

Mechanicville Civil Service Commission
Meeting Agenda
September 3, 2025
6:00 p.m.

1. **Roll Call**
2. **Approval of Minutes** June 4, 2025 meeting
3. **Communications**
 - a. IM-12-25 Amendment to CSL 58 1(a), Maximum Police Officer Age
 - b. IM-13-25 Critical Examination Schedule Announcements for the 2025-26 Testing Year
4. **Report of Personnel Changes**

City of Mechanicville

- a. Josh Rabideau resigned as Cleaner (L) effective 6/27/25
- b. Dan VanDetta resigned as Skilled Laborer (L) effective 7/20/25
- c. Kaile Kenyon was appointed as Recreation Supervisor effective 7/1/25 – 8/22/25
- d. Kyle Ropeter was appointed as Cleaner (L) effective 7/10/25

Mechanicville School District

- a. Eric Muller and David Petrie were laid off as Safety Liaisons (C) effective 6/30/25
- b. Meghan Warren was laid off as Chief Information Officer (C) effective 6/30/25
- c. Jordan Hawthorne resigned as Food Service Worker effective 6/26/25
- d. Angelica Venice resigned as Teacher Aide effective 6/27/25
- e. Willow Greene resigned as Teacher Aide effective 7/10/25
- f. Trevor Strobe resigned as Laborer effective 7/31/25
- g. Colleen DiCaprio resigned as School Business Manager effective 8/29/25
- h. Heidi Hubbard was removed as Teacher Aide effective 6/18/25
- i. Jordan Sivers was appointed provisionally as Laborer (L) effective 7/1/25
- j. Patrick Weiss was appointed provisionally as Cleaner (L) effective 7/25/25
- k. Daniel Vandetta was appointed provisionally as Laborer (L) effective 8/4/25
- l. Darlene Van Wert was appointed provisionally as Registered Professional Nurse (School) (NC) effective 9/2/25
- m. David Petrie was appointed temporarily as Monitor (L) effective 9/2/25-6/26/26
- n. Brianna Finck, Roberta Mattison, Elizabeth Mimms-Garger, Rosa Mosley, and Jessica Ryder were appointed temporarily as Teacher Aides (NC) effective 9/2/25-6/26/26

Mechanicville Library

- a. Cheryl Hensler was appointed as Library Clerk (NC) effective 4/16/25
- b. Stevie Demining was removed as Library Clerk (NC) effective 4/28/25
- c. Julianna Seabury was appointed as Library Clerk (NC) effective 6/9/25
- d. Salary changes were made effective 7/1/25 for the following:
 - i. Julia Amodeo, Librarian 1, to \$46,800/yr.

- ii. Joseph V. Gaetano, Cleaner, to \$16.00/hr.
- iii. Cheryl Hensler, Clerk, to \$16.50/hr.
- iv. Carrie S. Shpunt-Motta, Library Manager, to \$38,200/yr.
- v. Julianna Seabury and Kayla Whispell, Clerks, to \$17.00/hr.
- e. Julia Amodeo resigned as Librarian 1 (C), effective 8/26/25
- f. Kayla Whispell resigned as Clerk (C), effective 8/30/25

5. Old Business

- a. The July online Training & Experience examination for Microcomputer Technician received no applications. It will be reoffered 11/1/25-11/30/25.

6. New Business

- a. Approve Eligible List for Network Technician
- b. An examination for Police Officer has been announced and scheduled for September 20, 2025.
- c. We have begun a project to update our Classification Plan.

7. Appearances

8. Next Meeting October 1, 2025 at 6:00 pm

9. Adjournment



Department of Civil Service

KATHY HOCHUL
Governor

TIMOTHY R. HOGUES
Commissioner

IM-12-25

Information Memorandum

TO: All Municipal Civil Service Agencies

FROM: Municipal Services Division

SUBJECT: Amendment to CSL 58 1(a), Maximum Police Officer Age

DATE: July 28, 2025

The purpose of this memorandum is to notify municipal civil service agencies of an amendment to Section 58(1)(a) of the Civil Service Law which **increases the maximum age for individuals to take an examination for Police Officer from less than 35 years of age to less than 43 years of age, effective September 1, 2025.**

The changes increase the eligibility for appointment to police officer positions governed by Section 58 of the Civil Service Law.

Who is impacted by this change?

1. Individuals seeking Entry-Level Law Enforcement Officer (ELLEO) positions participating in future open-competitive examinations.
2. Individuals seeking reinstatement to competitive class positions governed by Sections 58(1) and 58(4) of Civil Service Law who are between 35 and 43 years of age.
3. Individuals currently serving in part-time, non-competitive police officer positions who are less than 43 years of age and are interested in becoming full-time police officers.

What are the changes?

Section 1(a) of Section 58 of the Civil Service Law has been amended to require applicants to be under 43 years of age as of the date when the applicant takes the written examination. This means that the applicant cannot have reached their 43rd birthday as of the scheduled date of examination (e.g., an applicant born on September 20, 1982, or any date preceding this date **would not be eligible** to take the September 20, 2025, ELLEO exam.)

The amended Section 58 reads as follows (see bolded text):

1. Notwithstanding any other provision of this law or any general, special or local law to the contrary, no person shall be eligible for appointment as a police officer of the department of environmental conservation or of any police force or police department of any county, city, town, village, housing authority or police district unless they shall satisfy the following basic requirements:

(a) they are not less than twenty years of age as of the date of appointment **nor more than forty-three years of age** as of the date when the applicant takes the written examination, provided that the **maximum age requirement of forty-three years of age** as set forth in this paragraph shall not apply to eligible lists finalized pursuant to an examination administered prior to May thirty-first, nineteen hundred ninety-nine or a police officer in the department of environmental conservation, provided, however, that:

(i) time spent on military duty or on terminal leave, not exceeding a Total of six years*, shall be subtracted from the age of any applicant who has passed **their forty-third birthday** as provided in subdivision ten-a of section two hundred forty-three of the military law.

****MSD Note:** Chapter 570 of the Laws of 2019 increased the number of years of military service that can be deducted from the age of an applicant for appointments or promotions to positions in public service by one year, from six to seven. Please review PAR-11-19 - Amendment to Section 243.10-a of New York State Military Law, Age Deduction Chart, and the Veterans' Rights Manual for Municipalities (M-6012) for more information.*

Local Civil Service Agency Action

Local civil service agencies will need to update their examination announcement language to reflect the changes to law. To assist you, we have provided an example of information that we recommend be included in your examination announcement. The M-6015 Understanding the Appointment Process for Police Officers manual will be updated with this information as soon as possible to reflect these changes.

Sample Announcement Language

The following announcement language is recommended. Please note that we have added language pertaining to Public Officers status.

Age: Candidates must be at least 19 years of age on or before (examination date) to be admitted to the written test.** Eligibility for appointment as a police officer begins when the candidate reaches age 20. Candidates who reach their 43rd

birthday on or before the date of the written examination (9/20/25) are not qualified except as follows:*

Candidates may have a period of military duty or terminal leave up to seven years, as defined in Section 243 (10-a) of the Military Law, deducted from their age for the purpose of meeting the age requirement.

*Effective 9/1/25, Section 58.1(a) of the Civil Service Law requires that applicants be “no more than forty-three years of age as of the date when the applicant takes the written examination...” Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date are advised to contact the local civil service agency to discuss their request.

****Anticipated Eligibility – Age and Educational Requirements:**

According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met.

Public Officers Status: Appointees are considered public officers under state law. You must be a resident of New York State and at least 20 years old at the time of appointment.

Citizenship: United States Citizenship is required at time of appointment. It is not necessary for admission to the examination.

Driver's License: Candidates must possess a valid New York State Operator's license at time of appointment.

Important Information about the Professional Policing Act of 2021

Under the provisions of the Professional Policing Act of 2021, New York State Title 9 NYCRR Part 6000 and Title 9 NYCRR Part 6056 were amended to prescribe minimum training, background, and character standards for appointment of persons to police officer positions. Under the provisions of Part 6000 and Part 6056, applicants may be determined to lack good moral character if:

1. You were previously appointed as a police officer in New York State, were removed from said employment for cause, had your training certificate permanently invalidated by the NYS Division of Criminal Justice Services and are listed on their decertification index;(link)
2. You are listed on the National Decertification Index after having been decertified as a police officer in any state other than New York State;
3. Within 3 years from the date of application, you:

a. Engaged in criminal activity, whether criminally charged or prosecuted, regardless of where the act took place, if said conduct would constitute an offense in New York, which is defined as:

(i) Any felony offense;

(ii) Any sex offense or sexually violent offense as defined in article 6C of the Correction Law;

(iii) All serious offenses defined in subdivision 17 of section 265 of the Penal Law;

(iv) Crimes involving official misconduct and obstruction of public servants as defined in article 195 of the Penal Law; crimes involving bribery of a public servant as defined in article 200 of the Penal Law; crimes involving perjury as defined in article 210 of the Penal Law; and/or crimes relating to judicial proceedings as defined in article 215 of the Penal Law;

(v) Crimes involving forgery as defined in article 170 of the Penal Law; crimes involving false written statements as defined in article 175 of the Penal Law; crimes involving fraud as defined in article 190 of the Penal Law;

(vi) Crimes involving assault and menacing as defined in article 120 of the Penal Law; crimes involving obscenity as defined in article 235 of the Penal Law; crimes against public sensibilities as defined in article 245 of the Penal Law; or crimes against public order as defined in article 240 of the Penal Law.

4. Engaged in the unlawful use of any controlled substances.

5. Made false statement(s) or engaged in conduct that subverts or attempts to subvert the police employment application process.

6. Received a dishonorable discharge from any of the Armed Forces of the United States which has not been adjusted under the terms of the New York State Restoration of Honor Act.

Thank you for your agency's attention to this matter and for sharing these revisions with all appropriate staff. For assistance, contact:

General Inquiries: assistance.request@cs.ny.gov

Exam-related Inquiries: MSDExams@cs.ny.gov.



Department of Civil Service

KATHY HOCHUL
Governor

TIMOTHY R. HOGUES
Commissioner

IM-13-25

Information Memorandum

TO: All Municipal Civil Service Agencies

FROM: Municipal Services Division

SUBJECT: Critical Examination Schedule Announcements for the 2025-26 Testing Year

DATE: August 4, 2025

Office Hours: Please join us on Thursday, August 14, 2025, at 11am for a scheduled Office Hours - Critical Examination Schedule Announcements | Meeting-Join | Microsoft Teams. An email reminder will be sent to all agencies on August 11, 2025.

Schedule Changes

Testing this year will largely focus on providing promotion exams and testing for uniformed services to meet the high demand in these occupations.

With some exceptions, open-competitive tests will not be included in this year's examination holdings unless an open-competitive back-up test is required as provided for by Section 52.12 of the Civil Service Law.

Examinations for police, fire and corrections will not be impacted by the above changes.

The use of decentralized exams, including written multiple-choice exams, paper-based training & experience exams, and the Decentralized IT Test System, in addition to the centralized ATAP T&E program, is still in review and can be used until otherwise notified.

Schedule Overview

The Local Master Examination Schedule will be published in phases for the 2025-2026 examination year.

Phase 1 of the Master Exam Schedule contains 23 examination holdings scheduled over 5 examination dates from September to December 2025.

The Fall Entry Level Law Enforcement Officer exam is scheduled for 9/20/25. For your long-term planning purposes, please note that the Spring holding will be 5/9/26 and the Fall holding will be in November 2026.

Examinations Requests

- Submit exam requests within 30 days pursuant to CSL 65.2 for provisional appointments to open-competitive positions.
- Do not cancel your existing open-competitive exams unless you no longer need the examination in the future.
- Requests for examinations* for holdings scheduled for 10/18/25, 11/1/25, and 11/15/25 should be submitted as soon as possible.

***Note:** Should your agency not receive exam scopes within one week of an exam request for the above exam dates, or if you have an existing exam request that is missing scopes, please send an email to MSDexams@cs.ny.gov using the late exam request format in the [Municipal Services Division \(MSD\) Common Exam - Related Email Correspondence Guide](#).

Master Exam Schedule

The PDF schedule will be posted on the [Master Exam Schedule](#) page on MSD Online. If you are new to civil service administration, please review [How to Use the Date and Deadline Schedule](#) and the [Master Examination Schedule](#).

The schedule contains:

- Dates of Examination
- Deadlines by which to request examinations.
- Exam Series/Holding Name and Description
- Typical Titles included in the Series/Holding
- Frequency Offered
- Test Administration Information

Thank you for your agency's attention to this matter. For assistance, please contact:

General Inquiries: assistance.request@cs.ny.gov

Exam-related Inquiries: MSDExams@cs.ny.gov.

TITLE OF ELIGIBLE LIST Network Technician #60010170 Prepared by Erin Lyons Checked by Dawnmarie Robens		MECHANICVILLE CIVIL SERVICE COMMISSION					Date List Established: <u>3-Sep-25</u> Expiration Date: <u>3-Sep-28</u> <i>Established by Commission Action</i>	
Standing on List	NAME	ADDRESS	Exam Score	Vet's Pts	Final Score	Canvass Result	Certifications	Date and Nature of Appt.
1	Stephen Lester		85	0	80			

Mechanicville Civil Service Commission
Minutes of Meeting
Held June 4, 2025

The meeting of the Mechanicville Civil Service Commission was called to order at 6:02 p.m. on June 4, 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 May 7, 2025 were approved. Commissioner Thompson made the motion to approve the minutes. Commissioner Peluso 2nd the motion. All in favor. Motion carried.

Communications - There were no communications to report.

Reports of Personnel Changes

City of Mechanicville

- a) Mary Lou Kling resigned as Deputy Commissioner of Finance effective 2/28/25

Mechanicville School District

- a) Samantha Archambeault's status as Bus Attendant became permanent, effective 5/12/25

Mechanicville Housing Authority

- a) Shane Merwin was appointed as Working Supervisor (NC) effective 3/31/25
- b) Michael Perkins retired as Laborer (L) effective 5/28/25
- c) Daniel Zielnicki was appointed as Laborer (L) effective 5/1/25

Old Business – Secretary Lyons reported that the examination for Library Clerk was cancelled due to lack of applications.

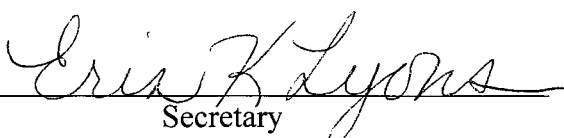
New Business – Secretary Lyons reported that an online Training & Experience examination for Microcomputer Technician has been announced and scheduled for July 1 – July 31, 2025.

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, September 3, 2025 at 6:00 pm. Chairperson Robens noted that additional meetings may be scheduled before that time if required. If scheduled, those meetings will be announced on the City website.

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

The meeting was adjourned at 6:18 p.m.


Secretary