18,189.60	827.16
Smith, Maryann		01		LABORER	Prob	Laborer	19.05/hr	40.00	1,524.28	39,631.36	1,552.86
Toleman, Kristee-Lynn A		04		BUS ATT	Perm	Bus Attendant	14.75/hr	20.00	525.27	11,030.76	744.97
Tuttle, Amanda L		03		TCHR AIDE	Perm	Teacher Aide	14.75/hr	32.50	717.00	17,924.98	717.00
		04		BUS ATT	Perm	Bus Attendant	15.22/hr	20.00	541.94	11,380.76	1,465.41
				MONITOR	Perm	Monitor					

Mechanicville CSD

Employee Civil Service Listing For 10/13/2023 - 10/13/2023 - All Wages Paid



Employee Name	SSN	Retirement #	Building	CS Code	CS Type	CS Title	Rate	Act Hours Per Week	Normal Pay	Annual Salary	Wages Paid
Ubrich, Mary T		02		TCHR AIDE	Perm	Teacher Aide	18.05/hr	32.50	1,044.65	21,937.68	1,044.65
Urkevich, Deborah L		04		BUSDRVR	Perm	Bus Driver	24.14/hr	20.00	859.99	18,059.65	1,246.29
Vedder, Nyisha		02		TCHR AIDE	Temp	Teacher Aide	14.53/hr	32.50	846.80	17,782.77	
Viall, Gary G		04		MECHANIC	Perm	Mechanic	24.19/hr	40.00	1,935.20	50,315.20	2,152.91
Viall, Joshua		04		MECHANIC	Prob	Mechanic	23.30/hr	40.00	1,864.00	48,464.00	2,006.94
Vredenburgh, Carl J		01		LABORER	Perm	Laborer	24.68/hr	40.00	1,973.97	51,323.27	2,159.04
Waldron, Rachael A		03		TCHR AIDE	Perm	Teacher Aide	14.70/hr	32.50	850.68	17,864.20	850.68
Warren, Meghan M		02		CIO	Perm	Chief Information Officer	52.45/hr	40.00	4,196.15	109,099.97	4,246.52
Wickham, Patricia L		03		TCHR AIDE	Perm	Teacher Aide	15.68/hr	32.50	907.56	19,058.75	907.56
Wilkie, Nathan		01		LABORER	Perm	Laborer	18.92/hr	40.00	1,513.34	39,346.73	1,598.47
Wynn, Alycia A		01		CLERK	Perm	Clerk	16.71/hr	32.50	967.29	20,313.14	1,309.78
Zielnicki, Daniel J		03		LABORER	Perm	Laborer	26.10/hr	40.00	2,087.57	54,276.96	2,244.14
Grand Total:										137,031.52	

Mechanicville CSD

Certification Of Department Head:



I HEREBY CERTIFY THAT THE PERSONS NAMED IN THE FOREGOING PAYROLL ARE EMPLOYED SOLELY IN AND HAVE ACTUALLY PERFORMED THE PROPER DUTIES OF POSITIONS AND EMPLOYMENTS INDICATED, AND THAT THE PERSONS DESCRIBED HEREIN AS LABORERS ARE EMPLOYED AT ORDINARY UNSKILLED LABOR ONLY THAT SAID PAYROLL FOR THE PAYROLL PERIOD COMMENCING ON 9/23/2023 AND ENDING ON 10/6/2023 IS APPROVED AT \$137,031.52 DOLLARS, (VALUE WRITTEN OUT) one hundred thirty seven thousand thirty one dollars and fifty two cents. AND IS CERTIFIED FOR PAYMENT FROM THE APPROPRIATIONS AUTHORIZED, AND THAT THE PERSONS NAMED HEREIN, EXCEPT THOSE APPOINTED AND EMPLOYED AS LABORERS, HAVE TAKEN AND FILED THE CONSTITUTIONAL OATH IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 574, LAWS OF 1917.

10/18/2023 DATE Jane O'Brien SIGNATURE Business Manager TITLE

CERTIFICATION OF Mechanicville CIVIL SERVICE COMMISSION:

I HEREBY CERTIFY THAT, WITH THE EXCEPTIONS AS SHOWN, THE EMPLOYEES NAMED IN THIS ESTIMATE, PAYROLL, OR ACCOUNT CONTAINING 99 NAMES, HAVE BEEN APPOINTED TO OR PROMOTED TO OR EMPLOYED IN THE POSITIONS, AND PLACES, AND AT THE RATES OF COMPENSATION SHOWS, IN ACCORDANCE WITH THE CIVIL SERVICE LAW AND THE RULES MADE IN PURSUANCE THEREOF, AND ARE MEMBERS OF AN APPROPRIATE RETIREMENT SYSTEM WHERE SUCH PERSONS ARE MEMBERS BY MANDATE IN ACCORDANCE WITH THE RETIREMENT AND SOCIAL SECURITY LAW, AND ARE CERTIFIED THROUGH 9/30/24 UNLESS OTHERWISE NOTED. BUT WHEN ANY PERSON WHOSE NAME APPEARS ON THE ESTIMATE, PAYROLL OR ACCOUNT SHALL HAVE BEEN SEPARATED FROM THE SERVICE OR IF STATUS SHALL CHANGE IN ANY WAY, THIS CERTIFICATE SHALL APPLY TO THAT PERSON ONLY UP TO THE TIME SUCH SEPARATION OR CHANGE SHALL HAVE TAKEN PLACE.

November 14, 2023 DATE Karen Lindeman SIGNATURE Secretary TITLE

EXCEPTIONS: _____

(Special) Police Officer - #60131		MECHANICVILLE CIVIL SERVICE COMMISSION			Date List Established: 6-Dec-23 Expiration Date: 6-Dec-25 By Commission Action 6-Dec-23			
Prepared by Rose Ann Lindemann Checked by <u>Dawnmarie Robens</u>								
Standing on List	NAME	ADDRESS	Exam Score	Vet's Pts	Final Score	Canvass Result	Certifications	Date and Nature of Appt.
1	Austin Kinisky-Duffney		80	0	80			

TITLE OF ELIGIBLE LIST Police Officer - #63187		MECHANICVILLE CIVIL SERVICE COMMISSION				Date List Established: 6-Dec-23 Expiration Date: 6-Dec-26 By Commission Action 6-Dec-23				
Prepared by Rose Ann Lindemann Checked by Dawnmarie Robens		Standing on List	NAME	ADDRESS	Exam Score	Vet's Pts	Final Score	Canvass Result	Certifications	Date and Nature of Appt.
		1	Levi Fiske		90		90			
		2	Michael Carlo		85		85			
		3	Andrew Maranville		85		85			
		4	Kelsey Murphy		85		85			
		5	Nickolas Dunn		85		85			
		6	Jonathan Dupras		85		85			
		7	Haileigh Justus		80		80			
		8	Alexandra Safford		80		80			
		9	Jacob Pashley		80		80			
		10	Noah Powers		80		80			
		11	Arafat Alshegaa		80		80			
		12	Tanner Gamache		80		80			
		13	Matthew Merlino		80		80			
		14	John Lyons		80		80			
		15	Nicholis Rosado		75		75			
		16	Musa Naji		75		75			
		17	Jonathan Binner		70		70			
		18	James Waters		70		70			