

Mechanicville Civil Service Commission
Meeting Agenda
November 2, 2022
4:00 p.m.

- 1) Roll Call
- 2) Approval of minutes of October 12, 2022
- 3) Communications
- 4) **MSD 426-A – Report of Personnel Changes**

City of Mechanicville

- a) Jason McClements was appointed as PT Police Officer (NC) effective 10/12/22
- b) Gerald Geoghegan resigned as Police Officer effective 9/16/22
- c) John Grant resigned as Police Officer effective 11/24/21
- d) Paul Zurlo resigned as Police Officer effective 11/8/21

School

- a) Vera Boomhower was appointed as Food Service Worker (L) effective 9/6/22
- b) Maryanne Kearbey was appointed as Monitor (L) effective 10/17/22

Library

- a) Erika Oest-Harris resigned as both Library Clerk and Cleaner effective 10/6/22
- b) Chelsey Constanza was appointed as Library Clerk (Provisional) effective 10/19/22

- 5.) Old Business

Rule of 3

Resignation Letters

- 6.) New Business – Chief Information Officer Examination will be held December 10, 2022
- 7.) Appearances
- 8.) Next Meeting December 7, 2022
- 9.) Adjournment

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

COPY

Report All Personnel Changes On This Form.

From: City <input checked="" type="checkbox"/> Mechanicville County <input type="checkbox"/> Town <input type="checkbox"/> Village Or District <input type="checkbox"/>			
Department: Mechanicville Police Department			
Name And Title of Last Employee In Position : Vacant			
Name of Employee: Jason McClements		Social Security Number: yyy yy 0000	
Address: -			
Title of Position: Police Officer (Part Time)			Salary: \$25.00 per hr.
Non-Veteran <input checked="" 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
	<input type="checkbox"/> Permanent		
	<input type="checkbox"/> Provisional		
	<input type="checkbox"/> Temporary	From To	
	<input type="checkbox"/> Substitute	From To	
	<input type="checkbox"/> For Term of Office	From To	
	<input type="checkbox"/> Permanent Promotion		
	<input type="checkbox"/> Provisional Promotion		
	<input checked="" type="checkbox"/> Non-Competitive Class		10/12/2022
	<input type="checkbox"/> Exempt Class		
Terminations	<input type="checkbox"/> Labor Class		
	<input type="checkbox"/> Resignation		
	<input type="checkbox"/> Retirement		
	<input type="checkbox"/> Deceased		
	<input type="checkbox"/> Removal		
Other Changes	<input type="checkbox"/> Layoff (lack of work or funds)		
	<input type="checkbox"/> Military Leave of Absence		
	<input type="checkbox"/> Other Leave of Absence	From To	
	<input type="checkbox"/> Transfer		
	<input type="checkbox"/> Demotion		
	<input type="checkbox"/> Suspension		
	<input type="checkbox"/> Reinstatement		
	<input type="checkbox"/> Change in Classification		
	<input type="checkbox"/> New Position		
	<input type="checkbox"/> Change in Salary		
<input type="checkbox"/> Change in Name			
<input type="checkbox"/> Other			
Remarks:			
Appointing Officer: Mayor Mike Butler			
Title: Mayor		DATE <u>10/18/22</u>	
Address: 36 North Main Street, 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: Michael J. Butler			Date: 10-12-2022

**MECHANICVILLE CIVIL
SERVICE COMMISSION
RECEIVED**

RoseAnn Liden

Supplementary Payroll Certification and Report of Personnel Change

Report All Personnel Changes On This Form.

From: City **Mechanicville** County Town Village Or District

Department: **Mechanicville Police Department**

Name And Title of Last Employee In Position :

Name of Employee: **Gerald Geoghegan** Social Security Number: . . .

Address

Title of Position: **Police Officer** Salary:

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 type="checkbox"/> Provisional		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 checked="" type="checkbox"/> Resignation	09/16/2022	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: **MECHANICVILLE CIVIL SERVICE COMMISSION**

Appointing Officer: **Michael Butler** **RECEIVED**

Title: **Mayor**

Address: **36 North Main Street, Mechanicville, NY 12118** DATE 10/19/22
Rose Ann Lindeman

Certificate valid until: Date:

*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: *Michael Butler* Date: **10-7-2022**

Gerald W Geoghegan
14 J Crown Circle
Mechanicville, NY 12118

August 26, 2022

Chief Rabbitt,

It is with regrets that I submit to you my letter of retirement/resignation/leave of absence due to me reaching my limits of how much I can make while collecting my pension.

I will be no longer available to work as of September 16, 2022. I will be going/moving to my condo in Ft. Myers, FL for the remainder of this year and I anticipate that I will be able to work when I return from being a 'snow-bird' next April, 2023...

It has been a wonderful experience working for you and hoping perhaps when I return next spring, to be able to work for you again.....

Respectfully,

Gerry Geoghegan




MECHANICVILLE CIVIL
SERVICE COMMISSION
RECEIVED

DATE

10/19/22

Supplementary Payroll Certification and Report of Personnel Change

Report All Personnel Changes On This Form.

From: City <input checked="" type="checkbox"/> Mechanicville County <input type="checkbox"/> Town <input type="checkbox"/> Village Or District <input type="checkbox"/>				
Department: Mechanicville Police Department				
Name And Title of Last Employee In Position :				
Name of Employee: John Grant		Social Security Number:		
Address:				
Title of Position: Part Time Police Officer		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"/> 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 checked="" type="checkbox"/> Resignation		11/24/2021	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: Dennis Baker		MECHANICVILLE CIVIL SERVICE COMMISSION		
Title: Mayor		RECEIVED		
Address: 36 North Main Street, Mechanicville, NY 12118		DATE <u>10/28/22</u> <i>Rose Ann Lindeman</i>		
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: 		Date: 12-8-2021		

November 24, 2021

Dear Chief William Rabbitt,

I would first like to thank you for the opportunity to work for the Mechanicville Police Department since June 15, 2017. I have had a fantastic time learning the layout of the city and working with the community. Since you have become Chief it seems like every month there has been improvements from within the department whether its training or tools needed to perform the role of a police officer. Even though at times it has created extra work, it has been appreciative as I know your not just making the department better but improving everyone as a whole. It's been wonderful to work for the department while under your leadership but unfortunately I no longer have the availability that I once had.

Since starting with the department I have relocated my residence. My commute one way is now an hour if I do not run into any traffic. It makes it very complicated to be able to help the department with immediate coverage. It's also impacted highly with inclement weather especially when I typically would work the overnight shifts and the roads were not plowed.

My full time position with Fluor Marine Propulsion (Knolls) has been mandating me to work several times per week due to a major shortage of officers. Since the beginning of this year I have been mandated over 70 times this year. The extra hours have exhausted any interest in working additional hours anywhere else.

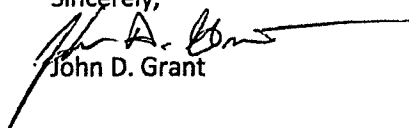
I have also been focusing a lot of my time with the personal business that I share with my wife, Hilltop Golden Retriever. We are now up to 20 dogs and currently have 32 puppies. It's very time consuming to care for them all especially now while we are also under the construction of a large building that will be our future kennel.

Lastly if working for Fluor 80 plus hours each week and all the work required to keep up with care of the business I am also a father and husband. I have two sons that are five and eight years old. Trying to be available for them has also been complicated especially if they have any sporting events or activities that they are involved in.

Unfortunately I am going to resign with the department effective as of today due solely from not having availability to work shifts. I want to make clear that this has nothing to do based on my performance or stemming from an incident that could of faced council. In fact during my entire employment with Mechanicville Police Department I have never been disciplined or had any written warnings based on my performance while on or off duty. I want to make this point clear because I do in fact hold a Top Secret Q clearance for my full time position with Fluor. Every five years I do in fact get reinvestigated by the government to maintain my position/ clearance and it's important that there's no questioning of my departure with the department.

I greatly appreciated the opportunity to work for you and with all the fellow officers of the Mechanicville police department. It has been an amazing time. Unfortunately after 17 years of being a police officer I think its time I focus my time with the other endeavors mentioned.

Sincerely,


John D. Grant

MECHANICVILLE CIVIL
SERVICE COMMISSION
RECEIVED

DATE: 10/28/22

RECEIVED
CHIEF OF POLICE

NOV 29 2021

CITY OF MECHANICVILLE
POLICE DEPARTMENT

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 Police Dept.</u>			
Name And Title of Last Employee In Position :			
Name of Employee: <u>Paul Zurlo</u>	Social Security Number: ..		
Address:			
Title of Position: <u>Police Officer (PT)</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
	<input type="checkbox"/> Labor Class		Attach Application
Terminations	<input checked="" type="checkbox"/> Resignation	<u>11-8-21</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:			
MECHANICVILLE CIVIL SERVICE COMMISSION RECEIVED <u>11/1/22</u> <i>RoseAnn Lindemann</i>			
Appointing Officer:			
Title: <u>Mayor</u>			
Address: <u>36 N Main St, 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. Bunker</u>			Date: <u>10/28/22</u>

Letter of Resignation

Attn: Chief Rabbitt (Mechanicville Police Department)

Date: 11/08/2021

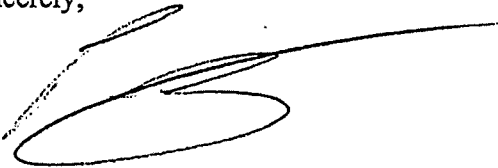
From: Officer P. Zurlo #116

Subject: Resignation

Chief Rabbitt,

I would like to first and foremost thank the City of Mechanicville, and the Mechanicville Police Department for the opportunity of serving with their Police Force. I enjoyed my time serving the City, its residents, and my fellow law enforcement officers in the department. Due to availability, I feel it is best to resign from my position as Police Officer with the city in order to allow the position to open up to someone who can serve the city more consistently. Please consider this my formal letter of resignation, effective immediately. Thank you very much once again, and I look forward to working closely with the Department in the future.

Sincerely,



Officer P. Zurlo #116

MECHANICVILLE CIVIL
SERVICE COMMISSION
RECEIVED

DATE 10/28/22

**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: Vera Boomhower			Social Security Number: 1111	
Address: 25 Kniskern Ave. Mechanicville, NY 12118				
Title of Position: Food Service Worker			Salary: \$14.11/hour	
Non-Veteran <input type="checkbox"/> Veteran <input checked="" 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
	<input checked="" type="checkbox"/> Labor Class	09/06/2022 Probationary	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: Jodi A. Birch			MECHANICVILLE CIVIL SERVICE COMMISSION	
Title: Business Manager			RECEIVED	
Address: 25 Kniskern Ave. Mechanicville, NY 12118			DATE 10/26/22 <i>Rose Ann Lindeman</i>	
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>Jodi A Birch</i>			Date: 10/24/22	

**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: Maryanne Kearbey			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	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 checked="" type="checkbox"/> Non-Competitive Class		10/17/2022 Probationary	Attach Application
	<input type="checkbox"/> Exempt Class			Submit This Form Only
	<input checked="" 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:				
MECHANICVILLE CIVIL SERVICE COMMISSION				
RECEIVED				
Appointing Officer: Jodi A. Birch				
Title: Business Manager				
Address: 25 Kniskern Ave. Mechanicville, NY 12118				
Certificate valid until:			Date: 10/25/22 <i>Roseanna Linden</i>	
<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>Jodi A. Birch</i>			Date: 10/24/22	

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: Jammie Fisher, Clerk

Name of Employee: Erika Oest-Harris 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 type="checkbox"/> Provisional		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 checked="" type="checkbox"/> Resignation	<u>10-6-22</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
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: _____

**MECHANICVILLE CIVIL
SERVICE COMMISSION
RECEIVED**

Appointing Officer: Michelle Duell DATE: 10/17/22

Title: Director _____

Address: 190 N. Main St. Mechanicville NY 12118 _____

Certificate valid until: _____ Date: 10-7-22

*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: 10-7-22

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>Jammie Fisher, Cleaner</u>				
Name of Employee: <u>Erika Oest-Harris</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 type="checkbox"/> Provisional			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 checked="" type="checkbox"/> Resignation		<u>10-10-22</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
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>Michelle Duell</u>				
Title: <u>Director</u>				
Address: <u>190 N. Main St. Mechanicville NY 12118</u>				
Certificate valid until: _____			Date: <u>10-7-22</u>	
<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>10-7-22</u>	

**MECHANICVILLE CIVIL
SERVICE COMMISSION**

*Roseann
Lundeman*

RECEIVED

DATE: 10/17/22

(No subject)

18mduell <18mduell@gmail.com>

Sat 10/8/2022 7:35 AM

To: Duell,Michelle <mduell@sals.edu>

I'm sorry, I just feel like I've been overwhelmed with a lot of things going on recently, I'm sorry I haven't been good with attendance. I feel like I may not have been as ready to work as much as I thought. I don't think I'm right for the clerk job with everything going on.

Sent from my Verizon, Samsung Galaxy smartphone

Text message received from
Erika Oest Harris on 10/6/22

MECHANICVILLE CIVIL
SERVICE COMMISSION
RECEIVED
DATE 10/17/22

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: Chelsey Constanza Social Security Number: _____

Address: _____

Title of Position: Library 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	10-19-22	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
	<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
	<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:			Give Facts Under Remarks

Appointing Officer: Michelle Duell **MECHANICVILLE CIVIL SERVICE COMMISSION**

Title: Director **RECEIVED**

Address: 190 N. Main St Mechanicville NY 12118

Certificate valid until: _____ Date: 10/20/22

*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: 10-19-22

I am writing to inform you that I am resigning the position of cleaner effective August 12, 2022.

Thank you for allowing me to work for the City it has been a pleasure!

A handwritten signature in black ink, appearing to read "Patrick C. Sgambati". The signature is fluid and cursive, with a large initial "P" and "S".

Patrick Sgambati

ANICVILLE CIVIL
SERVICE COMMISSION
RECEIVED
10/7/22

I am writing to inform you that I am resigning the position of cleaner effective August 12, 2022.

Thank you for allowing me to work for the City it has been a pleasure!


Frank Izzo

MECHANICVILLE CIVIL
SERVICE COMMISSION
RECEIVED
DATE 10/7/22

September __, 2022

Michael Butler
Mayor
City of Mechanicville
36 North Main Street
Mechanicville, NY 12118

RE: Resignation

Dear Mayor Butler:

I hereby resign from employment with the City of Mechanicville effective September 9, 2022 for personal reasons.

Sincerely,

James Herkel