

**MIDDLETOWN CIVIL SERVICE COMMISSION
MEETING MINUTES – May 18, 2023 – 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, Acting Civil Service Secretary
Chelsea Spurlock, Human Resources Secretary

APPROVAL OF MINUTES

Motion: Moved by Mr. Brickey to approve the minutes of the meetings held May 12, 2023. Ms. Batliner seconded the motion. **Motion passed.**

NEW BUSINESS

1. Eligibility Lists

- a) **Senior Account Clerk-** Megan Ellis advised the Civil Service Commission that 2 applied to take the written examination held on Wednesday, May 10, 2023. Ms. Ellis stated both candidates showed and passed the written examination. She 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 lists for Senior Account Clerk. Mr. Becker seconded the motion. **Motion passed.**
- b) **Water Reclamation Operator-** Megan Ellis advised the Civil Service Commission that 7 applied to take the written examination held on Thursday, May 11, 2023. Ms. Ellis stated 5 were no shows and 2 had taken the written examination. Ms. Ellis further stated 1 had passed the exam and 1 failed. Ms. Ellis informed the commission they had an applicant that was a certified operator which meant he was omitted from the examination. This certification automatically places the candidate on a certified water reclamation operator eligibility list. 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 lists for Water Reclamation Operator. Mr. Becker seconded the motion. **Motion passed.**
- c) **Patrol Officer- Request to extend name on eligibility list-** Megan Ellis advised the Civil Service commission Anthony Scott sent in a request for his name to be extended for another year on the eligibility list. Mr. Scott is currently on an

eligibility list that expires in September. **Motion:** Moved by Mr. Becker to extend Anthony Scott on the eligibility list for Patrol Officer. Mr. Brickey seconded the motion. **Motion passed.**

2. Update on Job Announcements/Exams

Commission received the job announcements and exam information for the following positions Senior Account clerk, HVAC Building Maintenance Technician, and Dispatcher. 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 April 2023.

ADJOURN

Megan Ellis advised that the meeting is June 15, 2023. **Motion:** Moved by Mr. Brickey to adjourn the meeting. Ms. Batliner seconded the motion. **Motion passed.**

Tom Brickey, Chair

Approved: _____