

**MIDDLETOWN CIVIL SERVICE COMMISSION
SPECIAL MEETING MINUTES – September 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, Acting Civil Service Secretary
Chelsea Spurlock, Human Resources Secretary
Earl Nelson, Police Sergeant

APPROVAL OF MINUTES

Motion: Moved by Mr. Becker to approve the minutes of the meetings held August 17, 2023. Ms. Batliner seconded the motion. **Motion passed.**

NEW BUSINESS

1. Eligibility Lists

- a) **Maintenance Worker-** Megan Ellis advised the Civil Service Commission that 33 applied to take the written examination held on Tuesday, August 15, 2023. Ms. Ellis stated 27 were no shows and 6 had taken the written examination. Ms. Ellis further stated all 6 candidates passed the written 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 Ms. Batliner to approve the eligibility lists for Maintenance Worker. Mr. Brickey seconded the motion. **Motion passed.**

- b) **Secretary-** Megan Ellis advised the Civil Service Commission that 100 applied to take the written examination held on Wednesday, August 16, 2023. Ms. Ellis stated 81 were no shows and 19 had taken the written examination. Ms. Ellis further stated all 19 candidates passed the written examination. 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. Ms. Batliner seconded the motion. **Motion passed.**

- c) **Equipment Operator-** Megan Ellis advised the Civil Service Commission that this is a promotional position within the Public Works Department. Ms. Ellis stated 2 candidates applied to take part in the promotional process which includes a written examination and a physical agility for those that pass the written examination. She further stated both candidates passed the written examination held on Tuesday, August 15, 2023. Both of the candidates the

moved to the physical agility. Ms. Ellis informed commission we had 1 show and 1 no show for the physical agility. The candidate passed the physical agility. **Motion:** Moved by Mr. Brickey to approve the eligibility lists for Equipment Operator. Ms. Batliner seconded the motion. **Motion passed.**

d) **Patrol Officer-** Megan Ellis advised the Civil Service Commission that 10 applied to take the written examination and physical agility held on Wednesday, August 23, 2023. Ms. Ellis stated 5 were no shows and 5 had taken both portions of the examination. Ms. Ellis further stated all 5 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 Mr. Becker to approve the eligibility lists for Patrol Officer. Mr. Brickey seconded the motion. **Motion passed.**

e) **Senior Account Clerk-** Megan Ellis advised the Civil Service Commission that 9 applied to take the written examination held on Wednesday, September 6, 2023. Ms. Ellis stated 2 were no shows and 7 had taken the written examination. Ms. Ellis further stated 5 had passed and 2 failed 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. Ms. Batliner seconded the motion. **Motion passed.**

f) **Executive Account Clerk-** Megan Ellis advised the Civil Service Commission that this is a promotional position within the Finance Department. Ms. Ellis advised the commission that 39 applied to take the written examination held on Thursday, September 14, 2023. Ms. Ellis stated 29 were no shows and 10 had taken the written examination. Ms. Ellis further stated 5 failed and 5 passed the written examination. Mr. Brickey came in prior to the meeting and reviewed the applications. **Motion:** Moved by Ms. Batliner to approve the eligibility lists for Executive Account Clerk. Mr. Brickey seconded the motion. **Motion passed.**

REPORTS

1. Personnel Transactions

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

ADJOURN

Megan Ellis advised that the meeting is October 19, 2023. **Motion:** Moved by Mr. Brickey to adjourn the meeting. Ms. Batliner seconded the motion. **Motion passed.**

Tom Brickey, Chair

Approved: _____

