

**MIDDLETOWN CIVIL SERVICE COMMISSION  
MEETING MINUTES – JANUARY 17, 2024 – 8:00 A.M.  
CONFERENCE ROOM 2C**

**ROLL CALL**

Meeting called to order

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

Excused: Tom Brickey, Chair

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

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**ATTENDANCE**

**Motion:** Moved by Ms. Batliner to excuse Tom Brickey from the meeting. Mr. Becker seconded the motion. **Motion passed.**

**APPROVAL OF MINUTES**

**Motion:** Moved by Ms. Batliner to approve the minutes of the meetings held December 21, 2023. Mr. Becker seconded the motion. **Motion passed.**

**NEW BUSINESS**

**1. Eligibility Lists**

- a) **Maintenance Worker-** Megan Ellis advised the Civil Service Commission that 35 applied to take the written exam held on Wednesday, December 20, 2023. Ms. Ellis stated 29 were no shows and the 6 candidates had taken the written examination which 5 passed and 1 failed. She further stated the department reviewed the applications and recommends them to remain on the eligibility list. Mr. Becker came in prior to the meeting and reviewed the applications. **Motion:** Moved by Mr. Becker to approve the eligibility lists for Maintenance Worker. Ms. Batliner seconded the motion. **Motion passed.**
  
- b) **Dispatcher-** Megan Ellis advised the Civil Service Commission that 89 applied to take the written exam held on Tuesday, January 9, 2024. Ms. Ellis stated 76 were no shows and 13 had taken the written examination. Ms. Ellis further stated 11 out of the 13 candidates passed the examination.. She advised the commission the department reviewed the applications and recommends them to remain on the eligibility list. Mr. Becker came in prior to the meeting and reviewed the applications. **Motion:** Moved by Mr. Becker to approve the eligibility lists for Dispatcher. Ms. Batliner seconded the motion. **Motion passed.**

- c) **Water Reclamation Mechanic-** Megan Ellis advised the Civil Service Commission that 24 applied to take the written exam held on Wednesday, January 10, 2024. Ms. Ellis stated 22 were no shows and 2 candidates had taken the examination, and 1 failed and 1 passed. She further stated the department reviewed the application and recommends them to remain on the eligibility list. Mr. Becker came in prior to the meeting and reviewed the application. **Motion:** Moved by Ms. Batliner to approve the eligibility lists for Water Reclamation Mechanic. Mr. Becker seconded the motion. **Motion passed.**
  
- d) **Water Treatment Operator-** Megan Ellis advised the Civil Service Commission that 53 applied to take the written exam held on Wednesday, January 10, 2024. Ms. Ellis stated 50 were no shows and 3 candidates took the examination, 1 failed and 2 had passed. She further stated the department reviewed the applications and recommends them to remain on the eligibility list. Mr. Becker came in prior to the meeting and reviewed the applications. **Motion:** Moved by Ms. Batliner to approve the eligibility lists for Water Treatment Operator. Mr. Becker seconded the motion. **Motion passed.**

**2. Exceptional Appointment- Renee Dittmer-Systems Administrator**

Ms Ellis stated we had received resumes for the position of Systems Administrator in the department of Information Systems. Ms. Ellis further stated the information systems department conducted interviews and has selected Renee Dittmer to fill the vacant position. Motion: Moved by Mr. Becker to approve the exceptional appointment of Renee Dittmer to Systems Administrator . Ms. Batliner seconded the motion. Motion passed.

**3. Update on Job Announcements/Exams**

Commission received the job postings for Senior Account Clerk and Engineer. Ms. Ellis stated the Commission will be receiving those eligibility lists in the near future. Ms. Ellis informed Commission they would be seeing an upcoming job announcement for Deputy Chief at the next meeting to fill the anticipated vacancy due to retirement of Deputy Police Chief Crank. She further informed commission that Pradco will be holding the Assesment since it was successful during the last promotional process.

**REPORTS**

**1. Personnel Transactions**

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

**ADJOURN**

Megan Ellis advised that the meeting is February 15, 2024. **Motion:** Moved by Ms. Batliner to adjourn the meeting. Mr. Becker seconded the motion. **Motion passed.**

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Bill Becker, Vice-Chair

Approved: \_\_\_\_\_