

**Mechanicville Civil Service Commission**  
**Minutes of Meeting**  
**Held May 1, 2024**

The meeting of the Mechanicville Civil Service Commission was called to order at 6:00 p.m. on May 1, 2024 at the Mechanicville Public Library. Chairperson Robens welcomed guests to our monthly meeting.

Present:       Chairperson Robens  
                  Commissioner Peluso  
                  Secretary Lindemann

Absent:         Commissioner Thompson

The minutes of the previous meeting held on April 10, 2024 were approved. Chairperson Robens made the motion to approve the minutes, Commissioner Peluso 2nd the motion. All in favor. Motion carried.

**Communications** – Secretary Lindemann reported there was a request from the CSEA representative for approximately 20 job specifications. These were provided to the representative as they are working on a new contract.

Secretary Lindemann received an email from NYS Department of Civil Service regarding an update to examination results for both 12/2/23 (Director of IT) and 1/13/24 (Code Enforcement Officer). The results are anticipated to be available by the close of business on Friday, 5/3/24.

**Report of Personnel Changes**

**City of Mechanicville**

- a) Derrick Gardner was appointed PT police Officer (NC) effective 4/19/24

**Mechanicville School District**

- a) Fatoumata Egombe was appointed as Teacher Aide (NC) effective 4/17/24
- b) Sally Harris was appointed as Teacher Aide (NC) effective 5/3/24
- c) Elizabeth Enzien was appointed as Teacher Aide (NC) effective 5/3/24
- d) Sandra Bobelak was appointed as Teacher Aide (NC) effective 5/3/24
- e) Rebecca Bouchard resigned as Food Service Worker effective 4/5/24
- f) Kelly Simons resigned as Microcomputer Technician effective 4/5/24
- g) Natalie Watson resigned as School Nurse effective 4/5/24

**Mechanicville Library**

- a) Emma Oest resigned as Clerk effective 3/31/24
- b) Kiara Dion was appointed as Page (L) effective 3/26/24
- c) Tylar McBride was appointed as Page (L) effective 3/29/24

Chairperson Robens reported that she attended a job fair at the Mechanicville High School recently and two students were given employment applications and were told about job openings at the Mechanicville Library. They were both interviewed by Library Director Michelle Duell and were hired as Pages. Chairperson Robens was very impressed with the job fair and hopes they will hold the event again in the future.

**Old Business:** An examination was given April 20, 2024 for Network Technician. This was an alternate test date for a candidate who could not attend the examination on March 23. No results yet for the Administrative Secretary examination which was given March 2, 2024.

**New Business:** Secretary Lindemann reported upcoming examinations as follows:  
School Business Manager and Engagement Coordinator – June 1, 2024  
Safety Liaison – July 13, 2024

Secretary Lindemann reported that changes needed to be made to the job specification for Library Manager at the request of the NYS Department of Civil Service Testing Division. Specifically, they recommended changes to the minimum qualifications. These changes are based on standard class specifications developed by the NYS Library Association. Library Director Michelle Duell agreed to make the suggested changes.

A motion to approve the changes to the Library Manager job specification was made by Commissioner Peluso. Chairperson Robens 2<sup>nd</sup> the motion. All in favor. Motion carried.

Chairperson Robens reported that our April 10, 2024 Civil Service Commission meeting was held on the same night as the Mechanicville City Council meeting due to the Secretary being on vacation the first week of April. We don't often have a conflict on dates and we will minimize this in the future. In this case, it was the best night for all of the Commissioners and the Secretary to attend.

**Appearances:**

Kim Dunn attended our meeting. Questions and comments were addressed by the Commission and Chairperson Robens answered accordingly.

Secretary Lindemann announced the next scheduled meeting will be Wednesday, June 5, 2024 at 6:00 p.m.

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

The meeting was adjourned at 6:19 p.m.

  
Secretary