

**Mechanicville Civil Service Commission**  
**Meeting Agenda**  
**February 4, 2026**  
**6:00 pm**

**1. Roll Call**

**2. Approval of Minutes** January 7, 2026

**3. Communications**

- a. From NYS CS Municipal Services Division re: CS Commissioner Terms
- b. From NYS CS Municipal Services Division re: Transformation
- c. From NYS CS Municipal Services Division re: IM-01-26

**4. Reports of Personnel Change**

**City of Mechanicville**

- a. Ann Gaetano was elected as Commissioner of Public Safety (UNC), effective 1/1/2026
- b. Tamar Martin's term as Commissioner of Finance (UNC) ended effective 12/31/2025
- c. Matt Carmichael was elected as Commissioner of Finance (UNC) effective 1/1/2026
- d. Pat Sgambati's term as Commissioner of Public Works (UNC) ended effective 12/31/2025
- e. Sal Costanzo was elected as Commissioner of Public Works (UNC) effective 1/1/2026

**Mechanicville School District**

- a. Brian Gidley resigned as Director of Information Technology (C) effective 1/28/26
- b. Salvatore DeAngelo, Jr. was appointed Director of Information Technology (C) effective 1/22/26-6/30/26 (temporary)

**5. Old Business**

- a. Resolutions to change Rules & Appendices submitted
- b. Chief of Police examination to be held 2/28/2026

**6. New Business**

- a. Review of 2025 Annual Report
- b. 2025 School District Budget Share Letter

**7. Appearances**

**8. Next Meeting** March 4, 2026, 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	\$6,180.00	N/A

Peluso, Donna	COMMISSIONER	\$871.00	5/14/2026
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Robens, Dawnmarie	COMMISSION CHAIRPERSON	\$6,981.00	5/31/2028
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Thompson, James	COMMISSIONER	\$871.00	5/31/2026
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**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:

Mon	Tue	Wed	Thu	Fri
	9:00am			9:00am
	11:30am			11:30am

D. Contact Staff

Name	Functional Area	Telephone	E-Mail
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2. COMMISSION MEETINGS

Number of meetings held during calendar year 2025

Regular: 10

Special: 1

3. AGENCY FINANCES

Expenditures 2025

\$16,849

Appropriations 2026

\$0

a. Personnel:

\$14,903

a. Personnel:

\$0

b. All other:

\$1,946

b. All other:

\$0

All Agencies:

Expenditure used for Merit System Administration

\$16,849

Cities Only:

Reimbursed Amt by School District

\$10,952

4. EMPLOYEES

County or Town/City Civil Service Agency	Total No of Class Positions		Total No of Comp. Positions		Competitive		Non - Competitive		Labor	
					Perm	Prov	Section 42	Section 55-a	Exempt	
BOARD	111	13	13	13	13	0	0	58	0	37
CITY	49	13	13	12	12	1	0	24	0	3
HOUSING	6	2	2	2	2	0	0	2	0	1
SPECIAL	5	2	2	2	2	0	0	2	0	1
Total	171	30	30	29	29	1	0	86	0	42

5. PROVISIONAL APPOINTMENTS

Name	Title	Dept/Agency	Appt Date	Exam Rq Dt
Allen, Richard	Superintendent of Streets and Sewers	City	6/7/2024	5/10/2022

1 Provisional Appointments

6. TEMPORARY APPOINTMENTS

Name	Title	Dept/Agency	Appt Dt	Duration	List	Reason
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7. POSITION CLASSIFICATION

Department/Agency	No of Positions Classified	No of Spec. Adopted	Survey Adoption Date
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8. RULE APPENDICE

Title	Dept/Agency	No of Positions	Position Filled Date	Status
Superintendent of Streets and Sewers (incumbent only)	City	1	06/07/2024	Resolution Submit Dt 01/09/2026

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 Appld	Prep By	Rated By	Form of Exam
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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
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10. ACTIVITY NAME

11. CONSULTANT

Activity	Name	Amount
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12. PROJECT

Project Name	Project Type	
<b>Job Specification Review</b>	<b>Classification</b>	
Our appointing authorities reviewed the job classification specifications for our active titles and offered input as part of an ongoing classification plan review by our office.		

13. PLANS

Major Issues

Given the small size of our municipality and budget, our major issue is the unknown financial cost of the new application management and examination system.

Projects/Goals

- 1. Clear communication, education, and support with our appointing authorities and the public regarding changes that result from the Transformation.
- 2. Continuing the work of updating and organizing our Classification Plan.

Signed:

Chairperson or Personnel Officer	Date
Commissioner	Date
Commissioner	Date
Secretary to the Commissioner	Date

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Electronic Submission Date:

Submitted by: , ()

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# Mechanicville Municipal Civil Service Commission

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

January 27, 2026

G. Michael Apostol  
Interim Superintendent of Schools  
25 Kniskern Avenue  
Mechanicville, NY 12118

Dear Mr. Apostol,

Listed below is the Mechanicville School District's pro-rated share of the Mechanicville Civil Service budget appropriation for 2025.

## Mechanicville Civil Service Budget Expenses

Personnel services	\$ 14,903.01
Non-personnel services	\$ 1,945.99
Total	\$ 16,849.00

Mechanicville School District	111 Employees	65%
City of Mechanicville	49 Employees	29%
Mechanicville Housing Authority	6 Employees	3%
Mechanicville Public Library	5 Employees	3%

Therefore, Mechanicville School District's pro-rated share is **\$10,951.85**. Please make your check payable to the City of Mechanicville and mail to the Commissioner of Accounts, 36 North Main Street, Mechanicville, NY 12118.

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

Sincerely,

*Dawnmarie Robens /cc*

Dawnmarie Robens  
Chairperson

cc: Taryn Breen

**Minutes of the Mechanicville Civil Service Commission Public Hearing  
Held on January 7, 2026**

The public hearing of the Mechanicville Civil Service Commission was called to order at 6:00 p.m. on January 7, 2026, at the Mechanicville Public Library. Secretary Lyons welcomed everyone to the hearing.

Chairperson Robens	Excused
Commissioner Peluso	Present
Commissioner Thompson	Present
Secretary Lyons	Present

Secretary Lyons announced the resolutions approved at the last Civil Service Commission meeting were rejected by NYS CS Municipal Services Division because the public hearing had not been announced three times. The current hearing has been published three times in The Express and apart from effective dates, the resolutions before the commission contain no changes.

Secretary Lyons acknowledged that at the hearing were present at the last hearing, and asked if anyone would like a review of the proposed resolutions.

**Public Comment and Discourse**

Kim Dunn asked if these were the exact same two resolutions from the last hearing, and Secretary Lyons confirmed this.

Secretary Lyons asked if anyone had any questions, and everyone indicated that they were satisfied.

Secretary Lyons announced that the next regular Civil Service Commission meeting would be immediately following the adjournment of the current hearing, January 7, 2026.

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

The public hearing was adjourned at 6:02 p.m.

  
Secretary



**Mechanicville Civil Service Commission  
Minutes of Meeting  
Held January 7, 2026**

The meeting of the Mechanicville Civil Service Commission was called to order at 6:02 p.m. on January 7, 2026, at the Mechanicville Public Library. Secretary Lyons welcomed everyone to our monthly meeting.

Present: Commissioner Peluso  
Commissioner Thompson  
Secretary Lyons

Excused: Chairperson Robens

The minutes of the meeting held on December 3, 2025, were approved. Commissioner Thompson made the motion to approve the minutes. Commissioner Peluso 2nd the motion. All in favor. Motion carried.

**Communications**

- a. Secretary Lyons shared that the resolutions to the CS Rules and Appendices submitted in December were rejected on the grounds that the public hearing had not been published three times.
- b. Secretary Lyons shared that we have received directions for our 2025 Annual Report and requested necessary information from the appointing authorities.

**Reports of Personnel Change**

Mechanicville Library

- a. Emily Gates was appointed as Library Clerk (NC) effective 10/1/25
- b. Emily Gates resigned as Library Clerk (NC) effective 11/30/25
- c. Erica Strain resigned as Library Clerk (NC) effective 12/3/25
- d. Evelyn Neale retired as Librarian I (C) effective 12/15/25
- e. Kerri Trethaway and Nick VanDenburg were appointed as Library Clerks (NC) effective 1/3/26
- f. Samuel Brown was appointed as Library Clerk (NC) effective 1/5/26

Mechanicville School District

- a. Tracy Gardner was appointed provisionally as Food Service Worker (L) effective 11/17/25
- b. Mikayla Roberts resigned as Teacher Aide (NC) effective 12/6/26
- c. Lily Burke was appointed as a temporary Teacher Aide (NC) effective 12/15/25 – 6/26/26
- d. Brianna Patrick was appointed as School District Treasurer (EX) effective 12/15/25
- e. Charles Perkins was removed as School District Treasurer (EX) effective 12/31/25
- g. Jordan Sivers status as Laborer (L) was made permanent effective 1/1/26

**Old Business** There was no old business to discuss.

**New Business**

- a. Secretary Lyons shared that an examination for Chief of Police was announced for February 28, 2026.

- b. The new title of Human Resources Assistant was submitted for approval. Commissioner Thompson made the motion to approve the title. Commissioner Peluso 2nd the motion. All in favor. Motion carried.
- a. A resolution to amend the text of Mechanicville Municipal Civil Service Rule I was presented to the Commission. Commissioner Peluso made the motion to approve, 2nd by Commissioner Thompson. All in favor. Motion carried.
- b. A resolution to amend Appendix B of the Mechanicville Municipal Civil Service Rules was presented to the Commission. Commissioner Peluso made the motion to approve, 2nd by Commissioner Thompson. All in favor. Motion carried.
- c. Secretary Lyons submitted the Eligible List for Police Officer. Commissioner Peluso made the motion to approve the list. Commissioner Thompson 2nd the motion. All in favor. Motion carried.

**Appearances** – Kim Dunn attended our meeting. Questions and comments were addressed by the Commission and Secretary Lyons answered accordingly.

Secretary Lyons announced the next scheduled meeting will be held on Wednesday, February 4, 2026, at 6:00 pm.

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

The meeting was adjourned at 6:13 p.m.

  
Secretary