

MINUTES
CIVIL SERVICE COMMISSION
Monday, December 21, 2009 @ 8:30 AM
Conference Room of the Town Attorney

Minutes of the regular meeting of the Civil Service Commission held Monday, December 21, 2009 at 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 8:39 AM with Commissioner's Reynolds and Kozak present. Also present was Executive Secretary Ken Kelley, Administrative Secretary Terri Gamberdella, Finance Director Jen Charneski, Municipal Engineer Bob Briton, Police Chief Tom Wydra, and Board of Education employees Kathleen Kordek and Carol Teodosio.

Review and action on the minutes of the December 7, 2009 Civil Service Commission meeting. On a motion by Commissioner Kozak, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to approve the minutes.

Review and approval of the job description for Legislative Council Administrator. On a motion by Commissioner Kozak, seconded by Chairman Oneal, it was the unanimous decision of the Commission to approve the job description as amended.

Review and approval of the job description for Engineering Aide. On a motion by Chairman Oneal, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to approve the job description as amended.

Correspondence from Council President James Pascarella requesting a recruitment for the position of Legislative Council Administrator. On a motion by Commissioner Reynolds, seconded by Chairman Oneal, it was the unanimous decision of the Commission to commence with the promotional recruitment.

Correspondence from Town Engineer Robert Brinton requesting a recruitment for the position of Engineering Aide. On a motion by Chairman Oneal, seconded by Cate Reynolds, it was the unanimous decision of the Commission to commence with the promotional recruitment.

Correspondence from Kathleen Kordek to the Civil Service Commission requesting that the Commission review her application for Account Clerk. On a motion by Commissioner Kozak, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to accept her application and to have her continue on in the process.

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Tabled from previous meeting:

Review of the Calendar of Meetings for year 2010. On a motion by Commissioner Reynolds, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to remove this item from the Table and add it to the Agenda. On a motion by Commissioner Reynolds, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to approve the Calendar and change the start time for 8:30 AM to 9:00 AM.

On a motion by Chairman Oneal, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to adjourn at 9:26 AM.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary