

**MINUTES  
CIVIL SERVICE COMMISSION  
Monday, August 19, 2013 @ 9:00 A.M.  
Conference Room of the Town Attorney**

Minutes of the Civil Service Commission meeting held Monday, August 19, 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 9:00 AM with Commissioners Elliott Kerzner and Guy Guarino in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Public Works and Parks Director Craig Cesare, Assistant Public Works and Parks Director Michael Siciliano, Elderly Services Coordinator Suzanne Burbage, Town Clerk Vera Morrison, Director of Human Resources/BOE Vanessa Ditta and Ellen Andrews of the Board of Education.

1. Review and approval of the minutes of the August 5, 2013, Civil Service Commission meeting. On a motion by Chairman Oneal, 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) Central Communications Technician – (original certification on 08/30/12) – On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for another six month period ending February 28, 2014.
3. Review and certification of the following eligibility list(s):
  - a) Clerk 6/BOE – On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for a six month period ending February 19, 2014.
  - b) Clerk 7/BOE – 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 month period ending February 19, 2014.
  - c) Clerk 9/BOE – On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for a six month period ending February 19, 2014.
  - d) Clerk 11/BOE – On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for a six month period ending February 19, 2014.
  - e) Elderly Outreach Counselor – 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 month period ending February 19, 2014.
  - f) Assistant Town Clerk – On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to certify the list for a six month period ending February 19, 2014.

4. Review and action on the following application(s):

a) Account Clerk/Public Works – (36 Applicants) – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission that 34 applicants met the minimum qualifications and would move on in the process.

5. No motions were made under Old Business.

6. No motions were made under New Business.

7. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to adjourn at 9:37 A.M.

Respectfully submitted,

Kenneth S. Kelley  
Executive Secretary