

MINUTES
CIVIL SERVICE COMMISSION
Monday, September 16, 2013 @ 9:00 A.M.
Conference Room of the Town Attorney

Minutes of the Civil Service Commission meeting held Monday, September 16, 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 9:02 AM with Commissioners Elliott Kerzner and Guy Guarino in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Human Resources Officer Brigitte Cogswell, Public Works and Parks Director Craig Cesare, and Town Clerk Vera Morrison.

1. Review and approval of the minutes of the September 3, 2013, meeting of the Civil Service Commission. On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to approve the minutes.

2. Review and action on the following eligibility list(s):

a) Accountant (original certification 03/15/12) – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to certify the list for another six month period ending, 03/15/14.

b) Truck and Equipment Mechanic/PW (original certification 03/18/13) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to let the list expire per the request of Public Works and Parks Director Craig Cesare.

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

a) Land Records Technician – (1 promotional 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.

4. Review and certification of the following eligibility list(s):

a) Land Records Technician – 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 16, 2013.

5. Correspondence from Police Chief Thomas Wydra regarding a Certified Police Officer applicant. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to amend the original motion to accept Mr. Michael VanGrowski's application for Certified Police Officer. Upon further review of his application, it was noted that there was no copy of a current police officer certification card which is a requirement, therefore, Mr. VanGrowski does not meet the minimum qualifications for the position of Certified Police Officer as stated in the job announcement.

6. No motions were made under **Old Business**.

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7. Under **New Business** was a request from Director of Human Resources, Vanessa Ditta, requesting an open competitive recruitment for the position of Plumber for the Board of Education. 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 Commissioner Oneal, it was the unanimous decision of the Commission to adjourn at 9:21 A.M.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary