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**The Town of East Haven, CT
Civil Service Commission Minutes
September 19, 2022, 7:00 pm**

A Special Meeting of the Civil Service Commission was held on Monday, September 19, 2022, in the East Haven Town Hall, 250 Main Street, East Haven CT.

The meeting was called to order at 7:04 p.m.

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

OLD BUSINESS

BOARD OF EDUCATION

SECRETARY II, GRADE LEVEL 10

The exam for this position was completed and the Board of Education has requested to fill three positions.

A Motion was made by Mr. DePalma to establish the Eligibility List for the position of Secretary II, Grade Level 10 to be valid for a period of 2 years. Mrs. Murray seconds the motion.

Vote: Unanimous

A Motion was made by Mr. DePalma to certify the top 5 available names in rank order to fill 3 positions from the Eligibility List for the position of Secretary II, Grade Level 10.

Mrs. Murray seconds the motion.

Vote: Unanimous

FINANCE DEPARTMENT
ACCOUNT CLERK

Due to a scrivener's error the item position should have read "Secretary" not "Account Clerk". There is nothing to do at this time.

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POLICE DEPARTMENT
DETECTIVE
POLICE OFFICER C
LIEUTENANT
SERGEANT

There is no information on any of these positions currently.

TOWN CLERK
GENERAL CLERK

The exam for this position was completed.

A Motion was made by Mrs. Deko to establish the Eligibility List for the position of General Clerk, Grade Level 10 to be valid for a period of 2 years and to certify the top three available names in rank order from the list to fill one position.

Ms. DePalma seconds the motion.

Vote: Unanimous

TAX COLLECTOR
ACCOUNT CLERK

The exam for this position will be held on September 20th there is no action to take tonight.

NEW BUSINESS
BOARD OF EDUCATION

ACCOUNT CLERK-PAYABLES, GRADE LEVEL 10

A request was received from the Superintendent to hold an exam for the position of Account Clerk.

A Motion was made by Mrs. Deko to begin the testing process for the position of Account Clerk -Payables consisting of a written exam with a pass point of 70% worth 100% of the final grade.

Ms. DePalma seconds the motion.

Vote: Unanimous

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BILLS

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

\$100.00 to Roberta DeLuca-Proctor

\$100.00 to Sue Mauro-Proctor

\$1875.00 to CPS-HR-Test Rental

\$681.60 to Hearst Publications-Advertising

\$783.16 to Hearst Publications-Advertising

\$230.00 La Voz-Advertising

\$445.00 La Voz-Advertising

\$300.00 to Penfield Publications-Advertising

\$300.00 to Penfield Publications-Advertising

\$63.00 to LTI-Testing

\$235.92 to Minuteman Press-Supplies

Mr. DePalma seconds the motion.

Vote: Unanimous

A MOTION was made by Mr. DePalma to adjourn the Meeting at 7:26 p.m.

Mrs. Deko seconds the motion.

Vote: Unanimous

Respectfully submitted,

Andrea M. Liquori, Recording Secretary