

A Regular Meeting of the Civil Service Commission was held on Monday, September 8, 2008 in the Mario Giamo Conference Room, Lower Level, Town Hall, 250 Main Street, East Haven, CT.

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

|            |                       |         |
|------------|-----------------------|---------|
| Roll Call: | Mrs. Mary Lou Johnson | Present |
|            | Mr. Lou Crisci        | Present |
|            | Mrs. Ann Brereton     | Present |

Member of Public: Ralph Mauro, Ray Marsico, Paul J. Hongo, Jr., Attorney Patricia Cofrancesco, Gene Ruocco, Frank Capone, Arlene Hackbarth.

A MOTION was made by Mr. Crisci to approve the Minutes of the August meeting as submitted.

Mrs. Brereton seconded.

Vote: Unanimous.

### **CORRESPONDENCE**

A MOTION was made by Mr. Crisci to move Correspondence to the end of the Agenda.

Mrs. Brereton seconded.

Vote: Unanimous.

### **BOARD OF EDUCATION**

#### **SECRETARY I**

A letter was received notifying the Commission that the Board of Education has hired Virginia DeMatteo and Valerie Della Camera to fill 2 positions at the Board of Education.

A MOTION was made by Mr. Crisci to certify the employment of Virginia DeMatteo effective August 14, 2008 and Valerie Della Camera effective September 22, 2008 in the positions of Secretary I Grade Level 9.

Mrs. Brereton seconded

Vote: Unanimous.

#### **ATTENDANCE CLERK**

A letter has been received from the Board of Education regarding this matter. The Chief Examiner advised the Commission that she believed the Union and Board of

Education had reached an agreement but the Union did not want to enter into an agreement with Civil Service and had proposed its own agreement.

A MOTION was made by Mr. Crisci to table this matter until such time as the agreement between the Union and Board of Education is signed.

Mrs. Brereton seconded.

Vote: Unanimous.

### **CUSTODIAN**

This matter is in front of the Board of Education at this time. Mr. Crisci felt, after reviewing Roberts Rules of Order, procedurally another motion must be made regarding this matter.

A MOTION was made by Mr. Crisci to rescind the prior letter to the Board of Education regarding the Custodian based on the Legal Opinion received on the matter.

Mrs. Brereton seconded.

Vote: Unanimous.

### **POLICE DEPARTMENT**

#### **DETECTIVE**

The Commission received a letter from the Board of Police Commissioners advising them that Daniel Gilhuly and Robert Ranfone were appointed to the position of Detective Effective August 29, 2008.

A MOTION was made by Mr. Crisci to certify the appointment of Daniel Gilhuly and Robert Ranfone to the position of Detective effective August 29, 2008.

Mr. Brereton seconded.

Vote: Unanimous.

### **LEGAL OPINIONS**

Attorney Cofrancesco stated there was still one outstanding opinion requested from the Commission. She stated that she had a conflict due to the subject matter and had sent the matter to Attorney Marilyn Lipton for her opinion. Mr. Crisci

also stated the Chief Examiner had requested an opinion last winter and the Commission was also waiting for that opinion.

**PUBLIC WORKS**

**HEAVY EQUIPMENT OPERATOR**

Ralph Mauro addressed the Commission regarding this matter. A request had been made to waive the exam for Ray Marsico. The Commission had asked for and received an Opinion from Attorney Cofrancesco regarding this matter. They asked if Mr. Mauro was requesting this waiver for all vacancies in this position or just on a case by case basis. He stated he was only looking for a waiver on a case by case basis.

A MOTION was made by Mr. Crisci to waive the testing requirements for the position of Heavy Equipment Operator and certify the appointment of Raymond Marsico to the position.

Mrs. Brereton seconded.

Vote: Unanimous.

**FIRE DEPARTMENT**

**ASSISTANT CHIEF**

The position was posted for 3 weeks. The Commission received 2 resumes from members of the East Haven Fire Department indicating they were interested in participating in the exam for Assistant Fire Chief. The Commission discussed the option of certifying the 2 names for consideration but felt the position was too important not to hold the written exam.

**NEW BUSINESS**

**POLICE DEPARTMENT**

**SERGEANT**

A letter was received from the Police Commission requesting a Certified List for the position of Sergeant.

A MOTION was made by Ann Brereton to certify the top three available names in rank order to fill one position from the Eligibility List for the position of Sergeant.

Mr. Crisci Seconded.

Vote: Unanimous.

**SCHOOL RESOURCE OFFICER**

The Commission received a letter from Chief Gallo advising them, as a courtesy, of the new position of School Resource Officer along with the job description. This position is considered an assignment within the Police Department, not a promotion and there is no action for the Commission to take at this time.

**CLASSIFICATION UPGRADES**  
**SUPERVISORS UNION**

Mr. Hongo was in attendance to discuss an agreement with the Supervisors Union and the Town regarding the position of Bookkeeper. The Chief Examiner stated that this position was not a Civil Service position at the time it was originally filled by the incumbent but that should it become vacant in the future it should be a tested position.

A MOTION was made by Mr. Crisci to accept the notice of the Grievance Settlement and to notify the Department of Civil Service Status of the positioning the future.

Mrs. Brereton seconded.

Vote: Unanimous.

A MOTION was made by Mrs. Brereton to add the matter of Town Hall upgrade to the Agenda.

Mr. Crisci seconded.

Vote: Unanimous.

Several positions in the Tax office and Assessors Officer were upgraded. Mr. Hongo stated new job descriptions would be developed containing the additional duties for these positions.

**BILLS**

A MOTION was made by Mr. Crisci to authorize the payment of the following bills:

\$100.00 to Andrea Liquori, September Clerk Fee

Mrs. Brereton seconded.

Vote: Unanimous.

**CORRESPONDENCE**

A MOTION was made by Mr. Crisci to add the matter of Attorney Lipton's Legal Opinion to the agenda.

Mrs. Brereton seconded.

Vote: Unanimous.

A MOTION was made by Mr. Crisci to go into executive session 7:30 pm with only the Commissioners present to discuss the Legal Opinion of Attorney Lipton.

Mrs. Brereton seconded

Vote: Unanimous.

The Commission came out of executive session and went back into public session at 8:03 p.m.

A MOTION was made by Mr. Crisci to adjourn the Meeting at 8:04 p.m.

Mrs. Brereton seconded.

Vote: Unanimous.

Respectfully submitted,

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Andrea M. Liquori, Recording Secretary