

**Civil Service Commission Minutes
December 19, 2022, 7:00 pm**

A Special Meeting of the Civil Service Commission was held on Monday, December 19, 2022, via Zoom.

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

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

OLD BUSINESS

BOARD OF EDUCATION

SECRETARY II, GRADE LEVEL 10

The Commission was notified by the Board of Education that they had hired two candidates off the certified list to fill two positions for Secretary Grade Level 10. Andrea D'Angelo and Jenna Leone were hired effective November 28, 2022.

A Motion was made by Mr. DePalma to certify the employment of Andrea D'Angelo and Jena Leone in the position of Secretary Grade Level 10 effective November 28, 2022 and send them the standard probation letter. Mrs. Deko seconds the motion.

Vote: Unanimous

ACCOUNT CLERK-PAYABLES

The exam for this position is complete. 11 candidates applied took the exam and 4 passed.

A Motion was made by Mr. DePalma to establish the Eligibility List for the position of Account Clerk-Payables and certify the top 3 available names in rank order from the list.

Mrs. Deko seconds the motion.

Vote: Unanimous

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**POLICE DEPARTMENT
POLICE OFFICER C**

There were no candidates eligible to be hired from this group. Another exam will be held on January 9, 2023.

**FINANCE DEPARTMENT
SECRETARY III**

There is no information on this position at this time.

**FIRE DEPARTMENT
FIREFIGHTER/PARAMEDIC-LATERAL TRANSFER**

Harrison Newman was hired effective December 12, 2022.

A Motion was made by Mr. DePalma to certify the employment of Harrison Newman in the position of Firefighter/Paramedic effective December 12, 2022 and send him the standard probation letter.

Mrs. Deko seconds the motion.

Vote: Unanimous

**NEW BUSINESS
BOARD OF EDUCATION
CUSTODIAN**

A request was received from the Board of Education. There is a current list for custodian there are two names on the list.

A Motion was made by Mrs. Deko to certify the top 2 available names in rank order from the list for Custodian.

Mr. DePalma seconds the motion.

Vote: Unanimous

BILLS

A Motion was made by Mr. DePalma to pay the following bills:

\$22.00 to Ricoh, Rental Fee

Mrs. Deko seconds the motion.

Vote: Unanimous

A MOTION was made by Mrs. Deko to adjourn the Meeting at 7:07 p.m.

Mr. DePalma seconds the motion.

Vote: Unanimous

Respectfully submitted,

Andrea M. Liquori, Recording Secretary