#### Mechanicville Civil Service Commission Meeting Agenda December 7, 2022 4:00 p.m.

- 1) Roll Call
- 2) Approval of minutes of November 2, 2022
- 3) Communications
- 4) MSD 426-A Report of Personnel Changes

#### City of Mechanicville

- a) Jeffrey Alonzo resigned as Fire Safety Inspector effective 11/30/22
- b) Kyle Woodard was appointed FT Code Enforcement Officer/Fire Safety Inspector (Provisional) effective 10/31/22

#### Library

- a) Chelsey Constanza resigned as Library Clerk effective 11/9/22
- b) Ambria Jackson was appointed as Library Clerk (Provisional) effective 11/23/22
- c) Joseph Owens was appointed as Cleaner (L) effective 11/15/22

#### **School District**

- a) Anna Nelson was appointed Monitor (L) effective 10/11/22
- 5.) Old Business Resignation Letter Herkel
- 6.) New Business Approval of Administrative Secretary Eligible List
  - New Civil Service Office Hours: 9:00 am 11:30 am Tuesday and Friday
- 7.) Appearances
- 8.) Next Meeting January 4, 2023
- 9.) Adjournment

Report All Personnel Changes On This Form. County [ Town 🗌 Village Or District From: City 🔀 Department: echanieville District Name And Title of Last Employee In Position: Social Security Number: Name of Employee: Address: . Salary 15.00 per hr Title of Position: Disabled Veteran Exempt Volunteer Firefighter Non-Veteran [ Check Nature Of **Effective Date** Action Necessary By Appointments **Appointing Officer Personnel Change** Return Report of Certification Permanent Provisional 11-15-22 Attach Application Temporary From To State Length of Employment Give Facts Under Remarks Substitute From To Give Facts Under Remarks For Term of Office From To Return Report of Certification Permanent Promotion Provisional Promotion Attach Nomination ☐ Non-Competitive Class Attach Application Submit This Form Only Exempt Class X Labor Class Attach Application Submit Signed Resignation Terminations Resignation Give Effective Date Retirement Indicate Date ☐ Deceased Attach Copy of Proceedings Removal Give Facts Under Remarks Layoff (lack of work or funds) Give Facts Under Remarks Other Military Leave of Absence Give Facts Under Remarks Changes Other Leave of Absence From To Give Facts Under Remarks ☐ Transfer Give Facts Under Remarks Demotion Give Facts Under Remarks Suspension Give Facts Under Remarks Reinstatement Give Facts Under Remarks Change in Classification Submit Form New Position Indicate New Salary Change in Salary Give Facts Under Remarks Change in Name Other Give Facts Under Remarks Remarks: MECHANICVILLE CIVIL SERVICE COMMISSION Appointing Officer: Title: DATE Address: Mechanicv. 11e Date: Certificate valid until: This certifies that the above employment is in accordance with Law and Rules made in pursuance to Law. Subject to any limitation or condition specified above. Date:

Report All Personnel Changes On This Form.

From: City	C	<b></b>	
<u> </u>	County	Town Vil	lage Or District
Department: B	uldings/Cod	૨	
	st Employee In Position:		
Name of Employee:	Jeffrey Alonz	So	cial Security Number:
Address:	7,		
Title of Position:	ire Safely Inso	rector	Salary:
Non-Veteran	Veteran Disabled V		Volunteer Firefighter
Appointments	Check Nature Of	Effective Date	
		Effective Date	Action Necessary By
	Personnel Change		Appointing Officer
	Permanent		Return Report of Certification
	Provisional		Attach Application
	Temporary	From To	State Length of Employment
	For Term of Office	From To	Give Facts Under Remarks
	Permanent Promotion		Return Report of Certification
	Provisional Promotion		Attach Nomination
	Non-Competitive Class		Attach Application
	Exempt Class		Submit This Form Only
T	Labor Class		Attach Application
Terminations	Resignation Retirement	November 30, 2022	Submit Signed Resignation
	Deceased		Give Effective Date
}	Removal		Indicate Date
	Layoff (lack of work or funds)		Attach Copy of Proceedings
Other Changes	Military Leave of Absence		Give Facts Under Remarks
Other Changes	Other Leave of Absence	From To	Give Facts Under Remarks
	Transfer	FIOIII 10	Give Facts Under Remarks
-	Demotion		Give Facts Under Remarks Give Facts Under Remarks
-	Suspension		Give Facts Under Remarks
	Reinstatement		Give Facts Under Remarks
	Change in Classification		Give Facts Under Remarks
.	New Position		Submit Form
ļ	Change in Salary		Indicate New Salary
The state of the s	☐ Change in Name		Give Facts Under Remarks
ļ	Other		Give Facts Under Remarks
Remarks:			ONE THE STATE OF T
Appointing Officer:	Michael R.	ler	
Title: Mayo	r		
Address: 36 N	orth Main Street	, Mechanicuille	NY 12118
Certificate valid until:			Date:
This contiff	ion that the above any leave set is in		
This certifi	ies that the above employment is in a Subject to any limita	iccoraance with Law ana Kules tion or condition specified abov	-
Mic Roo (	D. K. Bergelin		Date: 11-15-2027
		MECHANI	CVILLECIVII
	<del>,</del>	SERVICE (	COMMISSION R.a. Lindenan
		DEA	
		neci	EIVED
		DATE	5/22
		MATERIA AMERICAN	<u> </u>

## City of Mechanicville Building and Code Enforcement Department

City Hall 36 North Main Street Mechanicville, New York 12118 Jeff Alonzo Fire Inspector Phone (518) 664-9884 Ext. 330 Fax: (518) 664-5362

November 8, 2022

Mayor Mike Butler 36 N Main Street Mechanicville, NY 12118

Dear Mayor Butler:

I am writing to advise that I am resigning my current position as Fire Inspector effective November 30, 2022.

I appreciate the support that has been given to me over the last 4 years by the current and previous administrations.

In moving forward, if there are ever times when a back up inspector on an emergency basis don't hesitate to reach out.

Regards.

Report All Personnel Changes On This Form.

From: City	County 🗆	Town 🗍 V	illage Or District
Department: R.	ildings Code		mage of Bibliot
Name And Title of La	st Employee In Position :		
Name of Employee:	121		3
ivanic of Employee.	Kyle Wooda	S	ocial Security Number:
Address:			
Title of Position:	De Enforce ment F	iv- Safety tus,	L Colombia
Non-Veteran	Veteran Disabled V		Volunteer Firefighter
Appointments	Check Nature Of	Effective Date	
••	Personnel Change	Effective Date	Action Necessary By
	Permanent		Appointing Officer
	Provisional	October 31,700	Return Report of Certification
	Temporary		Attach Application
	For Term of Office	From To	State Length of Employment
	Permanent Promotion	From To	Give Facts Under Remarks
	Provisional Promotion		Return Report of Certification
			Attach Nomination
	Non-Competitive Class		Attach Application
	Exempt Class		Submit This Form Only
m	Labor Class		Attach Application
Terminations	Resignation		Submit Signed Resignation
ļ	Retirement		Give Effective Date
	Deceased		Indicate Date
	Removal		Attach Copy of Proceedings
	Layoff (lack of work or funds)		Give Facts Under Remarks
Other Changes	Military Leave of Absence		Give Facts Under Remarks
<u> </u>	Other Leave of Absence	From To	Give Facts Under Remarks
	Transfer		Give Facts Under Remarks
L	☐ Demotion		Give Facts Under Remarks
	☐ Suspension		Give Facts Under Remarks
	Reinstatement		Give Facts Under Remarks
	Change in Classification		Give Facts Under Remarks
	☐ New Position		Submit Form
Ī	☐ Change in Salary		Indicate New Salary
	☐ Change in Name		Give Facts Under Remarks
Ī	Other		Give Facts Under Remarks
Remarks:			Give I deta Citadi Reinarks
A i4: O.CC	00 1 3 50 1		
Appointing Officer:	Michael Butl	er	
Title: Mayo	)Y		
Address: 3/0 1	Jacth Mais St	reet, Mechan	11 11 12116
Certificate valid until:	obiiii iiiain Oii	CEP, MECHAN	Date:
1 nis certifi	es that the above employment is in a Subject to any limitat	ccordance with Law and Rules ion or condition specified abov	s made in pursuance to Law.
<sup>3</sup> y: <b>N</b> • O	0.5		Date:
Micka	LA Suali		11-15-2022
		MECHANICVILLE	= CIVII

n	Report All Pe	ersonnel Changes On Th	nis Form.
From: City	County T	own Village (	Or District
Danartment	1		_
Department:	Lechaniculle Districe of Last Employee In Position:  Evika Cest-L  Dyec:	1011	
Name And Title	SELECTIONICOINE DISTRIC	t rubic libr	ary
Name And Title	e of Last Employee in Position:	in a City	J
Name of Emplo	Wee: CVIKA COST-1	terris, Clerk	
Traine or Empire	Ambria Jackson		Social Security Number:
Address:	THRONG SOCKSON		
Title of Position	ı: A i	J	0-1-
	Clerk		pt Volunteer Firefighter
Non-Veteran	Veteran Disab	led Veteran Exemp	pt Volunteer Firefighter
Appointments	Check Nature Of	Effective Date	
	Personnel Change		Action Necessary By
	Permanent		Appointing Officer
	Provisional	11-23-22	Return Report of Certification
	Temporary	From To	Attach Application
	Substitute	From To	State Length of Employment
	For Term of Office	From To	Give Facts Under Remarks
	Permanent Promotion	110111	Give Facts Under Remarks
	Provisional Promotion		Return Report of Certification Attach Nomination
	☐ Non-Competitive Class		Attach Nomination Attach Application
	Exempt Class		Submit This Form Only
	☐ Labor Class		Attach Application
Terminations	Resignation		Submit Signed Resignation
	Retirement		Give Effective Date
	☐ Deceased		Indicate Date
	Removal		Attach Copy of Proceedings
	Layoff (lack of work or funds)		Give Facts Under Remarks
Other	Military Leave of Absence		Give Facts Under Remarks
Changes	Other Leave of Absence	From To	Give Facts Under Remarks
	Transfer		Give Facts Under Remarks
-	Demotion		Give Facts Under Remarks
-	Suspension		Give Facts Under Remarks
-	Reinstatement		Give Facts Under Remarks
-	Change in Classification		Give Facts Under Remarks
-	New Position		Submit Form
}-	Change in Salary		Indicate New Salary
-	☐ Change in Name ☐ Other		Give Facts Under Remarks
Remarks:	Other		Give Facts Under Remarks
Remarks.	· .		ARCHANION
ب	1		MECHANICVILLE CIVIL
Appointing Offic	ser: Michelle L. Divell		SERVICE COMMISSION
Title: The second			CFIVED
Address: 1915	tor		
radicss. 1910 1	4. Main St. Mechanica	ille MY DUS	DATE 1/22/22
Certificate valid	until:	THE MY 12-118	Resedent.
			Date:
This cer	rtifies that the above employment is i	n accordance with Law and	Rules made in pursuance to Law.
	Subject to any lim	itation or condition specified	d above.
By: // -/	11 10 11		Date:
Mulle	lle X Nuell		11/22/22

Report All Personnel Changes On This Form.

<del></del>	- <u></u>		
From: City	County 🗆	Town	Village Or District
Department: Mec	haniculle District	Public Librar	u
Name And Title of La	st Employee In Position		
Name of Employee: (	Chelsey Constanza		Social Security Number:
Address:		٠٠ ٨ ٠٠ ٠٠ ١	-
Title of Position:	Lande	U	Solowy A L. I. Do I
Non-Veteran	Veteran ☐ Disabled V	Zotawan D. Brisa	Salary: a LL DO por hr
		<del></del>	npt Volunteer Firefighter
Appointments	Check Nature Of	Effective Date	Action Necessary By
	Personnel Change		Appointing Officer
	Permanent		Return Report of Certification
	' Provisional		Attach Application
	Temporary	From To	State Length of Employment
	☐ For Term of Office	From To	Give Facts Under Remarks
	Permanent Promotion		Return Report of Certification
	☐ Provisional Promotion		Attach Nomination
,	☐ Non-Competitive Class		Attach Application
	☐ Exempt Class		Submit This Form Only
	☐ Labor Class		Attach Application
Terminations	X Resignation	11-9-22	Submit Signed Resignation
	Retirement		Give Effective Date
	☐ Deceased		Indicate Date
	Removal		Attach Copy of Proceedings
	Layoff (lack of work or funds)		Give Facts Under Remarks
Other Changes	Military Leave of Absence		Give Facts Under Remarks
- · · · · · · · · · · · · · · · · · · ·	Other Leave of Absence	From To	Give Facts Under Remarks
	Transfer		Give Facts Under Remarks
	Demotion		Give Facts Under Remarks
	Suspension		Give Facts Under Remarks
	Reinstatement		Give Facts Under Remarks
	Change in Classification		Give Facts Under Remarks
	New Position		Submit Form
•	Change in Salary		Indicate New Salary
	Change in Name		Give Facts Under Remarks
	Other		Give Facts Under Remarks
Remarks:			
Appointing Officer:	Michelle Duell		
Title: Dicectos			\$ 47° 01 }
Address:	un St. Mechanicille	NU 12-118	MECHANICVILLE CIVIL SERVICE COMMISSION
Certificate valid until:		J	RECEIVER
This certif	ies that the above employment is in a Subject to any limita	nccordance with Law and R tion or condition specified a	ules made in pursuance to Law.
By: A	/ / /	v. vo	Da
W. Michell	Le & Duell		11-19-22

Rose an Lindenson

Report All Personnel Changes On This Form.

From: City	☐ County ☐	Town 🗌	372	illago On District [7]
Department:		TOWN []	VI	Illage Or District 🗸
-				
Name And Title of La	ast Employee In Position :			
Name of Employee:	Anna Nelson		Sc	ocial Security Number:
Address				
Title of Position: Mor	nitor			Salary: \$14.11/hr
Non-Veteran 🗸	Veteran Disabled V	eteran 🗍	Exempt	Volunteer Firefighter
Appointments	Check Nature Of	Effective D		Action Necessary By
	Personnel Change	Esticular D	acc	
				Appointing Officer
	Permanent Provisional			Return Report of Certification
	Temporary	F		Attach Application
	For Term of Office	From To		State Length of Employment
•	Permanent Promotion	From To		Give Facts Under Remarks
	Provisional Promotion		·	Return Report of Certification
	Non-Competitive Class	10/11/2000		Attach Nomination
	Exempt Class	10/11/2022 Prob	ationary	Attach Application
	Labor Class			Submit This Form Only
Cerminations	Resignation			Attach Application
ci iiiiations	Retirement			Submit Signed Resignation
	Deceased			Give Effective Date
	Removal			Indicate Date
	Layoff (lack of work or funds)			Attach Copy of Proceedings
Other Changes	Military Leave of Absence			Give Facts Under Remarks
other Changes	Other Leave of Absence	From To		Give Facts Under Remarks
	Transfer	From To		Give Facts Under Remarks
	Demotion			Give Facts Under Remarks
	Suspension			Give Facts Under Remarks
	Reinstatement			Give Facts Under Remarks
	Change in Classification			Give Facts Under Remarks
	New Position			Give Facts Under Remarks Submit Form
	Change in Salary			
	Change in Name			Indicate New Salary Give Facts Under Remarks
	Other			Give Facts Under Remarks
Remarks:				
			ME SEL	CHANICVILLE CIVIL RVICE COMMISSION
appointing Officer: J	odi A. Birch			E^FII/F
<sup>`itle:</sup> Business Man	ager			EVELYED
<sup>Address:</sup> 25 Knisker	n Ave. Mechanicville, NY	12118	JATE _	10/25/22
Certificate valid until:	1		/	Date:
This certif	ies that the above employment is in a	eccordance with Law	and Rules	made in pursuance to Law.
	Subject to any limita	tion or condition spec	ified abov	ve.
Trua	Berch			Date:

# City of Mechanicville Building and Code Enforcement Department

City Hall 36 North Main Street Mechanicville, New York 12118

Jim Herkel Building/Code Enforcement Officer Phone (518) 664-9884 Ext. 330 Email: <u>jim.herkel@mechanicvillny.gov</u>

September 7, 2022

Mike Butler
Mayor of the City of Mechanicville

Mr. Mayor,

Please accept this letter as formal notification that I am resigning from my position as Building Inspector/Code Enforcement Officer effective September 9<sup>th</sup>, 2022, due to personal issues.

I wish to thank Chief Rabbitt, Detective Sergeant Alex Dunn, Patrol Sergeant Matt Dunn, Officers Burgess, McBride and Lindeman for serving the community with honor and pride and for helping me out in the field when needed, the Mechanicville Fire Department for its continued service to the community, Gina Kenyon for her ever present smile and great knowledge of the citizens and City, Deputy Commissioner Amanda Brill for keeping the City afloat financially with your hard work and dedication.

Thank you again for the opportunity, and I wish the City well in the future.

Sincerely,

Jim Herke

TITLE Administrati	TITLE OF ELIGIBLE LIST Administrative Secretary #63316						
Prepared by Checked by	Prepared by Rose Ann Lindemann Checked by Dawnmarie Robens				Date List Established: Expiration Date: By Commission Action	7-Dec-22 7-Dec-25	
Standing on List	NAME	Exam Score	Vet's Pts	Final Score	Canvass Result	Certifications	Date and Nature of Appt.
L	Josephine Pisculli	96	0	95			
7	Marylouise Cebula	06	0	06			MAYA L. L.
ო	Kimberly Dunn	06	0	06			
4	Karen Higgins	85	0	85			
വ	Sydney Leonard	80	0	80			attende to the management of the second
9	Tracy Germain	80	0	80			