

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

Supplementary Payroll Certification and Report of Personnel Change

Report All Personnel Changes On This Form.

From: City <input checked="" type="checkbox"/> County <input type="checkbox"/> Town <input type="checkbox"/> Village Or District <input type="checkbox"/>				
Department: <u>Mechanicville District Public Library</u>				
Name And Title of Last Employee In Position: <u>Erika Oest-Harris</u>				
Name of Employee: <u>Joseph Owens</u>		Social Security Number:		
Address: .				
Title of Position: <u>Cleaner</u>		Salary: <u>\$15.00 per hr</u>		
Non-Veteran <input type="checkbox"/> Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Exempt Volunteer Firefighter <input type="checkbox"/>				
Appointments	Check Nature Of Personnel Change		Effective Date	Action Necessary By Appointing Officer
	<input type="checkbox"/> Permanent			Return Report of Certification
	<input checked="" type="checkbox"/> Provisional		<u>11-15-22</u>	Attach Application
	<input type="checkbox"/> Temporary		From To	State Length of Employment
	<input type="checkbox"/> Substitute		From To	Give Facts Under Remarks
	<input type="checkbox"/> For Term of Office		From To	Give Facts Under Remarks
	<input type="checkbox"/> Permanent Promotion			Return Report of Certification
	<input type="checkbox"/> Provisional Promotion			Attach Nomination
	<input type="checkbox"/> Non-Competitive Class			Attach Application
	<input type="checkbox"/> Exempt Class			Submit This Form Only
Terminations	<input checked="" type="checkbox"/> Labor Class			Attach Application
	<input type="checkbox"/> Resignation			Submit Signed Resignation
	<input type="checkbox"/> Retirement			Give Effective Date
	<input type="checkbox"/> Deceased			Indicate Date
	<input type="checkbox"/> Removal			Attach Copy of Proceedings
Other Changes	<input type="checkbox"/> Layoff (lack of work or funds)			Give Facts Under Remarks
	<input type="checkbox"/> Military Leave of Absence			Give Facts Under Remarks
	<input type="checkbox"/> Other Leave of Absence		From To	Give Facts Under Remarks
	<input type="checkbox"/> Transfer			Give Facts Under Remarks
	<input type="checkbox"/> Demotion			Give Facts Under Remarks
	<input type="checkbox"/> Suspension			Give Facts Under Remarks
	<input type="checkbox"/> Reinstatement			Give Facts Under Remarks
	<input type="checkbox"/> Change in Classification			Give Facts Under Remarks
	<input type="checkbox"/> New Position			Submit Form
	<input type="checkbox"/> Change in Salary			Indicate New Salary
<input type="checkbox"/> Change in Name			Give Facts Under Remarks	
<input type="checkbox"/> Other			Give Facts Under Remarks	
Remarks:				
Appointing Officer: <u>Michelle L. Duell</u>		MECHANICVILLE CIVIL SERVICE COMMISSION RECEIVED		
Title: <u>Director</u>		DATE: <u>11/22/22</u>		
Address: <u>190 N. Main St. Mechanicville NY 12118</u>		Date: <u>Rochester, Tennessee</u>		
Certificate valid until:		Date:		
<i>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.</i>				
By: <u>Michelle L Duell</u>		Date: <u>11-15-22</u>		

**Supplementary Payroll Certification and
Report of Personnel Change**

Report All Personnel Changes On This Form.

From: City <input checked="" type="checkbox"/> County <input type="checkbox"/> Town <input type="checkbox"/> Village Or District <input type="checkbox"/>			
Department: <u>Buildings / Code</u>			
Name And Title of Last Employee In Position :			
Name of Employee: <u>Jeffrey A 10720</u>	Social Security Number:		
Address:			
Title of Position: <u>Fire Safety Inspector</u>	Salary:		
Non-Veteran <input type="checkbox"/> Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Exempt Volunteer Firefighter <input type="checkbox"/>			
Appointments	Check Nature Of Personnel Change	Effective Date	Action Necessary By Appointing Officer
	<input type="checkbox"/> Permanent		Return Report of Certification
	<input type="checkbox"/> Provisional		Attach Application
	<input type="checkbox"/> Temporary	From To	State Length of Employment
	<input type="checkbox"/> For Term of Office	From To	Give Facts Under Remarks
	<input type="checkbox"/> Permanent Promotion		Return Report of Certification
	<input type="checkbox"/> Provisional Promotion		Attach Nomination
	<input type="checkbox"/> Non-Competitive Class		Attach Application
	<input type="checkbox"/> Exempt Class		Submit This Form Only
Terminations	<input checked="" type="checkbox"/> Resignation	<u>November 30, 2022</u>	Submit Signed Resignation
	<input type="checkbox"/> Retirement		Give Effective Date
	<input type="checkbox"/> Deceased		Indicate Date
	<input type="checkbox"/> Removal		Attach Copy of Proceedings
	<input type="checkbox"/> Layoff (lack of work or funds)		Give Facts Under Remarks
Other Changes	<input type="checkbox"/> Military Leave of Absence		Give Facts Under Remarks
	<input type="checkbox"/> Other Leave of Absence	From To	Give Facts Under Remarks
	<input type="checkbox"/> Transfer		Give Facts Under Remarks
	<input type="checkbox"/> Demotion		Give Facts Under Remarks
	<input type="checkbox"/> Suspension		Give Facts Under Remarks
	<input type="checkbox"/> Reinstatement		Give Facts Under Remarks
	<input type="checkbox"/> Change in Classification		Give Facts Under Remarks
	<input type="checkbox"/> New Position		Submit Form
	<input type="checkbox"/> Change in Salary		Indicate New Salary
	<input type="checkbox"/> Change in Name		Give Facts Under Remarks
<input type="checkbox"/> Other		Give Facts Under Remarks	
Remarks:			
Appointing Officer: <u>Michael Butler</u>			
Title: <u>Mayor</u>			
Address: <u>36 North Main Street, Mechanicville, NY 12118</u>			
Certificate valid until:			Date:
<i>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.</i>			
By: <u>Michael J. Butler</u>			Date: <u>11-15-2022</u>

**MECHANICVILLE CIVIL
SERVICE COMMISSION**
RECEIVED

DATE 11/15/22

R.A. Lindemann

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

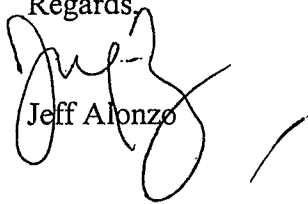
Dear Mayor Butler:

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,


Jeff Alonzo

Supplementary Payroll Certification and Report of Personnel Change

Report All Personnel Changes On This Form.

From: City <input checked="" type="checkbox"/> County <input type="checkbox"/> Town <input type="checkbox"/> Village Or District <input type="checkbox"/>			
Department: <u>Buildings / Code</u>			
Name And Title of Last Employee In Position :			
Name of Employee: <u>Kyle Woodard</u>	Social Security Number:		
Address:			
Title of Position: <u>Code Enforcement / Fire Safety Inspector</u>	Salary: <u>68,000.00</u>		
Non-Veteran <input type="checkbox"/>	Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Exempt Volunteer Firefighter <input type="checkbox"/>		
Appointments	Check Nature Of Personnel Change	Effective Date	Action Necessary By Appointing Officer
	<input type="checkbox"/> Permanent		Return Report of Certification
	<input checked="" type="checkbox"/> Provisional	<u>October 31, 2022</u>	Attach Application
	<input type="checkbox"/> Temporary	From To	State Length of Employment
	<input type="checkbox"/> For Term of Office	From To	Give Facts Under Remarks
	<input type="checkbox"/> Permanent Promotion		Return Report of Certification
	<input type="checkbox"/> Provisional Promotion		Attach Nomination
	<input type="checkbox"/> Non-Competitive Class		Attach Application
	<input type="checkbox"/> Exempt Class		Submit This Form Only
	<input type="checkbox"/> Labor Class		Attach Application
Terminations	<input type="checkbox"/> Resignation		Submit Signed Resignation
	<input type="checkbox"/> Retirement		Give Effective Date
	<input type="checkbox"/> Deceased		Indicate Date
	<input type="checkbox"/> Removal		Attach Copy of Proceedings
	<input type="checkbox"/> Layoff (lack of work or funds)		Give Facts Under Remarks
Other Changes	<input type="checkbox"/> Military Leave of Absence		Give Facts Under Remarks
	<input type="checkbox"/> Other Leave of Absence	From To	Give Facts Under Remarks
	<input type="checkbox"/> Transfer		Give Facts Under Remarks
	<input type="checkbox"/> Demotion		Give Facts Under Remarks
	<input type="checkbox"/> Suspension		Give Facts Under Remarks
	<input type="checkbox"/> Reinstatement		Give Facts Under Remarks
	<input type="checkbox"/> Change in Classification		Give Facts Under Remarks
	<input type="checkbox"/> New Position		Submit Form
	<input type="checkbox"/> Change in Salary		Indicate New Salary
	<input type="checkbox"/> Change in Name		Give Facts Under Remarks
<input type="checkbox"/> Other		Give Facts Under Remarks	
Remarks:			
Appointing Officer: <u>Michael Butler</u>			
Title: <u>Mayor</u>			
Address: <u>36 North Main Street, Mechanicville, NY 12118</u>			
Certificate valid until:			Date:
<i>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.</i>			
By: <u>Michael J. Butler</u>			Date: <u>11-15-2022</u>

**MECHANICVILLE CIVIL
SERVICE COMMISSION
RECEIVED**

DATE 11/15/22

Supplementary Payroll Certification and Report of Personnel Change

Report All Personnel Changes On This Form.

From: City County Town Village Or District

Department: Mechanicville District Public Library

Name And Title of Last Employee In Position: Erika Oest-Harris, Clerk

Name of Employee: Ambria Jackson Social Security Number: _____

Address: _____

Title of Position: Clerk Salary: \$14.00 per hr.

Non-Veteran Veteran Disabled Veteran Exempt Volunteer Firefighter

Appointments	Check Nature Of Personnel Change	Effective Date	Action Necessary By Appointing Officer
	<input type="checkbox"/> Permanent		Return Report of Certification
	<input checked="" type="checkbox"/> Provisional	11-23-22	Attach Application
	<input type="checkbox"/> Temporary	From To	State Length of Employment
	<input type="checkbox"/> Substitute	From To	Give Facts Under Remarks
	<input type="checkbox"/> For Term of Office	From To	Give Facts Under Remarks
	<input type="checkbox"/> Permanent Promotion		Return Report of Certification
	<input type="checkbox"/> Provisional Promotion		Attach Nomination
	<input type="checkbox"/> Non-Competitive Class		Attach Application
	<input type="checkbox"/> Exempt Class		Submit This Form Only
	<input type="checkbox"/> Labor Class		Attach Application
Terminations	<input type="checkbox"/> Resignation		Submit Signed Resignation
	<input type="checkbox"/> Retirement		Give Effective Date
	<input type="checkbox"/> Deceased		Indicate Date
	<input type="checkbox"/> Removal		Attach Copy of Proceedings
Other Changes	<input type="checkbox"/> Layoff (lack of work or funds)		Give Facts Under Remarks
	<input type="checkbox"/> Military Leave of Absence		Give Facts Under Remarks
	<input type="checkbox"/> Other Leave of Absence	From To	Give Facts Under Remarks
	<input type="checkbox"/> Transfer		Give Facts Under Remarks
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	<input type="checkbox"/> Suspension		Give Facts Under Remarks
	<input type="checkbox"/> Reinstatement		Give Facts Under Remarks
	<input type="checkbox"/> Change in Classification		Give Facts Under Remarks
	<input type="checkbox"/> New Position		Submit Form
	<input type="checkbox"/> Change in Salary		Indicate New Salary
	<input type="checkbox"/> Change in Name		Give Facts Under Remarks
	<input type="checkbox"/> Other		Give Facts Under Remarks

Remarks: _____

Appointing Officer: Michelle L. Duell

Title: Director

Address: 190 N. Main St. Mechanicville NY 12118

Certificate valid until: _____ Date: 11/22/22

**MECHANICVILLE CIVIL
SERVICE COMMISSION
RECEIVED**

*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.*

By: Michelle L. Duell Date: 11/22/22

**Supplementary Payroll Certification and
Report of Personnel Change**

Report All Personnel Changes On This Form.

From: City County Town Village Or District

Department: Mechanicville District Public Library

Name And Title of Last Employee In Position:

Name of Employee: Chelsey Constanza Social Security Number:

Address:

Title of Position: Clerk Salary: \$ 14.00 per hr

Non-Veteran Veteran Disabled Veteran Exempt Volunteer Firefighter

Appointments	Check Nature Of Personnel Change	Effective Date	Action Necessary By Appointing Officer
	<input type="checkbox"/> Permanent		
<input type="checkbox"/> Provisional			Attach Application
<input type="checkbox"/> Temporary		From To	State Length of Employment
<input type="checkbox"/> For Term of Office		From To	Give Facts Under Remarks
<input type="checkbox"/> Permanent Promotion			Return Report of Certification
<input type="checkbox"/> Provisional Promotion			Attach Nomination
<input type="checkbox"/> Non-Competitive Class			Attach Application
<input type="checkbox"/> Exempt Class			Submit This Form Only
<input type="checkbox"/> Labor Class			Attach Application
Terminations	<input checked="" type="checkbox"/> Resignation	<u>11-9-22</u>	Submit Signed Resignation
	<input type="checkbox"/> Retirement		Give Effective Date
	<input type="checkbox"/> Deceased		Indicate Date
	<input type="checkbox"/> Removal		Attach Copy of Proceedings
	<input type="checkbox"/> Layoff (lack of work or funds)		Give Facts Under Remarks
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	<input type="checkbox"/> New Position		Submit Form
	<input type="checkbox"/> Change in Salary		Indicate New Salary
	<input type="checkbox"/> Change in Name		Give Facts Under Remarks
	<input type="checkbox"/> Other		Give Facts Under Remarks

Remarks:

Appointing Officer: Michelle Duell

Title: Director

Address: 190 N. Main St Mechanicville NY 12158

Certificate valid until:

**MECHANICVILLE CIVIL
SERVICE COMMISSION
RECEIVED**

*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 11/22/22

By: Michelle R Duell Da 11-19-22

Rose Ann Lindemann

Supplementary Payroll Certification and Report of Personnel Change

Report All Personnel Changes On This Form.

From: City <input type="checkbox"/> County <input type="checkbox"/> Town <input type="checkbox"/> Village Or District <input checked="" type="checkbox"/>																																		
Department:																																		
Name And Title of Last Employee In Position :																																		
Name of Employee: Anna Nelson	Social Security Number:																																	
Address:																																		
Title of Position: Monitor	Salary: \$14.11/hr																																	
Non-Veteran <input checked="" type="checkbox"/> Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Exempt Volunteer Firefighter <input type="checkbox"/>																																		
Appointments	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Check Nature Of Personnel Change</th> <th style="width: 20%;">Effective Date</th> <th style="width: 50%;">Action Necessary By Appointing Officer</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Permanent</td> <td></td> <td>Return Report of Certification</td> </tr> <tr> <td><input type="checkbox"/> Provisional</td> <td></td> <td>Attach Application</td> </tr> <tr> <td><input type="checkbox"/> Temporary</td> <td>From To</td> <td>State Length of Employment</td> </tr> <tr> <td><input type="checkbox"/> For Term of Office</td> <td>From To</td> <td>Give Facts Under Remarks</td> </tr> <tr> <td><input type="checkbox"/> Permanent Promotion</td> <td></td> <td>Return Report of Certification</td> </tr> <tr> <td><input type="checkbox"/> Provisional Promotion</td> <td></td> <td>Attach Nomination</td> </tr> <tr> <td><input type="checkbox"/> Non-Competitive Class</td> <td>10/11/2022 Probationary</td> <td>Attach Application</td> </tr> <tr> <td><input type="checkbox"/> Exempt Class</td> <td></td> <td>Submit This Form Only</td> </tr> <tr> <td><input checked="" type="checkbox"/> Labor Class</td> <td></td> <td>Attach Application</td> </tr> </tbody> </table>	Check Nature Of Personnel Change	Effective Date	Action Necessary By Appointing Officer	<input type="checkbox"/> Permanent		Return Report of Certification	<input type="checkbox"/> Provisional		Attach Application	<input type="checkbox"/> Temporary	From To	State Length of Employment	<input type="checkbox"/> For Term of Office	From To	Give Facts Under Remarks	<input type="checkbox"/> Permanent Promotion		Return Report of Certification	<input type="checkbox"/> Provisional Promotion		Attach Nomination	<input type="checkbox"/> Non-Competitive Class	10/11/2022 Probationary	Attach Application	<input type="checkbox"/> Exempt Class		Submit This Form Only	<input checked="" type="checkbox"/> Labor Class		Attach Application			
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<input type="checkbox"/> Change in Name		Give Facts Under Remarks																																
<input type="checkbox"/> Other		Give Facts Under Remarks																																
Remarks:																																		
MECHANICVILLE CIVIL SERVICE COMMISSION RECEIVED DATE <u>10/25/22</u> <i>[Signature]</i>																																		
Appointing Officer: Jodi A. Birch																																		
Title: Business Manager																																		
Address: 25 Kniskern Ave. Mechanicville, NY 12118																																		
Certificate valid until:	Date:																																	
<i>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.</i>																																		
By: <i>[Signature]</i>	Date: <u>10/24/22</u>																																	

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: jim.herkel@mechanicvillny.gov

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 9th, 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 Herkel

TITLE OF ELIGIBLE LIST Administrative Secretary #63316						Date List Established: 7-Dec-22 Expiration Date: 7-Dec-25 By Commission Action			
Prepared by Rose Ann Lindemann Checked by Dawnmarie Robens									
Standing on List	NAME	Exam Score	Vet's Pts	Final Score	Canvass Result	Certifications	Date and Nature of Appt.		
1	Josephine Pisculli	95	0	95					
2	Marylouise Cebula	90	0	90					
3	Kimberly Dunn	90	0	90					
4	Karen Higgins	85	0	85					
5	Sydney Leonard	80	0	80					
6	Tracy Germain	80	0	80					