

**MIDDLETOWN CIVIL SERVICE COMMISSION
MEETING MINUTES – December 18, 2025 – 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, Civil Service Secretary
Chelsea Spurlock, Human Resources Specialist

APPROVAL OF MINUTES

Motion: Moved by Mr. Brickey to approve the minutes of the meetings held November 20, 2025. Ms. Batliner seconded the motion. **Motion passed.**

NEW BUSINESS

1. Eligibility Lists

- a) **Maintenance Worker**- Megan Ellis advised the Civil Service Commission that 11 candidates showed up to take the written exam held on Wednesday, December 3, 2025. Ms. Ellis stated 3 failed and 8 passed the written examination. She advised the commission 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 Maintenance Worker. Mr. Brickey seconded the motion. **Motion passed.**
- b) **Senior Account Clerk**- Megan Ellis advised the Civil Service Commission that 5 candidates showed up to take the written exam held on Wednesday, December 3, 2025. Ms. Ellis 2 failed and 3 passed the written examination. She advised the commission 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**
- c) **Dispatcher**- Megan Ellis advised the Civil Service Commission that 7 candidates showed up to take the written exam held on Saturday, December 6, 2025. Ms. Ellis stated 5 failed and 2 candidates passed the written examination. She advised the commission 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 Dispatcher. Mr. Becker seconded the motion. **Motion passed.**

- d) **Water Reclamation Mechanic**- Megan Ellis advised the Civil Service Commission that 47 applied to take the written exam held on Thursday, January 16, 2025. Ms. Ellis stated 41 were no shows and 6 had taken the written examination. Ms. Ellis further stated 2 failed and 4 passed the written examination. She advised the commission 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 Mechanic. Ms. Batliner seconded the motion. **Motion passed.**
- e) **HVAC Building Maintenance Technician**- Megan Ellis advised the Civil Service Commission that 37 applied to take the written exam held on Thursday, January 16, 2025. Ms. Ellis stated 33 were no shows and 4 had taken the written examination. Ms. Ellis further stated 1 failed and 3 passed the written examination. She advised the commission 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. Becker to approve the eligibility lists for HVAC Building Maintenance Technician. Ms. Batliner seconded the motion. **Motion passed.**
- f) **Patrol Officer**- Megan Ellis advised the Civil Service Commission that we held an open test for 6 candidates to take the written and physical agility held on Thursday, December 11, 2025. Ms. Ellis stated the all 6 candidates passed both portions of the examination. She advised the commission 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. Becker to approve the eligibility lists for Patrol Officer. Mr. Brickey seconded the motion. **Motion passed.**

2. Update on Job Announcements/Exams

Commission received the job postings for Registered Environmental Health Specialist/Environmental Health Specialist-in-Training. Ms. Ellis stated the Commission will be receiving those eligibility lists in the near future.

ADJOURN

Megan Ellis advised that the meeting is January 15, 2026. **Motion:** Moved by Mr. Brickey to adjourn the meeting. Ms. Batliner seconded the motion. **Motion passed.**

Tom Brickey, Chair

Approved: _____