

**MIDDLETOWN CIVIL SERVICE COMMISSION  
SPECIAL MEETING MINUTES – October 19, 2023 – 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, Civil Service Secretary  
Chelsea Spurlock, Human Resources Secretary

---

**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 September 21, 2023. Mr. Becker seconded the motion. **Motion passed.**

**NEW BUSINESS**

**1. Eligibility Lists**

- a) **Firefighter EMT request to extend name on list-** Megan Ellis advised the Civil Service Commission that they received a request from Tyler Gambrell to extend his name on the eligibility list for an additional year. Ms. Ellis informed the commission Tyler is currently on a list that expires on November 16, 2023. **Motion:** Moved by Mr. Becker to approve the eligibility lists extension for an additional year for Tyler Gambrell. Ms. Batliner seconded the motion. **Motion passed.**

**2. Exceptional Appointment- Civil Service Secretary**

- a) Mr. Becker pointed out Ms. Ellis was the acting civil service secretary at a previous meeting and they needed to officially appoint Ms. Ellis to Civil Service Secretary. **Motion:** Moved by Ms. Batliner to approve the exceptional appointment of Megan Ellis to Civil Service Secretary. Mr. Becker seconded the motion. **Motion passed.**

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

Commission received the job announcements and exam information for the following positions Water Reclamation Maintenance Supervisor, Maintenance Worker, Water Treatment Operator, Mechanic, and Registered Environmental Health Specialist. Ms. Ellis stated commission would be receiving the eligibility list at the next civil service meeting.

## REPORTS

### 1. Personnel Transactions

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

## ADJOURN

Megan Ellis advised that the meeting is November 16, 2023. **Motion:** Moved by Ms. Batliner to adjourn the meeting. Mr. Becker seconded the motion. **Motion passed.**

---

Bill Becker, Vice Chair

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