

MINUTES
CIVIL SERVICE COMMISSION
Tuesday, July 5, 2016 @ 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 9:02 A.M. with Commissioners Guy Guarino and Elliott Kerzner in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Purchasing Agent Philip Goodwin, Chief Assessor Ross Murray and Finance Director Sal DeCola.

1. Review and approval of the June 21, 2016, Civil Service Commission meeting minutes. 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) Maintainer Public Works and Parks – (original certification 07/06/15) – 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, 01/06/17.
 - b) Superintendent of Parks – (original certification 07/06/15) – 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, 01/06/17.
3. Review and action on the following application(s):
 - a) Back Tax Collector – Promotional – 3 applicants – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission that one (1) applicant would move on in the process. One applicant withdrew their application.
4. Correspondence from Purchasing Agent Philip Goodwin requesting that the Purchasing Agent position be upgraded. No action was taken on this item as it is not a Civil Service Commission function. Executive Secretary Kelley will notify Mayor Leng.
5. Correspondence from Town Attorney Sue Gruen to the Civil Service Commission re: Procedure to Amend Civil Service Rules and Regulations. The Commission discussed Attorney Gruen's correspondence. The steps recommended will be completed in order to get the amended Civil Service Rules and Regulations approved.

**Minutes
Civil Service Commission
July 5, 2016**

Page 2.

6. Review and approval of the revised job description for Tax Clerk/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.
7. No motions were made under Old Business.
8. No motions were made under New Business.
9. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to adjourn at 9:44 A.M.

Respectfully submitted,



Kenneth S. Kelley
Executive Secretary

TOWN CLERK
HAMDEN, CT
2016 JUL -8 A 11:03
REC'D AND FILED BY