

**MINUTES
CIVIL SERVICE COMMISSION
Monday December 19, 2011 @ 9:00 AM
Conference Room of the Town Attorney**

Minutes of the regular meeting of the Civil Service Commission held Monday, December 19, 2011 @ 9:00 AM.

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

Chairman Oneal called the meeting to order at 9:00 AM with Commissioner Kerzner present. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Morgan, Tax Collector Barbara Tito, Fire Chief David Berardesca, Deputy Fire Chief Robert Surprise, Public Works Director Craig Cesare and Assistant Public Works Director Michael Siciliano.

1. Review and approval of the minutes of the November 21, 2011 Civil Service Commission meeting. On a motion by Commissioner Kerzner, seconded by Chairman Oneal it was the unanimous decision of the Commission to approve the minutes.
2. Review and Action on the following eligibility list(s):
 - a) Secretary Elderly Services – (certified on 01/03/10) - No Action, List Expiring on 1/03/12
 - b) Elderly Outreach Counselor – (certified on 06/24/11) - On a motion by Commissioner Kerzner, seconded by Chairman Oneal it was the unanimous decision of the Commission to recertify the list for another six (6) month period.
 - c) Battalion Chief – (certified on 07/06/10) – On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to recertify the list for another six (6) month period.
3. Review and action on the following application(s):
 - a) Superintendent of Buildings/Public Works Department – one (1) applicant – On a motion by Commissioner Kerzner, seconded by Chairman Oneal it was the unanimous decision of the Commission that one applicant met the minimum qualifications and would move on in the process.
 - b) School Nurse – one (1) applicant – On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission that one applicant did not meet the minimum qualifications.
 - c) Real Property Appraiser – three (3) applicants – On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission that all three (3) applicants met the minimum qualifications and would move on in the process, however one candidate needs to provide copies of their certificates to the Personnel Office.

4. Review and Certification of the following eligibility list(s):
 - a) Tax Cashier – On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to certify the eligibility list for a six (6) month period.
 - b) Superintendent of Buildings/Public Works Department – On a motion by Commissioner Kerzner, seconded by Chairman Oneal it was the unanimous decision of the Commission to certify the list for a six (6) month period.
 - c) Fire Marshal – On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to certify the list for a six (6) month period.
 - d) BOE/Custodian # 10 – On a motion by Commissioner Kerzner, seconded by Chairman Oneal it was the unanimous decision of the Commission to certify the list for a six (6) month period.
5. Correspondence from Tax Collector Barbara Tito requesting an extension of the temporary appointment of Shawn LeFrancois to full time Tax Cashier in the Tax Department until February 27, 2012 or until a permanent appointment is made. On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to grant her request.
6. Correspondence from the Hamden Fire Commission requesting a promotional recruitment for the position of Fire Lieutenant from within the Fire Fighters Union. On a motion by Commissioner Kerzner, seconded by Chairman Oneal it was the unanimous decision of the Commission to commence with the recruitment.

Tabled Item:

Review and approval of the minutes of the November 7, 2011 Civil Service Commission meeting. On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision to leave the item tabled until Commissioner Reynolds returns.

New Business:

Verbal request from Public Works Director Craig Cesare for a recruitment for the position of Foreman of Buildings from within the Supervisors Union and if necessary from within all other Town Unions. On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to commence with the recruitment.

On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to adjourn at 9:20 AM.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary

