

**MIDDLETOWN CIVIL SERVICE COMMISSION
MEETING MINUTES – December 21, 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, Civil Service Secretary

APPROVAL OF MINUTES

Motion: Moved by Mr. Brickey to approve the minutes of the meetings held November 16, 2023. Mr. Becker seconded the motion. **Motion passed.**

NEW BUSINESS

1. Eligibility Lists

- a) **Corrections Officer-** Megan Ellis advised the Civil Service Commission that eight applied to take the written examination and physical agility held on Thursday, November 30, 2023. Ms. Ellis stated 6 were no shows and 2 had taken both portions of the examination. Ms. Ellis further stated both candidates passed the written examination and physical agility. 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 Corrections Officer. Mr. Brickey seconded the motion. **Motion passed.**

- b) **Patrol Officer-** Megan Ellis advised the Civil Service Commission that 26 applied to take the written examination and physical that was held on Wednesday, December 6, 2023. Ms. Ellis stated 12 were no shows and 14 had taken the written examination and physical agility. Ms. Ellis further stated 2 failed and 12 passed both portions of the examination. Ms. Ellis informed 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 Patrol Officer. Mr. Becker seconded the motion. **Motion passed.**

2. Position Description- Police Records Supervisor

Ms. Ellis advised the Civil Service Commission the position formally known as Civilian Communications Supervisor was eliminated in the PBO changes that council approved on November 21, 2023. Ms. Ellis stated Police Records Supervisor was added to the PBO that was also approved on November 21, 2023. This position will oversee body camera redaction and supervise the police records clerk. Mr. Becker asked if this position is adding an additional position to the police department. Ms. Ellis stated that the employee that was in the role of the Civilian Communications Supervisor will now be in the Police Records Supervisor role. **Motion:** Moved by Mr.

Becker to approve the position description of Police Records Supervisor. Ms. Batliner seconded the motion. **Motion passed.**

3. Update on Job Announcements/Exams

Commission received the job announcements and exam information for the following positions Dispatcher, Water Treatment Operator, Water Reclamation Mechanic, and Registered Environmental Health Specialist. 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 November 2023.

ADJOURN

Megan Ellis advised that the meeting is January 17, 2024. **Motion:** Moved by Ms. Batliner to adjourn the meeting. Mr. Brickey seconded the motion. **Motion passed.**

Tom Brickey, Chair

Approved: _____