

Mechanicville Civil Service Commission
Meeting Agenda
December 3, 2025
Immediately following Public Hearing at 6:00 pm

- 1. Roll Call**
- 2. Approval of Minutes** November 12, 2025, meeting
- 3. Communications**
 - a. School district request for new position: *Human Resource Assistant*
- 4. Reports of Personnel Change**

Mechanicville School District

- a. Nyisha Vedder's status as Teacher Aide (NC) was made permanent effective 4/11/24
- b. Brandon Danforth's status as School Bus Mechanic (NC) was made provisional effective 9/16/25
- c. Rhett Mercier was appointed as Cleaner (L) (Prov) effective 10/14/25
- d. Lisa Michaels was appointed as Teacher Aide (NC) (Temp) effective 10/27/25-6/26/26
- e. Danielle McAllister resigned as Cook (NC) effective 10/31/25 and was appointed as Food Service Helper (L) and School Monitor (L) effective 11/3/25
- f. Mikkade Nichols was appointed as Cleaner (L) (Prov) effective 11/3/25
- g. Beth Murray's status as School Monitor (L) was made permanent effective 11/6/25
- h. Helen Rose resigned as Cook (NC) effective 12/1/25

- 5. Old Business**
- 6. New Business**
 - a. Approve Payroll Certification for Mechanicville School District
 - b. Resolution to amend municipal civil service rules
- 7. Appearances**
- 8. Next Meeting** January 7, 2026, at 6:00 PM
- 9. Adjournment**

RESOLUTION TO AMEND THE TEXT OF THE CITY OF MECHANICVILLE CIVIL SERVICE RULES

At a meeting of the Mechanicville Civil Service Commission held on December 3, 2025, the following resolution was adopted:

WHEREAS, the Mechanicville Civil Service Commission deems it necessary to make certain changes to the Text of the Mechanicville Civil Service Rules; AND

WHEREAS, the Mechanicville Civil Service Commission has duly advertised and has on December 3, 2025, held a public hearing on the matter;

NOW THEREFORE BE IT RESOLVED that subject to the approval of the State Civil Service Commission, the following changes be made to the Text of the Mechanicville Civil Service Rules:

AMEND TEXT OF RULE I – DEFINITIONS:

ALPHABETIZE all terms and **RE-NUMBER** accordingly.

“Commission”:

ADD TEXT: “Civil Service Commission”

DELETE TEXT: “civil service commission”

“Eligible List”:

ADD TEXT: “an application”

DELETE TEXT: “applications”

“Employee”:

ADD TEXT: “, or multiple positions where authorized, who has been”

“Employment in Multiple Positions”:

ADD TEXT: “Employment in Multiple Positions” means the employment of an individual in more than one position, where authorized by the Commission, in one or more civil divisions. Appointments to each position must be made in accordance with the Civil Service Law, Rules, and applicable policies.

“Part-Time Employment”:

ADD TEXT: “Employment on a Part-Time Basis” **DELETE TEXT:** “Part-time Employment”

“Position”:

ADD TEXT: “as described in the job classification specification or duties statement”

Submission includes:

- Scanned copy of the original of this adopted resolution
- Notice of Public Hearing
- Affidavit of Publication of Notice
- Transcript of hearing minutes and written comments
- Supporting documentation and information for each requested amendment

Certificate of Submission

We attest that this resolution and supporting documents have been reviewed by this office and are complete and accurate. We have determined that the requests for amendments included in this resolution complies with the standards set forth in State and local Law. This office supports this request and has performed all duties and actions required by the Civil Service Law and local Rules. This submission is complete and appropriate for consideration by the State Civil Service Commission.

Chairperson Robens

Mayor Butler

Commissioner Peluso



Commissioner Thompson

**RESOLUTION TO AMEND THE APPENDICES
OF THE CITY OF MECHANICVILLE CIVIL SERVICE RULES**

At a meeting of the Mechanicville Civil Service Commission held on December 3, 2025, the following resolution was adopted:

WHEREAS, the Mechanicville Civil Service Commission deems it necessary to make certain changes to the Appendices of the Mechanicville Civil Service Rules; AND

WHEREAS, the Mechanicville Civil Service Commission has duly advertised and has on December 3, 2025, held a public hearing on the matter;

NOW THEREFORE BE IT RESOLVED that subject to the approval of the State Civil Service Commission, the following changes be made to the Appendices of the Mechanicville Civil Service Rules:

**APPENDIX B
NON-COMPETITIVE**

ADD: Superintendent of Streets and Sewers (Incumbent Only)

Submission includes:

- Scanned copy of the original of this adopted resolution
- Notice of Public Hearing
- Affidavit of Publication of Notice
- Transcript of hearing minutes and written comments
- Supporting documentation and information for the amendment

Certificate of Submission

We attest that this resolution and supporting documents have been reviewed by this office and are complete and accurate. We have determined that the requests for amendments included in this resolution complies with the standards set forth in State and local Law. This office supports this request and has performed all duties and actions required by the Civil Service Law and local Rules. This submission is complete and appropriate for consideration by the State Civil Service Commission.

Chairperson Robens

Mayor Butler

Commissioner Peluso

Commissioner Thompson

Mechanicville Civil Service Commission
Minutes of Meeting
Held November 12, 2025

The meeting of the Mechanicville Civil Service Commission was called to order at 5:33 p.m. on November 12, 2025 at the Mechanicville Public Library. Chairperson Robens welcomed everyone to our monthly meeting.

Present:	Chairperson Robens Commissioner Thompson Secretary Lyons	Excused:	Commissioner Peluso
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The minutes of the meeting held on October 1, 2025 were approved. Commissioner Thompson made the motion to approve the minutes. Chairperson Robens 2nd the motion. All in favor. Motion carried.

Communications

- a. Secretary Lyons shared a fact sheet received in an email from the NYS Department of Civil Service on 10/6/2025 regarding the Vacancy-Based Training & Experience (T&E) Examination model they are adopting as part of the “Transformation” they are undergoing. As mentioned before, these exams will replace our current written exam system, with the exceptions of law enforcement and promotional exams. As further information about the Transformation is made available to local offices, it will be shared with appointing authorities and the public.

Reports of Personnel Change

City of Mechanicville

- a. James DeVito was appointed as Deputy Commissioner of Finance (E) effective 9/11/25
- b. Kyle Ropeter resigned as Cleaner (L) effective 10/10/25
- c. Andrew Hollenbeck was appointed as Cleaner (L) effective 10/8/25
- d. Logan Santiago was appointed as Skilled Laborer (NC) effective 10/20/25

Mechanicville School District

- a. Mandy Guerrero-Garmley resigned as School Nurse (NC) effective 12/1/23
- b. Britton Callanan retired as Bus Driver (NC) effective 12/31/24
- c. Daniel Zielnicki resigned as Laborer (L) effective 1/31/25
- d. Valerie Ormsby was appointed as Food Service Helper (L) effective 9/2/25
- e. Mary Ann Jones was appointed as School Bus Driver (NC) effective 9/2/25
- f. Jennifer Williams was appointed as Teacher Aide (NC) (Temp) effective 9/2/25-6/26/26
- g. Maria Howell was appointed as Teacher Aide (NC) (Temp) effective 9/18/25-6/26/26
- h. Johnna Pisculli resigned as Teacher Aide (NC) effective 9/19/25
- i. Giavanna Law was appointed as Teacher Aide (NC) (Temp) effective 9/22/25-6/26/26
- j. Danielle McAllister resigned as Bus Attendant (L) effective 10/3/25 and was appointed as Food Service Helper (L) effective 10/4/25
- k. Daniel Retell resigned as Cleaner (L) effective 10/13/25
- l. Kelly Giuliano resigned as Teacher Aide (NC) effective 10/15/25
- m. Beth Murray status as School Monitor (L) became permanent, effective 11/6/25

Old Business – There was no old business to discuss.

New Business

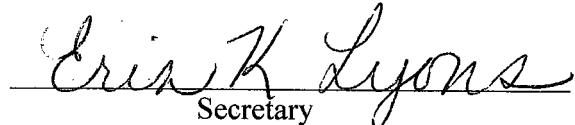
- a. Secretary Lyons reported that a Physical Agility Test for Police Officer candidates was held the evening of October 17 & morning of October 18, 2025. In recent Police Office written exam holdings, we have not received the results from the state in time to hold the PAT and do background checks in time to send candidates to the Police Academy. We canvassed civil service agencies in the area to see how they are handling this issue, and they reported that they are holding the PAT and doing background checks prior to receiving results. As our exams are administered by trainers from the Saratoga County Sheriff's Office, we were able to have our candidates and proctors participate in the PAT's held by Saratoga County in Ballston Spa. This is a benefit to our candidates in providing morning and afternoon options, to the Sheriff's office in providing one testing location, and to the County by providing administrative help at the events. We anticipate continuing this practice in the future when possible. The County also sponsors a training and information event for candidates to help them prepare for the PAT, and we have been invited to have our candidates participate in the future.
- b. Secretary Lyons reported that examinations were requested for 2026 holdings for Chief of Police, Sergeant, and Police Officer examinations.
- c. Secretary Lyons announced that a Public Hearing will be held on December 3, 2025, at 6:00 PM. The purpose of the hearing is to review proposed amendments to the Mechanicville Civil Service Rule I and Appendix B. Details are available to view in the Civil Service Office at 4 Industrial Park Road, Mechanicville, and will be provided online with the Agenda for the Hearing.
- d. Secretary Lyons reported that October payroll was received from School District 10/24/25, and the payroll certification process ongoing.

Appearances – Dave Hicks 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, December 3, 2025, immediately following the Public Hearing at 6:00 pm.

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

The meeting was adjourned at 5:45 p.m.



Erin K. Lyons
Secretary