

**MINUTES
CIVIL SERVICE COMMISSION
Monday, December 7, 2015 @ 9:00 A.M.
Conference Room of the Town Attorney**

**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 A.M. with Commissioners Guy Guarino and Elliott Kerzner in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Fire Chief David Berardesca, Police Chief Thomas Wydra, Library Director Marian Amodeo, Tax Collector John Steele and Finance Director Sal DeCola. Assistant Library Director Nancy McNicol, Assessor Ross Murray and Purchasing Agent Philip Goodwin arrived late.

1. Review and approval of the November 16, 2015, Civil Service Commission meeting minutes. On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to approve the minutes with one edit: add the word "by" between the words motion and Commissioner in item 3a.
2. Review and action on the following eligibility list(s):
 - a) Community Services Technician – (original certification 12/16/13) – List expiring, no action.
 - b) Battalion Chief – (original certification 12/01/14) – On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 6/01/16.
 - c) Fire Captain – (original certification 12/01/14) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 6/01/16.
 - d) Fire Lieutenant – (original certification 12/01/14) – On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 6/01/16.
 - e) Certified Fire Fighter – (original certification 12/15/14) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 6/15/16.
 - f) IT Manager/Records Division Manager – (original certification 12/15/14) – On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 6/15/16.

- g) Superintendent of Apparatus and Emergency Systems – (original certification 12/15/14) – 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 (6) month period ending 6/15/16.
3. Review and certification of the following eligibility list(s):
- a) Purchasing Technician – 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 6/07/16.
4. Review and action on the following application(s):
- a) Certified Police Officer – (2 applicants) – On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission that two (2) applicants met the minimum qualifications and would move on in the process.
 - b) 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 did not meet the minimum qualifications and would not move on in the process.
5. Review and approval of the following job description(s):
- a) Tax/Assessment Clerk – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to approve the job description as amended.
6. Correspondence from Library Director Marian Amodeo requesting the temporary appointment of Librarian I Carrie Kerzner to the position of Librarian IV, Head of Technical Services. Ms. Amodeo is also requesting the temporary appointment of Librarian IV Jessica Dans to the position of Librarian IV, Head of Public Services. These vacancies were created by the recent retirement of Librarian IV Irene Nolan. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the decision of the Commission to approve the temporary appointments for a five (5) month period. Commissioner Kerzner abstained from the vote.

7. Tabled Item:
 - a) Correspondence from Police Chief Thomas Wydra requesting promotional recruitments for the positions of Captain, Lieutenant, Detective and Sergeant.
8. No motions were made under Old Business.
9. No motions were made under New Business.
10. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to adjourn at 9:32 A.M.

Respectfully submitted,



Kenneth S. Kelley
Executive Secretary

TOWN CLERK
HAMDEN, CT

2015 DEC -9 P 2:15

REC'D AND FILED BY