

**MINUTES
CIVIL SERVICE COMMISSION
Tuesday, September 8, 2009
Conference Room of the Town Attorney**

Minutes of the regular meeting of the Civil Service Commission held Tuesday, September 8, 2009 @ 8:30 AM:

**IN ACCORDANCE WITH A DECISION OF THE CIVIL SERVICE COMMISSION,
MINUTES WILL REFLECT INDIVIDUALS IN ATTENDANCE, MOTIONS MADE,
AND VOTES TAKEN.**

Chairman Carlton Oneal called the meeting to order at 8:30 AM with Commissioner Kozak present. Also present was Executive Secretary Ken Kelley, Administrative Secretary Terri Gamberdella, Town Attorney Sue Gruen, and Town Clerk Vera Morrison.

Review and action on the minutes of the August 17, 2009 meeting. On a motion by Commissioner Kozak, seconded by Chairman Oneal, it was the unanimous decision of the Commission to approve the minutes.

Review and action on the minutes of the special meeting held August 31, 2009. On a motion by Commissioner Kozak, seconded by Chairman Oneal, it was the unanimous decision of the Commission to approve the minutes.

Review and action on the applications for Clerk #6/BOE promotional recruitment (3). On a motion by Chairman Oneal, seconded by Commissioner Kozak, it was the unanimous decision of the Commission that two (2) applicants met the qualifications.

Correspondence from Town Clerk Vera Morrison requesting the temporary appointment of Jill Robinson in the Town Clerk's Office. On a motion by Chairman Oneal, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to approve the temporary appointment for five (5) months, or until the vacancy is filled, whichever comes first.

Certification of the promotional Eligibility List for Clerk #6/BOE. On a motion by Commissioner Kozak, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for a six (6) month period.

On a motion by Chairman Oneal, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to adjourn at 8:47 AM.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary