

MINUTES
CIVIL SERVICE COMMISSION
Monday, January 7, 2013 @ 9:00 A.M.
Conference Room of the Town Attorney

Minutes of the Civil Service Commission meeting held Monday, January 7, 2013 @ 9:00 A.M.

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

Chairman Carlton Oneal called the meeting to order at 9:04 A.M. with Commissioner Guy Guarino and Elliott Kerzner in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Town Clerk Vera Morrison, Police Chief Thomas Wydra, Deputy Police Chief John Cappiello, Fire Chief David Berardesca, Library Director Marian Amodeo and Assistant Library Director Nancy McNicol.

1. Review and approval of the minutes of the December 17, 2012, meeting of the Civil Service Commission. On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to approve the minutes.
2. Review and action on the following eligibility list(s):
 - a) I.T. Records Division Manager/Police Department – (Certified on 08/01/11) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to not certify the list.
 - b) Assistant Director of Public Works & Parks – (Certified on 08/01/11) – On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 08/01/13.
3. Review and Certification of the following eligibility list(s):
 - a) Real Property Appraiser/Assessors Office – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending 07/07/13.
4. Review and action on the following application(s):
 - a) Library Technical Assistant – (4 applicants) – On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission that (4) four applicants met the minimum qualifications and would move on in the process.
 - b) Vital Records Clerk – (29 applicants) – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission that 28 applicants met the minimum qualifications and would move on in the process.
5. Correspondence from Deputy Police Chief John Cappiello requesting the Civil Service Commission to reconsider his application for Purchasing Agent. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission that Deputy Police Chief John Cappiello met the minimum qualifications and that he would move on in the process.

6. No motions were made under Old Business.
7. Under **New Business** was review and action on the Eligibility list for Training Officer/Fire Department. On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending 07/07/13.

Under **New Business** was correspondence from Library Director Marian Amodeo, requesting a promotional recruitment and if necessary open competitive recruitment for the position of Library Business Manager. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to commence with the recruitment.

8. On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission to adjourn at 9:59 A.M.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary