

**MIDDLETOWN CIVIL SERVICE COMMISSION
MEETING MINUTES - July 20, 2023 - 8:00 A.M.
CONFERENCEROOM2C**

ROLL CALL

Meeting called to order

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

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

APPROVAL OF MINUTES

Motion: Moved by Mr. Brickey to approve the minutes of the meetings held June 15, 2023. Mr. Becker seconded the motion. **Motion passed.**

NEW BUSINESS

1. Eligibility Lists

- a) **Grounds Technician-** Megan Ellis advised the Civil Service Commission that 13 applied to take the written exam held on Wednesday, June 14, 2023. Ms. Ellis informed the commission we had 12 no shows and 1 had taken the written exam and passed. 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 and reviewed the applications. **Motion:** Moved by Ms. Batliner to approve the eligibility lists for Grounds Technician. Mr. Brickey seconded the motion. **Motion passed.**

- b) **Water Treatment Operator-** Megan Ellis advised the Civil Service Commission that they had 37 apply, 34 were no shows and 3 applicants had taken the written examination held on Wednesday, June 28, 2023. Ms. Ellis stated 2 had passed, and 1 failed the written exam. 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 and reviewed the applications. **Motion:** Moved by Ms. Batliner to approve the eligibility list for Water Treatment Operator. Mr. Brickey seconded the motion. **Motion passed.**

- c) **Corrections Officer-** Megan Ellis advised the Civil Service Commission that we held an open test for two applications on Wednesday, June 28, 2023. Ms.

Ellis stated both had passed the physical agility and written examination. The department reviewed the applications and recommends them to remain on the eligibility list. Mr. Brickey came in prior to the meeting and reviewed the applications. **Motion:** Moved by Mr. Brickey to approve the eligibility list for Corrections Officer. Ms. Batliner seconded the motion. **Motion passed.**

d) **Patrol Officer-** Megan Ellis advised the Civil Service Commission that we held an open test on Friday, July 14, 2023. Ms. Ellis stated the applicant passed both the physical agility and written examination. The department reviewed the application and recommends them to remain on the eligibility list. Mr. Brickey came in prior to the meeting and reviewed the applications. **Motion:** Moved by Mr. Brickey to approve the eligibility lists for Patrol Officer. Mr. Becker seconded the motion. **Motion passed.**

e) **Firefighter EMT-Request names to be extended-** Megan Ellis advised the Civil Service Commission that we had two requests one from Michael Scranton and David Terrell to extend their names an additional year. Ms. Ellis stated they were currently on an eligibility list that expires on November 16, 2023. **Motion:** Moved by Ms. Batliner to approve the names of Michael Scranton and David Terrell to be extended on the eligibility for Firefighter EMT. Mr. Becker seconded the motion. **Motion passed.**

2. Update on Job Announcements/Exams

Commission received the job announcements and exam information for Firefighter Paramedic/Firefighter-EMT. Ms. Ellis stated commission would be receiving the eligibility list at the next civil service meeting.

REPORTS

1. Personnel Transactions

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

ADJOURN

Megan Ellis advised that the meeting is August 17, 2023. **Motion:** Moved by Ms. Batliner to adjourn the meeting. Mr. Brickey seconded the motion. **Motion passed.**

Tom Brickey, Chair

Approved: — — — — —