

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

1. **Roll Call**
2. **Approval of Minutes** February 5, 2025 meeting
3. **Communications**
4. **Report of Personnel Changes**

Mechanicville Library

- a. Amelia Moore resigned as Page (L) effective 1/30/25
- b. Sally Robitaille was appointed as Library Clerk (NC) effective 1/29/25
- c. Julia Amodeo's status as Librarian I (C) changed to Permanent effective 2/21/25

Mechanicville School District

- a. Rebekah Garcia resigned as Nurse (NC) effective 1/29/25
- b. Kayla Edwards, Patrick Mone, and Emma Park's status as Teacher Aides (NC) changed to Permanent effective 3/3/25
- c. Leo White's status as Bus Driver (NC) changed to Permanent effective 3/3/25
- d. Cayla Cord-Siver's status as Cleaner (L) changed to Permanent effective 3/3/25
- e. Jordan Hawthorne's status as Food Service Worker (L) changed to Permanent effective 3/3/25
- f. Christine White's status as Monitor (L) changed to Permanent effective 3/3/25

5. **Old Business**

- a. The Police Physical Agility Test was held Saturday, 2/15/25
- b. The Network Technician examination will be held Saturday, 3/15/25

6. **New Business**

- a. Annual Report submitted
- b. Examinations Fees Billing Report submitted

7. **Appearances**

8. **Next Meeting** April 2, 2025 at 6:00 pm

9. **Adjournment**

ANNUAL REPORT TO THE NEW YORK STATE CIVIL SERVICE COMMISSION

Reporting Agency : CITY OF MECHANICVILLE**1. AGENCY STAFF****A. Commissioners or Personnel Officer**

Name and Address	Title	Annual Salary	Term Expires
Lyons, Erin	SECRETARY TO THE COMMISSION	\$6,000.00	N/A

E-Mail: erin.lyons@mechanicvilleny.gov

Peluso, Donna	COMMISSIONER	\$844.00	5/14/2028
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E-Mail:

Robens, Dawnmarie	COMMISSION CHAIRPERSON	\$6,777.00	5/31/2028
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Mechanicville, NY 12118

E-Mail: dawnmarie.robens@mechanicvilleny.gov

Thompson, James	COMMISSIONER	\$844.00	5/31/2028
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Mechanicville, NY 12118

E-Mail:

B. Agency Employees

Name	Title	Annual Salary	Civil Service Hrs Worked Per Week
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C. Hours and Access

Agency Mailing Address:

4 Industrial Park Road

Mechanicville, NY 12118

Home Page: www.mechanicvilleny.gov/civil-service-commission

Work Phone: (518) 664-9884 Ext: 337

Fax: (518) 664-2245 Ext:

D. Contact Staff

[illegible]

2. COMMISSION MEETINGS

Number of meetings held during calendar year 2024

Regular: 11

Special: 2

3. AGENCY FINANCES

Expenditures 2024

\$18,585

Appropriations 2025

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a. Personnel:

\$15,717

a. Personnel:

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b. All other:

\$2,868

b. All other:

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All Agencies:

Expenditure used for Merit System Administration

\$18,585

Cities Only:

Reimbursed Amt by School District

\$10,965

4. EMPLOYEES

County or Town/City Civil Service Agency	Total No of Class Positions	Total No of Comp. Positions	Competitive		Temp	Non - Competitive		Exempt	Labor
			Perm	Prov		Section 42	Section 55-a		
BOARD	106	18	16	2	0	53	0	3	32
CITY	53	14	13	1	0	25	0	9	5
HOUSING	5	2	2	0	0	1	0	1	1
SPECIAL	10	5	4	1	0	4	0	0	1
Total	174	39	35	4	0	83	0	13	39

5. PROVISIONAL APPOINTMENTS

Name	Title	Dept/Agency	Appt Date	Exam Rq Dt
Allen, Richard	Supervisor of Streets and Sewers	City	6/7/2024	5/10/2022
Amodeo, Julia	Librarian I	Library	8/26/2024	10/11/2024
Lester, Stephen	Network and Technology Coordinator	School	10/7/2024	9/27/2024
Medved, Alexander	Microcomputer Technician Trainee	School	8/19/2024	9/27/2024

4 Provisional Appointments

6. TEMPORARY APPOINTMENTS

Name	Title	Dept/Agency	Appt Dt	Duration	List	Reason

7. POSITION CLASSIFICATION

Department/Agency	No of Positions Classified	No of Spec. Adopted	Survey Adoption Date
City	1	1	2/13/2024

8. RULE APPENDICE

Title	Dept/Agency	No of Positions	Position Filled Date	Status Public Hearing Dt	Resolution Submit Dt

9. EXAMINATIONS

A. Examinations not prepared and rated by NYS Dept of Civil Service

Title of Exam	Type	Exam Date	List Date	No Apps	No Exmd	No Pssd	No Apptd	Prep By	Rated By	Form of Exam

B. Decentralized Exam Conducted under the NYS Dept of Civil Service

Title	Book #	Type	Test Date	CR	List Date	Ex Cd	No Exmd	No Passed	No Appointed	No on List	No of Prov
Senior Typist	823	OC	3/2/2024	N	4/10/2024	P	1	1	0	1	0
Typist	823	OC	3/2/2024	N	4/10/2024	P	3	2	1	2	0

10. ACTIVITY NAME

11. CONSULTANT

Activity	Name	Amount
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12. PROJECT

Project Name	Project Type
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13. PLANS

Major Issues
n/a

Projects/Goals
n/a

Signed:

Chairperson or Personnel Officer

Date

Commissioner

Date

Commissioner

Date

Secretary to the Commissioner

Date

Electronic Submission Date:

Submitted by: , ()

Municipal Billing

CITY OF MECHANICVILLE-- 2024 Examination Fees Billing

Certified By Erin Lyons on 02/10/2025

Show DCS counts

Exam Number	Exam Title	Exam Date	Exam Fee Count	Application Fee Waiver Count	Bill Count	Fee Description	Application Fee Charged	Exam Services Fee	Amount Due DCS for this Exam	Municipal CS Comments	OFA Comments
Uniform											
88344010	POLICE OFFICER	20240928	5								
			5		0	5	\$ 25.00	\$ 12.50	\$ 62.50		
Exam Count											
1	DCS Total		5								
	Municipal Bill Total		5		0	5			\$ 62.50		
Non-Uniform											
63151010	ADMINISTRATIVE SECRETARY	20240302	2								
			2		0	2	\$ 25.00	\$ 12.50	\$ 25.00		
68985010	CODE ENFORCEMENT OFFICER	20240113	1								
			1		0	1	\$ 25.00	\$ 12.50	\$ 12.50		
63554010	ENGAGEMENT COORDINATOR	20240601	2								
			2		0	2	\$ 25.00	\$ 12.50	\$ 25.00		
88077010	LIBRARIAN I (ATAP)	20240101	1								
			1		1	0	\$ 0.00	\$ 7.50	\$ 0.00	... more	
60012220	LIBRARIAN I - ATAP	20240101	1								
			1		1	0	\$ 0.00	\$ 7.50	\$ 0.00	... more	

88828010	LIBRARY MANAGER - ATAP	20240101	1																	
			1		0	1														
69073010	NETWORK TECHNICIAN	20240323	3																	
			3		0	3														
86217010	SAFETY LIAISON	20240713	1																	
			1		0	1														
87097010	SCHOOL BUSINESS MANAGER	20240601	1																	
			1		0	1														
Exam Count																				
9	DCS Total		13																	
	Municipal Bill Total		13		2	11														\$ 132.50

Decentralized

Program Code	Exam Title	Exam Fee Count	Application Fee Waiver Count	Bill Count	First 20 Amount	21 Plus Amount	Amount Due DCS for this Exam	
007	Microcomputer Technician 23127	1	0	1			\$ 5.00	\$ 5.00
007	Microcomputer Technician Trainee 24111-010	1	0	1			\$ 5.00	\$ 5.00
823	Senior Typist 24-2	1	0	1			\$ 5.00	\$ 5.00
823	Typist 24-1	3	0	3			\$ 15.00	\$ 15.00
Exam Count								
4	Municipal Bill Total	6	0	6				\$ 30.00

Grand Totals

Exam Count	Description	Exam Fee Count	Application Fee Waiver Count	Bill Count	Amount Due DCS for the Year
10	DCS Grand Total	18			

14	Municipal Bill Grand Total	24	2	22	\$ 225.00	
					Prior Year Debit	
		2024			Total Amount Due	
					\$ 0.00	
					\$ 225.00	

**Mechanicville Civil Service Commission
Minutes of Meeting
Held February 5, 2025**

The meeting of the Mechanicville Civil Service Commission was called to order at 6:00 p.m. on February 5, 2025 at the Mechanicville Public Library. Chairperson Robens welcomed everyone to our monthly meeting.

Present: Chairperson Robens
 Commissioner Peluso
 Commissioner Thompson
 Secretary Lyons

The minutes of the previous meeting held on January 8, 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. 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

Old Business: Secretary Lyons reported that in response to a question concerning the Civil Service Commission's obligation to look into Reports of Personnel Changes received from appointing authorities, the City Attorney stated, "No. If an employee objects, they can file with unemployment.

Certificates of Eligibility were sent to the Library and School for Librarian I and Microcomputer Technician Trainee, respectively.

New Business:

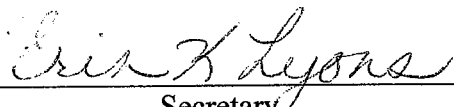
Secretary Lyons reported that the Physical Agility Test for police candidates will be held Saturday, February 15, 2025. The Network Technician examination was announced and will be held Saturday, March 15, 2025. The bill for the Mechanicville School District's share of the 2024 Mechanicville Civil Service Commission budget was sent.

Appearances: 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, March 5, 2025 at 6:00 pm.

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

The meeting was adjourned at 6:05 p.m.


Secretary