

**Mechanicville Civil Service Commission**  
**Meeting Agenda**  
**February 5, 2025**  
**6:00 p.m.**

1. **Roll Call**
2. **Approval of Minutes** January 8, 2025 meeting
3. **Communications**
4. **Report of Personnel Changes**

**City of Mechanicville**

- a. Rose Ann Lindemann resigned as Civil Service Secretary (E) effective 12/31/24
- b. Erin Lyons was appointed as Civil Service Secretary (E) effective 12/11/24
- c. Joyce Gorman was appointed as PT Account Clerk (NC) effective 1/1/25

**Mechanicville Library**

- a. Heather Clements was terminated as Senior Library Clerk (C) effective 1/2/25

**Mechanicville School District**

- a. Heidi Hubbard was appointed as Temporary Teacher Aide (NC) effective 1/6/25-6/27/25
- b. Makayla Roberts was appointed as Temporary Teacher Aide (NC) effective 1/27/25-6/27/25
- c. Olivia Hernandez resigned as Teacher Aide effective 1/17/25

5. **Old Business**
  - a. Response from City Attorney
  - b. Certificates of Eligibility
6. **New Business**
  - a. The Police Physical Agility Test will be held Saturday, 2/15/25
  - b. The Network Technician examination will be held Saturday, 3/15/25
  - c. Bill sent to Mechanicville School District for their share of the Mechanicville Civil Service Commission budget for 2024
7. **Appearances**
8. **Next Meeting** March 5, 2025 at 6:00 pm
9. **Adjournment**

**City of Mechanicville**  
**Municipal Civil Service Commission**  
4 Industrial Park Road  
Mechanicville, NY 12118  
(518) 664-9884 ext. 337

**Dawnmarie Robens**, Chairperson  
**Donna Peluso**, Commissioner  
**James Thompson**, Commissioner  
**Erin Lyons**, Secretary

January 21, 2025

Mr. Kevin Kolakowski  
Superintendent of Schools  
Mechanicville Public Schools  
25 Kniskern Avenue  
Mechanicville, NY 12118

Dear Mr. Kolakowski:

Listed below is the Mechanicville School District's pro-rated share of the Mechanicville Civil Service budget appropriation for 2024.

**Mechanicville Civil Service Budget Expenses**

Personnel services	\$15,717.18
Non-personnel services	<u>\$ 2,868.13</u>
Total	\$18,585.31

City of Mechanicville	58 Employees	32%
Mechanicville School District	106 Employees	59%
Mechanicville Housing Authority	5 Employees	3%
Mechanicville Public Library	10 Employees	6%

Therefore, Mechanicville School District's pro-rated share is **\$10,965.33**. Please make your check payable to the City of Mechanicville and mail to Commissioner of Accounts, 36 North Main St., Mechanicville, NY 12118.

If you have any questions, please give me a call at 518-664-9884, ext. 337.

Sincerely,



Dawnmarie Robens  
Chairperson

cc: Colleen DiCaprio

**Mechanicville Civil Service Commission**  
**Minutes of Meeting**  
**Held January 8, 2025**

The meeting of the Mechanicville Civil Service Commission was called to order at 5:30 p.m. on January 8, 2025 at the Mechanicville Public Library. Chairperson Robens welcomed everyone to our monthly meeting. She announced that Rose Ann Lindemann has resigned, and thank her for her fabulous three years of service. She also announced that Erin Lyons has been appointed as Civil Service Commission Secretary.

Present:       Chairperson Robens  
                  Commissioner Peluso  
                  Commissioner Thompson  
                  Secretary Lyons

The minutes of the previous meeting held on December 4, 2024 were approved. Commissioner Thompson made the motion to approve the minutes. Commissioner Peluso 2nd the motion. All in favor. Motion carried.

**Report of Personnel Changes**

**City of Mechanicville**

- a. Deborah Urkevich resigned as Bus Driver effective 11/18/24

**Mechanicville School District**

- a. Colleen DiCaprio's status as School Business Manager changed from Provisional to Permanent effective 10/30/23
- b. Kia Loiacono resigned as Teacher Aide effective 12/6/24
- c. Angelica Venice's status as Teacher Aide (NC) changed from Temporary to Permanent effective 12/12/24
- d. Willow Greene was appointed as Temporary Teacher Aide (NC) effective 11/19/24-6/27/25
- e. Eric Muller's status as Safety Liaison (c) changed from Provisional to Permanent effective 11/15/24

**Old Business:** Secretary Lyons reported that scores were received for the Police Officer's written examination, and five candidates passed. The Physical Agility Test will be held on Saturday, February 15, 2025, and after the results are received, we will certify the Eligible List.

**New Business:**

There was no new business to report.

**Appearances:** David Hicks, Darlene McGraw, and Kim Dunn attended our meeting. Questions and comments were addressed by the Commission and Chairperson Robens answered accordingly.

Secretary Lyons announced the next scheduled meeting will be held on Wednesday, February 5, 2025 at 6:00 pm.

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

The meeting was adjourned at 5:46 p.m.

  
Secretary