

**MIDDLETOWN CIVIL SERVICE COMMISSION**  
**MEETING MINUTES – November 18, 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  
Kee Edwards, Human Resources Assistant Director, Middletown City Schools

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**APPROVAL OF MINUTES**

**Motion:** Moved by Mr. Brickey to approve the minutes of the meetings held on October 21, 2021. Ms. Batliner seconded the motion. **Motion passed.**

**NEW BUSINESS**

**1. Eligibility Lists**

**a. Senior Account Clerk**

Megan Ellis advised that the exam was held on Tuesday, November 9, 2021. She stated there were 6 applicants, 3 passed the written exam, 3 failed, and 1 was a no show. She further stated that Ms. Batliner reviewed the applications prior to the meeting. **Motion:** Moved by Ms. Batliner to approve the eligibility list for the position of Senior Account Clerk. Mr. Brickey seconded the motion. **Motion passed.**

**b. Electronics Technician**

Megan Ellis advised that the exam was held on Wednesday, November 10, 2021. She stated there were 5 applicants and all 5 passed the written exam. Ms. Ellis further stated that Ms. Batliner reviewed the applications prior to the meeting. **Motion:** Moved by Mr. Brickey to approve the eligibility list for the position of Electronics Technician. Mr. Becker seconded the motion. **Motion passed.**

**c. Water Reclamation Operator**

Megan Ellis advised that the exam was held on Thursday, November 11, 2021. She stated there were 4 applications, 1 of the applicants was a certified operator and the other 3 were uncertified. All 3 of the uncertified applicants failed the written exam. Ms. Batliner reviewed the application prior to the meeting. **Motion:** Moved by Mr. Becker to approve the eligibility list for the position of Water Reclamation Operator. Ms. Batliner seconded the motion. **Motion passed.**

**d. Dispatcher**

Megan Ellis advised that the exam was held on Saturday, November 13, 2021. She stated there were 6 applications, 2 had taken the exam, and 4 were no shows. Ms. Ellis further stated the 2 applicants that had taken the exam passed. Ms. Batliner reviewed the applications prior to the meeting. **Motion:** Moved by Mr. Brickey to approve the eligibility list for the position of Dispatcher. Ms. Batliner seconded the motion. **Motion passed.**

**e. Middletown City Schools- Secretary**

Kee Edwards advised that the exam was held on Thursday, November 4, 2021. He stated there were 21 applications, 9 had shown up for the examination, and 12 were no shows. Mr. Edwards further stated all 9 had passed the written examination. Ms. Ellis 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 Secretary. Mr. Becker seconded the motion. **Motion passed.**

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

Commission received the job posting for Senior Account Clerk, Dispatcher, and Equipment Operator.

**REPORTS**

**1. Personnel Transactions**

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

**ADJOURN**

Ms. Ellis advised that the next meeting will be held on December 16, 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: \_\_\_\_\_