

**MIDDLETOWN CIVIL SERVICE COMMISSION
MEETING MINUTES – October 21, 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

APPROVAL OF MINUTES

Motion: Moved by Mr. Brickey to approve the minutes of the meetings held on September 16, 2021 and October 13, 2021. Ms. Batliner seconded the motion. **Motion passed.**

NEW BUSINESS

1. Eligibility Lists

a. Maintenance Worker

Megan Ellis advised that the exam was held on Tuesday, October 12, 2021. There were 9 applicants, 6 passed the written exam, and 3 were no shows. She further stated that Mr. Brickey reviewed the applications prior to the meeting. **Motion:** Moved by Ms. Batliner to approve the eligibility list for the position of Maintenance Worker. Mr. Brickey seconded the motion. **Motion passed.**

b. Executive Account Clerk

Megan Ellis advised that exam was held on Thursday, October 14, 2021. She stated that this is a promotional position within the Finance Department. Ms. Ellis further stated there were 5 applicants, 3 passed the written exam, and 2 failed. **Motion:** Moved by Mr. Brickey to approve the eligibility list for the position of executive Account Clerk. Ms. Batliner seconded the motion. **Motion passed.**

2. Update on Job Announcements/Exams

Commission received the job posting for Maintenance Worker, Executive Account Clerk, Electronics Technician, and Water Reclamation Operator.

REPORTS

1. Personnel Transactions

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

ADJOURN

Ms. Ellis advised that the next meeting will be held on November 18, 2021. **Motion:** Moved by Ms. Batliner to adjourn the meeting. Mr. Brickey seconded the motion. **Motion passed.**

Tom Brickey, Chair

Approved: _____