

**MIDDLETOWN CIVIL SERVICE COMMISSION
MEETING MINUTES – February 16, 2023 – 8:00 A.M.
CONFERENCE ROOM 2C**

ROLL CALL

Meeting called to order

Members present: Bill Becker, Vice-Chair
Kathleen Batliner, Member

Excused: Tom Brickey, Chair

Staff Present: Megan Ellis, Acting Civil Service Secretary
Chelsea Spurlock, Human Resources Secretary
David Birk, Chief of Police

ATTENDANCE

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

APPROVAL OF MINUTES

Motion: Moved by Mr. Becker to approve the minutes of the meetings held January 19, 2023. Ms. Batliner seconded the motion. **Motion passed.**

NEW BUSINESS

1. Eligibility Lists

- a) **Water Reclamation Mechanic-** Megan Ellis advised the Civil Service Commission that 2 applied to take the written exam held on Wednesday, January 25, 2023. Ms. Ellis stated both candidates passed the written examination. She further stated the department reviewed the applications and recommends them to remain on the eligibility list. Mr. Becker came in prior to the meeting and reviewed the applications. **Motion:** Moved by Ms. Batliner to approve the eligibility lists for Water Reclamation Mechanic. Mr. Becker seconded the motion. **Motion passed.**

- b) **Corrections Officer-** Megan Ellis advised the Civil Service Commission that 7 applied to take the written and physical exam held on Thursday, January 26, 2023. Ms. Ellis stated 4 were no show, all 3 candidates that had shown up to take the examination passed the physical agility portion of the exam, but of the three, 1 candidate failed the written examination. Two candidates passed both the written and physical agility. She further stated the department reviewed the applications and recommends them to remain on the eligibility list. Chief Birk explained to the commission that two of our Corrections Officers had recently been appointed to Patrol Officers. Mr. Becker came in prior to the meeting and reviewed the applications. **Motion:** Moved by Mr. Becker to approve the

eligibility lists for Corrections Officer. Ms. Batliner seconded the motion. **Motion passed.**

- c) **Patrol Officer-** Megan Ellis advised the Civil Service Commission that 13 applied to take the physical agility and written exam held on Saturday, February 4, 2023. Ms. Ellis stated 9 were no shows. All 4 candidates passed the physical agility and written examination. She further stated the department reviewed the applications and recommends them to remain on the eligibility list. Mr. Becker came in prior to the meeting and reviewed the applications. **Motion:** Moved by Mr. Becker to approve the eligibility lists for Patrol Officer. Ms. Batliner seconded the motion. **Motion passed.**
- d) **Maintenance Worker-** Megan Ellis advised the Civil Service Commission that 17 applied to take the written exam held on Monday, February 6, 2023. Ms. Ellis stated 4 were no shows, 1 failed and 12 candidates passed the written examination. She further stated the department reviewed the applications and recommends them to remain on the eligibility list. Mr. Becker came in prior to the meeting and reviewed the applications. **Motion:** Moved by Ms. Batliner to approve the eligibility lists for Maintenance Worker. Mr. Becker seconded the motion. **Motion passed.**
- e) **HVAC Building Maintenance Technician-** Megan Ellis advised the Civil Service Commission that 6 applied to take the written exam held on Tuesday, February 7, 2023. Ms. Ellis stated 2 were no shows, 1 failed and 3 candidates passed the written examination. She further stated the department reviewed the applications and recommends them to remain on the eligibility list. Mr. Becker came in prior to the meeting and reviewed the applications. **Motion:** Moved by Ms. Batliner to approve the eligibility lists for HVAC Building Maintenance Technician. Mr. Becker seconded the motion. **Motion passed.**
- f) **Senior Account Clerk-** Megan Ellis advised the Civil Service Commission that 1 applied to take the written exam held on Thursday, February 9, 2023. Ms. Ellis stated the candidate passed the written examination. She further stated the department reviewed the application and recommends them to remain on the eligibility list. Mr. Becker came in prior to the meeting and reviewed the applications. **Motion:** Moved by Ms. Batliner to approve the eligibility lists for Senior Account Clerk. Mr. Becker seconded the motion. **Motion passed.**
- g) **Executive Account Clerk-** Megan Ellis advised the Civil Service Commission that this is a promotional position within the Finance department and this was advertised both to internal and external candidates. Ms. Ellis stated 8 applied to take the written exam held on Monday, February 13, 2023. Ms. Ellis further stated 6 were no show and the two candidates that took the examination both had passed. She further stated the department reviewed the applications and recommends them to remain on the eligibility list. Mr. Becker came in prior to the meeting and reviewed the applications. **Motion:** Moved by Mr. Becker to approve the eligibility lists for Executive Account Clerk. Ms. Batliner seconded the motion. **Motion passed.**

2. Update on Job Announcements/Exams

Commission received the job postings for Fire Apparatus Operator, Equipment Operator, Police Sergeant, Helpdesk Administrator, Grounds Technician, Mechanic, and Corrections Officer. Ms. Ellis stated the Commission will be receiving those eligibility lists in the near future.

REPORTS

1. Personnel Transactions

Commission received the Personnel Transactions for the month of January 2023.

ADJOURN

Megan Ellis advised that the meeting is March 16, 2023. **Motion:** Moved by Ms. Batliner to adjourn the meeting. Mr. Becker seconded the motion. **Motion passed.**

Bill Becker, Vice-Chair

Approved: _____