

**MIDDLETOWN CIVIL SERVICE COMMISSION
MEETING MINUTES – DECEMBER 15, 2022 – 8:00 A.M.
CONFERENCE ROOM 2C**

ROLL CALL

Meeting called to order

Members present: Tom Brickey, Chair
Bill Becker, Vice-Chair

Excused: Kathleen Batliner, Member

Staff Present: Megan Ellis, Human Resources Manager/Civil Service Secretary,
Chelsea Spurlock, Human Resources Specialist

ATTENDANCE

Motion: Moved by Mr. Brickey to excuse Kathleen Batliner from the meeting. Mr. Becker seconded the motion. **Motion passed.**

APPROVAL OF MINUTES

Motion: Moved by Mr. Brickey to approve the minutes of the meetings held November 17, 2022. Mr. Becker seconded the motion. **Motion passed.**

NEW BUSINESS

1. Eligibility List

- a. **Grounds Technician** – Megan Ellis advised the commission that we had 17 apply, 8 were no shows, 1 passed the written examination that was held on Tuesday, November 29, 2022. Ms. Ellis stated the department reviewed the application and recommends them to remain on the eligibility list. Mr. Brickey came in prior to the meeting to review the application. **Motion:** Moved by Mr. Brickey to approve the eligibility lists for Grounds Technician. Mr. Becker seconded the motion. **Motion passed.**
- b. **Maintenance Worker** – Megan Ellis advised the commission that we had 4 apply, and 3 were no shows, for the written examination that was held on Wednesday, November 30, 2022. Ms. Ellis stated 7 passed and 2 failed the written examination. Ms. Ellis further stated the department reviewed the applications and recommends them to remain on the eligibility list. Mr. Brickey came in prior to the meeting to review the applications. **Motion:** Moved by Mr. Brickey to approve the eligibility lists for Maintenance Worker. Mr. Becker seconded the motion. **Motion passed.**

- c. **Senior Account Clerk** – Megan Ellis advised the commission that we had 5 apply, 3 were no shows, 2 had taken the written examination that was held on Thursday, December 1, 2022. Ms. Ellis stated 1 passed and 1 failed the written examination. Ms. Ellis further stated the department reviewed the application and recommends them to remain on the eligibility list. Mr. Brickey came in prior to the meeting to review the application. **Motion:** Moved by Mr. Brickey to approve the eligibility lists for Senior Account Clerk. Mr. Becker seconded the motion. **Motion passed.**

- d. **Assistant Fire Chief-** Megan Ellis advised that this is a promotional within the Fire Department. She stated that 2 applied for the position of Assistant Fire Chief. Ms. Ellis further stated the assessment center was held on Saturday, December 10, 2022. She advised the commission one candidate passed the assessment center. The passing candidate is recommended for the eligibility list. **Motion:** Moved by Mr. Becker to approve the eligibility lists for Assistant Fire Chief. Mr. Brickey seconded the motion. **Motion passed.**

- e. **Deputy Fire Chief-** Megan Ellis advised that this is a promotional in the Fire Department. She stated that 4 applied to take the written exam held on Monday, November 28, 2022, 3 passed and 1 failed. The three who passed the written exam moved onto the assessment portion held on Sunday, December 11, 2022 and all 3 passed the assessment portion. They are recommended for the eligibility list. **Motion:** Moved by Mr. Brickey approve the eligibility lists for Deputy Fire Chief. Mr. Becker seconded the motion. **Motion passed.**

2. Position Descriptions-

a. Water Reclamation Operator

Megan Ellis advised the commission the changes of the position description were in red and these changes included updating the name of the facility as well as an extension to the time to acquire the Class 1 operator certificate.

Motion: Moved by Mr. Becker to approve the position description for the position of Water Reclamation Operator. Mr. Brickey seconded the motion. **Motion passed.**

3. Update on Job Announcements/Exams

Commission received the job postings for Corrections Officer and Water Reclamation Mechanic. Ms. Ellis stated Commission would be receiving those eligibility lists in the near future.

REPORTS

1. Personnel Transactions

Commission received the Personnel Transactions for the month of November 2022.

ADJOURN

Megan Ellis advised that the next meeting is December 15, 2022. **Motion:** Moved by Mr. Brickey to adjourn the meeting. Mr. Becker seconded the motion. **Motion passed.**

Tom Brickey, Chair

Approved: _____