

**The Town of East Haven, CT
Civil Service Commission Minutes
October 11, 2016, 7:00 pm, 250 Main Street**

The Regular Meeting of the Civil Service Commission was held on Tuesday, October 11, 2016 in the Mario Giaimo Conference Room, 250 Main Street, East Haven, CT.

The meeting was called to order at 7:09 p.m.

Roll Call:	Mr. Albert Carocci	Absent
	Mr. John Stacey	Present
	Ms. Marlene Asid	Present

PUBLIC COMMENT

There was no public comment.

READING AND APPROVAL OF MINUTES

A MOTION was made by Mr. Stacey to approve the minutes of the September 12, 2016 Meeting as submitted.

Ms. Asid seconded.

Vote: Unanimous.

OLD BUSINESS

BOARD OF EDUCATION

ACCOUNT CLERK

An email was received from Amy Eichberger of the Board of Education notifying the Commission that one of the candidates submitted on last months Certified List does not meet the requirements in the job description for the Account Clerk position at the Board of Education. The test was given originally for the Account Clerk in the Town Hall, using that jobs description which has different requirements. Another name was requested.

A MOTION was made by Ms. Asid to remove candidate number 3 from the Certified List of September 12, 2016 and to certify the next available name in rank order to fill one position from the Eligibility List for Account Clerk.

Mr. Stacey seconded.

Vote: Unanimous

POLICE DEPARTMENT

POLICE CADET STUDENT PARTNERSHIP

Nothing has been received as of this date.

POLICE OFFICER C-NEW RECRUIT EXAM

There is no action required at this time.

HUMAN SERVICES

FIRE DEPARTMENT

SECRETARY III & CONFIDENTIAL SECRETARY EXAM

The exam is complete, 49 candidates successfully passed the exam. Frank Gentilesco is the hiring authority for both positions and he will be conducting interviews with both department heads. Two positions will be filled so 4 names should be certified. Due to a tie the Certified List will contain 5 names.

A MOTION was made by Mr. Stacey to establish the eligibility list for the positions of Secretary III & Confidential Secretary to be valid for a period of two years and to certify the top 5 available names in rank order to fill two positions from the Eligibility List for Secretary III & Confidential Secretary. Ms. Asid seconded.

Vote: Unanimous

TOWN CLERK

ASSISTANT TOWN CLERK

Due to the large number of applicants the Chief Examiner was asked to conduct testing as part of the interview process.

NEW BUSINESS

BOARD OF EDUCATION

An email was received from Amy Eichberger of the Board of Education notifying the Commission that a vacancy exists in the position of Custodian and she requested the Certified List to fill one position. Due to a tie the Certified List will contain 5 names.

A MOTION was made by Ms. Asid to certify the top 5 available names in rank order to fill one position from the Eligibility List for Custodian.
Mr. Stacey seconded.
Vote: Unanimous

BILLS

A MOTION was made by Mr. Stacey to pay the following bills:
\$ 6.29 to Bardell, Supplies
\$ 120.00 to LTI, Testing
\$ 1000.00(Est.) to CPS, Testing
Ms. Asid seconded.
Vote: Unanimous

A MOTION was made by Ms. Asid to adjourn the Meeting at 7:30 p.m.
Mr. Stacey seconded.
Vote: Unanimous

Respectfully submitted,

Andrea M. Liquori
Recording Secretary