

**MIDDLETOWN CIVIL SERVICE COMMISSION
MEETING MINUTES – December 16, 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, Acting Civil Service Secretary

APPROVAL OF MINUTES

Motion: Moved by Mr. Brickey to approve the minutes of the meetings held on November 18, 2021. Ms. Batliner seconded the motion. **Motion passed.**

NEW BUSINESS

1. Eligibility Lists

a. Equipment Operator

Megan Ellis advised that the written examination exam was held on Monday, December 6, 2021. She stated there were 8 applicants, 5 passed the written exam, 3 failed. She further stated the 5 employees that passed the written exam moved onto the assessment portion held on Thursday, December 9, 2021 and 4 passed and 1 failed. Ms. Ellis informed commission this is a promotional position within the Public Works department. **Motion:** Moved by Ms. Batliner to approve the eligibility list for the position of Equipment Operator. Mr. Brickey seconded the motion. **Motion passed.**

2. Update on Job Announcements/Exams

Commission received the job posting for Water Treatment Operator. Ms. Ellis stated they recently finished the testing process for the Police Promotionals and the eligibility lists would be brought to them at the next meeting. She further stated Commission will be receiving a revision of the ordinance in the near future.

REPORTS

1. Personnel Transactions

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

ADJOURN

Ms. Ellis advised that the next meeting will be held on January 20, 2022. **Motion:** Moved by Ms. Batliner to adjourn the meeting. Mr. Brickey seconded the motion. **Motion passed.**

Tom Brickey, Chair

Approved: _____