

MINUTES
CIVIL SERVICE COMMISSION
Monday, August 3, 2009 @ 8:30 AM
Conference room of the Town Attorney

Minutes of the regular meeting of the Civil Service Commission held Monday, August 3, 2009 @ 8:30 AM:

**IN ACCORDANCE WITH A DECISION OF THE CIVIL SERVICE COMMISSION,
MINUTES WILL REFLECT INDIVIDUALS IN ATTENDANCE,
MOTIONS MADE,
AND VOTES TAKEN.**

Chairman Carlton Oneal called the meeting to order at 8:35 AM with Commissioners Cate Reynolds and Judi Kozak present. Also present was Executive Secretary Ken Kelley, Administrative Secretary Terri Gamberdella, Fire Chief David Berardesca, Fire Training Officer Bill Fitzmaurice, Library Director Bob Gualtieri, Acting Finance Director Jen Charneski.

Review and action on the minutes of the July 20, 2009 Civil Service Commission meeting. On a motion by Commissioner Kozak, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to approve the minutes.

Review and action on the following eligibility lists:

- a) Entry-Level Police Officer. On a motion by Chairman Oneal, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to recertify the list for another six (6) month period.
- b) Community Services Coordinator. On a motion by Commissioner Kozak, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to recertify the list for another six (6) month period.
- c) Detective/PD. On a motion by Commissioner Kozak, seconded by Chairman Oneal, it was the unanimous decision of the Commission to recertify the list for another six (6) month period.
- d) Deputy Police Chief/PD. On a motion by Commissioner Kozak, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to recertify the list for another six (6) month period.

Certification of the following eligibility list:

- a) Lieutenant/FD. On a motion by Commissioner Kozak, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for a six (6) month period.

Police Chief Wydra arrived at the meeting at 8:57 AM.

Review and action on the four (4) promotional applications for Library Technical

Assistant. On a motion by Commissioner Reynolds, seconded by Commissioner Kozak, it was the unanimous decision of the Commission that the four (4) applicants met the qualifications and would continue on in the process.

Review and action on two (2) applications for School Nurse. On a motion by Commissioner Reynolds, seconded by Commissioner Kozak, it was the unanimous decision of the Commission that only one (1) of the applicants met the qualifications and her application would be forwarded to the Board of Education.

Minutes (Continued)
Civil Service Commission
Monday, August 3, 2009

Page 2.

Review and approval of the job description for Account Clerk. On a motion by Commissioner Kozak, seconded by Chairman Oneal, it was the unanimous decision of the Commission to approve the job description as amended.

Review and action on the Certified Fire Fighter applications (2). On a motion by Chairman Oneal, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to go into Executive Session at 9:14 AM. On a motion by Chairman Oneal seconded by Commissioner Kozak, it was the unanimous decision of the Commission to back into Regular Session at 9:22 AM. On a motion by Chairman Oneal, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to accept the two (2) applications.

Request from Hamlet Hernandez, Assistant Superintendent for Personnel and Administration/BOE for the promotional recruitment from within the BOE for Clerk #6. On a motion by Chairman Oneal, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to commence with the promotional recruitment from within the Board of Education only.

Under New Business was a request from Acting Finance Director Charneski for the promotional recruitment for Account Clerk. On a motion by Commissioner Kozak, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to commence with the promotional recruitment for Account Clerk.

On a motion by Chairman Oneal, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to adjourn at 9:35 AM.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary