

**MINUTES  
CIVIL SERVICE COMMISSION  
Monday, December 3, 2012 @ 9:00 A.M.  
Conference Room of the Town Attorney**

Minutes of the Civil Service Commission meeting held Monday, December 3, 2012 @ 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 9:04 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, Director of Economic & Community Development Dale Kroop, Town Clerk Vera Morrison, Assistant Superintendent of Personnel & Administration William McGraw, Frank Caraglio of the BOE and Southern Connecticut State University student Bailey Brumbach.

1. Review and approval of the minutes of the November 20, 2012, Special meeting of the Civil Service Commission. On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission to approve the minutes with an amendment to item "7" as follows: after the first sentence add a second sentence, "The Assistant Director of Public Works & Parks, Michael Siciliano, shall be the appointing authority."
2. Review and Action on the following Eligibility List(s):
  - a) Fire Captain – No Action – Expiring 12/06/12
3. Correspondence from Director of Economic & Community Development, Dale Kroop, requesting a temporary appointment to fill the vacated Clerk Typist position in the Economic Development Office. On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to grant his request of a temporary appointment of Sharon Regan for period not to exceed five (5) months.
4. Correspondence from Fire Chief David Berardesca, requesting a promotional recruitment from within the IAFF, Local 2687 Bargaining Unit for the position of Fire Department Training Officer. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to commence with the promotional recruitment.
5. Correspondence from Town Clerk Vera Morrison, requesting an open competitive recruitment for the position of Vitals Clerk. On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to commence with the open competitive recruitment.
6. Correspondence from Assistant Superintendent of Personnel & Administration William McGraw, requesting a promotional recruitment from within the Custodial Bargaining Unit for the position Plumber. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to commence with the promotional recruitment.

**Minutes (Continued)**  
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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 Guarino, it was the unanimous decision of the Commission to adjourn at 9:32 A.M.

Respectfully submitted,

Kenneth S. Kelley  
Executive Secretary