

**MIDDLETOWN CIVIL SERVICE COMMISSION  
MEETING MINUTES – September 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

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**APPROVAL OF MINUTES**

**Motion:** Moved by Mr. Brickey to approve the minutes of the meeting held August 19, 2021 with the changes mentioned to update who seconded the motion in the minutes. Ms. Batliner seconded the motion. **Motion passed.**

**NEW BUSINESS**

**1. Eligibility Lists**

**a. Firefighter Apparatus Operator**

Megan Ellis advised that the exam was held on Monday, August 23, 2021. There were four people on the eligibility list for Firefighter Apparatus Operator which is a position within the fire rank. She further stated we had six apply, four passed the written exam, one no show, and one did not meet the requirements to test and was notified. **Motion:** Moved by Ms. Batliner to approve the eligibility list for the position of Firefighter Apparatus Operator. Mr. Brickey seconded the motion. **Motion passed.**

**b. Corrections Officer**

Megan Ellis advised that the exam was held on Saturday, August 28, 2021. We had five applications, four had taken the physical agility test and written examination. All four passed the physical agility test, but only two had passed the written examination. Ms. Ellis stated Mr. Brickey reviewed the applications prior to the meeting. **Motion:** Moved by Ms. Batliner to approve the eligibility list for the position of Corrections Officer. Mr. Becker seconded the motion. **Motion Passed.**

**c. Patrol Officer- request to extend name on list**

Megan Ellis stated that human resources had received an email from Jacob Swanger requesting for his name to remain on the eligibility list for Patrol Officer for an additional year. His name will be extended to March 17, 2023. **Motion:** Moved by Mr. Brickey to extend Jacob Swanger for an additional year. Ms. Batliner seconded the motion. **Motion passed.**

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

Commission received the job posting for Police Lieutenant, Police Sergeant, and Mechanic.

**REPORTS**

**1. Personnel Transactions**

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

**ADJOURN**

Ms. Ellis advised that the next meeting will be held on October 21, 2021. **Motion:** Moved by Ms. Batliner to adjourn the meeting. Mr. Brickey seconded the motion. **Motion passed.**

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Tom Brickey, Chair

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

**MIDDLETOWN CIVIL SERVICE COMMISSION  
SPECIAL MEETING MINUTES – October 13, 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

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**1. Eligibility Lists**

**a. Patrol Officer**

Megan Ellis advised that the exam was held on Saturday, September 18, 2021. We had 20 applicants, 10 had taken the physical agility and written examination. We had 9 pass the written exam, 9 passed the physical agility and 10 were no shows. Ms. Ellis stated that 8 passed both portions of the test are recommended for the list. She further stated that Mr. Brickey reviewed the applications prior to the meeting.

**Motion:** Moved by Mr. Brickey to approve the eligibility list for the position of Corrections Officer. Ms. Batliner seconded the motion. **Motion passed.**

**b. Dispatcher**

Megan Ellis advised that the exam was held on Saturday, September 18, 2021. There were 13 applications. We had 5 take the written exam and 8 were no shows. Ms. Ellis stated all 5 applicants had passed the written examination. She further stated Mr. Brickey reviewed the applications prior to the meeting **Motion:** Moved by Ms. Batliner to approve the eligibility list for the position of Dispatcher. Mr. Brickey seconded the motion. **Motion passed.**

**ADJOURN**

Ms. Ellis advised that the next meeting will be held on October 21, 2021. **Motion:** Moved by Ms. Batliner to adjourn the meeting. Mr. Becker seconded the motion. **Motion passed.**

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Tom Brickey, Chair

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