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TOWN CLERK'S OFFICE  
EAST HAVEN, CONN

*Renee Arenas, Asst*

ASSISTANT TOWN CLERK

## **Civil Service Commission Minutes December 11, 2023, 7:00 pm**

A Regular Meeting of the Civil Service Commission was held on Monday, December 11, 2023, in the East Haven Town Hall, 250 Main Street.

The meeting was called to order at 7:00 p.m.

Roll Call:	Mrs. Sue Deko	Present Via Telephone
	Mrs. Ann Murray	Present Via Telephone
	Mr. Richard DePalma	Present

### **PUBLIC COMMENT**

There was no public comment.

### **READING AND APPROVAL OF MINUTES**

A Motion was made by Mrs. Deko to approve the minutes of the November Meeting as submitted.

Mr. DePalma seconds the motion.

Vote: Unanimous

### **OLD BUSINESS**

#### **BOARD OF EDUCATION**

##### **SECRETARY II**

The position is posted until December 15, 2023, there is no action to be taken at this time.

##### **ACCOUNTANT**

The exam was conducted on December 4, 2023. 5 candidates participated and 3 passed.

A Motion was made by Mr. DePalma to establish the Eligibility List for Accountant to be valid for a period of 2 years and certify the top 3 available names to fill one position.

Mrs. Deko seconds the motion.

Vote: Unanimous

The position is posted until December 15, 2023, there is no action to be taken at this time.

**CUSTODIAN**

The position is posted until December 15, 2023, there is no action to be taken at this time.

**POLICE DEPARTMENT**

**POLICE OFFICER C-NEW RERUIT**

The Police Department has requested the Certified List.

A Motion was made by Mrs. Deko to establish the Eligibility List for Police Officer C to be valid for a period of 2 years and certify the top 9 available names.

Mr. DePalma seconds the motion.

Vote: Unanimous

**PUBLIC SAFETY DISPATCHER**

The Police Department has requested candidates be removed from the list for not successfully completing the background investigation.

A Motion was made by Mrs. Deko to only certify the 4 candidates who are remaining on the Eligibility List for Dispatcher.

Mrs. Murray seconds the motion.

Vote: Unanimous

**INDEX CLERK**

There is no word on this position at this time.

**PUBLIC WORKS**

**MECHANIC**

The position was posted and only 1 application was received.

A Motion was made by Mr. DePalma to waive the exam and certify the 1 candidate who applied for the position of Mechanic.

Mrs. Deko seconds the motion.

Vote: Unanimous

**FIRE DEPARTMENT  
FIREFIGHTER/PARAMEDIC**

The position is posted until December 15, 2023, there is no action to be taken at this time.

**NEW BUSINESS  
2024 MEETING SCHEDULE**

A Motion was made by Mrs. Deko to continue meeting on the 2<sup>nd</sup> Monday of the month at 7:00 pm at the East Haven Town Hall.

Mr. DePalma seconds the motion.

Vote: Unanimous

**BILLS**

A Motion was made by Mrs. Deko to pay the following bills:

\$330.00 to Penfield Publications, Advertising

\$2090.00 to Hearst Publications, Advertising

\$325.00 to La Voz, Advertising

\$483.00 to CPS-HR, Test Rental

Mrs. Murray seconds the motion.

Vote: Unanimous

A MOTION was made by Mrs. Murray to adjourn the Meeting at 7:08 p.m.

Mr. DePalma seconds the motion.

Vote: Unanimous

Respectfully submitted,

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Andrea M. Liquori  
Recording Secretary