

**MIDDLETOWN CIVIL SERVICE COMMISSION  
MEETING MINUTES – March 16, 2023 – 8:00 A.M.  
CONFERENCE ROOM 2C**

**ROLL CALL**

Meeting called to order

Members present: Tom Brickey, Chair  
Bill Becker, Vice-Chair

Excused: Kathleen Batliner, Member

Staff Present: Megan Ellis, Acting Civil Service Secretary  
Chelsea Spurlock, Human Resources Secretary  
Mary Rose Farmer, Middletown City Schools Administrative Assistant

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**ATTENDANCE**

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

**APPROVAL OF MINUTES**

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

**NEW BUSINESS**

**1. Eligibility Lists**

- a) **Mechanic-** Megan Ellis advised the Civil Service Commission that 4 applied to take the written exam held on Wednesday, February 22, 2023. Ms. Ellis stated two candidates failed and two candidates 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 Mr. Brickey to approve the eligibility lists for Mechanic. Mr. Becker seconded the motion. **Motion passed.**
- b) **Equipment Operator-** Megan Ellis advised the Civil Service Commission that this is a promotional within the Public Works department. Ms. Ellis informed commission we had 8 apply. She stated 7 candidates had taken the written examination held on Wednesday, February 15, 2023 and all 7 passed the written examination and moved onto the physical agility portion. Ms. Ellis further stated we had 6 show and 1 no show to the physical agility held on Wednesday, February 22, 2023. All six had passed the physical agility and 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 Equipment Operator. Mr. Becker seconded the motion. **Motion passed.**

- c) **Grounds Technician-** Megan Ellis advised the Civil Service Commission that 7 applied to take the written exam held on Wednesday, February 22, 2023. Ms. Ellis stated 3 were no shows. Ms. Ellis further stated we had 3 fail and 1 pass the written examination. She informed 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 application. **Motion:** Moved by Mr. Brickey to approve the eligibility lists for Grounds Technician. Mr. Becker seconded the motion. **Motion passed.**
- d) **Corrections Officer-** Megan Ellis advised the Civil Service Commission that 5 applied to take the written exam and physical agility held on Monday, February 27, 2023. Ms. Ellis stated 4 were no shows, and 1 candidate passed both the physical and written examination. She further stated 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 application. **Motion:** Moved by Mr. Brickey to approve the eligibility lists for Corrections Officer. Mr. Becker seconded the motion. **Motion passed.**
- e) **Fire Apparatus Operator-** Megan Ellis advised the Civil Service Commission that this is a promotional position within the Fire Department. She stated that 7 applied to take the written exam held on Tuesday, February 28, 2023. Ms. Ellis stated all 7 candidates passed the written examination. They are recommended for the eligibility list. **Motion:** Moved by Mr. Brickey to approve the eligibility lists for Fire Apparatus Operator. Mr. Becker seconded the motion. **Motion passed.**
- f) **Senior Account Clerk-** Megan Ellis advised the Civil Service Commission that 3 applied to take the written exam held on Monday, March 13, 2023. Ms. Ellis stated we had 1 no show and 2 show for the examination and both of the candidates 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 Mr. Brickey to approve the eligibility lists for Senior Account Clerk. Mr. Becker seconded the motion. **Motion passed.**
- g) **Middletown City Schools Secretary-** Megan Ellis advised the Civil Service Commission that 11 applied for the Secretary position. Ms. Ellis stated 6 were no shows and 5 had taken the written exam held on Thursday, March 2, 2023. Ms. Ellis further stated all 5 candidates passed the written examination. Mary Rose Farmer informed the Commission that 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 Secretary. Mr. Becker seconded the motion. **Motion passed.**

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

Commission received the job postings for Senior Account Clerk, Patrol Officer, and Secretary. Ms. Ellis stated the Commission will be receiving those eligibility lists in the near future.

**REPORTS**

**1. Personnel Transactions**

Commission received the Personnel Transactions for the month of February 2023. Commission received the Annual Report of Activities of 2022.

**ADJOURN**

Megan Ellis advised that the meeting is April 20, 2023. **Motion:** Moved by Mr. Brickey to adjourn the meeting. Mr. Becker seconded the motion. **Motion passed.**

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Tom Brickey, Chair

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