

MIDDLETOWN CIVIL SERVICE COMMISSION
MEETING MINUTES – June 17, 2021 – 8:00 A.M.
Conference Room 2C

ROLL CALL

Meeting called to order

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

Staff Present: Megan Ellis, Human Resources Specialist
Scott Tadych, Public Works Director

APPROVAL OF MINUTES

Motion: Moved by Mr. Brickey to approve the minutes of the meeting held May 20, 2021. Ms. Batliner seconded the motion. **Motion passed.**

NEW BUSINESS

1. Exceptional Appointment-Electronics Maintenance Supervisor

Megan Ellis advised that Scott Tadych, Public Works Director, was present for discussion. Mr. Tadych is recommending Brian Brooks for the appointment based on his experience and qualifications. Mr. Tadych stated Brian Brooks has been working as a part-time Senior Electronics Maintenance Technician since he retired from his full-time position in 2017 after 28 years of service. He stated this recommendation is due to the pending retirement in August of part-time Electronics Maintenance Supervisor Ernie Howard who has been with the City since 1979. Mr. Tadych further stated they have begun the process to convert the division back to full-time employees as it once was staffed. Mr. Tadych stated in addition to Brian's extensive experience, he possesses a Level One Traffic Control Certification from the International Municipal Signal Association as required by the position. **Motion:** Moved by Mr. Brickey to approve the exceptional appointment for the position of Electronics Maintenance Supervisor. Mr. Beker seconded the motion. **Motion passed.**

2. Eligibility Lists

a. Corrections Officer

Megan Ellis advised that 7 applied for the exam that was held on June 5, 2021, 1 had passed the written and physical agility portion of the exam, 1 failed, and 5 were no shows. She further stated that Tom Brickey reviewed the application prior to the meeting. She stated the department is recommending the one who passed for the eligibility list. **Motion:** Moved by Ms. Batliner to approve the eligibility list for the position of Corrections Officer. Mr. Brickey seconded the motion. **Motion passed.**

b. Maintenance Worker

Megan Ellis advised that the written exam was held on Tuesday June 8, 2021 and there were 15 applicants, 10 passed, and zero failed. Ms. Ellis explained after the exam there was a question brought to our attention and after careful review the question was thrown out due to interpretation. She stated that Mr. Brickey reviewed the applications prior to the meeting. Ms. Ellis stated the department is recommending all 10 to remain on the eligibility list. **Motion:** Moved by Mr. Brickey

to approve the eligibility list for the position of Maintenance Worker. Ms. Batliner second the motion. **Motion Passed.**

c. Water Treatment Operator

Megan Ellis advised that the written exam was held on June 9, 2021 and there were 6 applicants, 1 passed the written, 3 failed, and there were 2 no shows. Ms. Ellis stated that Mr. Brickey reviewed the application prior to the meeting. Ms. Ellis stated the department recommends keeping the one who passed for the eligibility list.

Motion: Moved by Ms. Batliner to approve the eligibility list for the position of Water Treatment Operator. Mr. Brickey seconded the motion. **Motion passed.**

3. Update on Job Announcements/Exams

Commission received the job postings for Mechanic and Firefighter EMT. Ms. Ellis stated that they would be bringing eligibility lists in the near future for certification

REPORTS

1. Personnel Transactions

Commission received the Personnel Transactions for the month of May 2021.

ADJOURN

Ms. Ellis advised that the next meeting will be held on July 15, 2021. **Motion:** Moved by Ms. Batliner to adjourn the meeting. Mr. Brickey seconded the motion. **Motion passed.**

Tom Brickey, Chair

Approved: _____