

**MIDDLETOWN CIVIL SERVICE COMMISSION  
MEETING MINUTES – March 17, 2022 – 8:00 A.M.  
CONFERENCE ROOM 2C**

**ROLL CALL**

Meeting called to order

Members present: Bill Becker, Vice-Chair  
Kathleen Batliner

Excused: Tom Brickey, Chair

Staff Present: Megan Ellis, Acting Civil Service Secretary  
Chelsea Sprulock, Human Resources Clerk

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**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 Ms. Batliner to approve the minutes of the meeting held February 17, 2022. Mr. Becker seconded the motion. **Motion passed.**

**NEW BUSINESS**

**1. Eligibility Lists**

- a) **Dispatcher-** Megan Ellis advised that 6 applied to take the written exam held on Saturday, February 26, 2022. She further stated 3 were noshows, 1 passed and 2 failed the written examination. The department is recommending the passing candidate to remain on the eligibility list. Ms. Batliner came in prior to the meeting to review the application. **Motion:** Moved by Ms. Batliner to approve the eligibility lists for Dispatcher. Mr. Becker seconded the motion. **Motion passed.**
  
- b) **Corrections Officer** – Megan Ellis advised that 4 applied to take the written exam of the four 1 was a no show, all three had passed the physical agility. She further stated of the three candidates only one had passed the written examination held on Saturday, February 26, 2022. Ms. Ellis further stated the department is recommending the one to remain on the eligibility list. Ms. Batliner came in prior to the meeting to review the application. **Motion:** Moved by Ms. Batliner to approve the eligibility lists for Corrections Officer. Mr. Becker seconded the motion. **Motion passed.**

- c) **Patrol Officer- request to extend name on list-** Megan Ellis advised that Nathan Morgan sent in a request for his name to be extended for an additional year on the eligibility list . She stated he is currently on a list that expires on March 17, 2022. **Motion:** Moved by Mr. Becker to approve the name to be extended on the eligibility list for an additional year for Patrol Officer. Ms. Batliner seconded the motion. **Motion passed.**

**2. Position Descriptions- HVAC Building Maintenance Technician**

Megan Ellis reviewed the position description for the position of HVAC Building Maintenance Technician with Commission. She stated the only changes made to the position description is the department in which the position reports to. **Motion:** Moved by Mr. Becker to approve the position description for HVAC Building Maintenance Technician. Ms. Batliner seconded the motion. **Motion passed.**

**3. Update on Job Announcements/Exams**

Commission received the job postings for HVAC Building Maintenance Technician, Dispatcher, Water Treatment Operator, Mechanic, and an update on Fire Captain and Lieutenant Promotion update. Ms. Ellis advised the candidates for Fire Captain and Fire Lieutenant had finished the written portion of the process and the assessment centers would be held on April 2, 2022 and April 30, 2022. She 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 February 2022.

**ADJOURN**

Ms. Ellis advised that the next meeting is scheduled for April 21, 2022.**Motion:** Moved by Ms. Batliner to adjourn the meeting. Mr. Becker seconded the motion. **Motion passed.**

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Bill Becker, Vice Chair

Approved: \_\_\_\_\_