

MINUTES
CIVIL SERVICE COMMISSION
Tuesday, September 3, 2013 @ 9:00 A.M.
Conference Room of the Town Attorney

Minutes of the Civil Service Commission meeting held Tuesday, September 3, 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, Finance Director Sal DeCola, Fire Chief David Berardesca, Acting Tax Collector Barbara Tito, Library Director Marian Amodeo, Assistant Back Tax Collector Nancy Olson, and Town Clerk Vera Morrison.

1. Review and approval of the minutes of the August 19, 2013, Civil Service Commission meeting. 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) Hydrant Maintainer – (original certification on 09/04/12) – No Action
 - b) Purchasing Agent – (original certification on 03/04/13) - 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 March 4, 2014.
 - c) Library Business Manager – (original certification on 03/04/13) – 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 month period ending March 4, 2014.
3. Review and certification of the following eligibility list(s):
 - a) Clerk Typist – 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 March 3, 2014.
 - b) Librarian I – 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 March 3, 2014.
 - c) Tax Collector – 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 March 3, 2014.
 - d) Account Clerk – 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 March 3, 2014.
4. Review and action on the following application(s):
 - a) School Nurse (1 applicant) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission that one applicant met the minimum qualifications and would move on in the process.

Minutes (Continued)
Civil Service Commission
September 3, 2013

Page 2

5. Correspondence from Town Clerk, Vera Morrison, requesting a promotional recruitment from the Town Hall Union and if necessary open competitive recruitment for the position of Land Records Technician in the Town Clerks Office. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to commence with the recruitment.
6. No motions were made under Old Business.
7. No motions were made under New Business.
8. On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission to adjourn at 9:17 A.M.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary