**The Town of East Haven, CT**

**Civil Service Commission Minutes**

**September 12, 2016, 7:00 pm, 250 Main Street**

The Regular Meeting of the Civil Service Commission was held on Monday, September 12, 2016 in the Mario Giaimo Conference Room, 250 Main Street, East Haven, CT.

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

Roll Call: Mr. Albert Carocci Present

 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 July 11, 2016 Meeting, the July 18, 2016 Meeting and the August 8, 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 the candidate hired in the position of Account Clerk last month has resigned. Another Certified List was requested.

A MOTION was made by Ms. Asid to certify the top three available names in rank order to fill one position from the Eligibility List for Account Clerk.

Mr. Carocci seconded.

Vote: Unanimous

**POLICE DEPARTMENT**

**POLICE CADET STUDENT PARTNERSHIP**

Nothing has been received as of this date.

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**September 12, 2016**

**POLICE OFFICER C-NEW RECRUIT EXAM**

The written test was administered and is complete. 39 candidates successfully completed the examination process.

A MOTION was made by Mr. Stacey to Establish the Eligibility List for the position of Police Officer C to be valid for a period of 2 years.

Ms. Asid seconded.

Vote: Unanimous

**POLICE OFFICER C-REQUEST FOR CERTIFIED LIST**

The Board of Police Commissioners hired William Coppola at its last meeting. He will begin working 5 days prior to the start of the Police Academy.

A MOTION was made by Mr. Stacey to certify the employment of William Coppola in the position of Police Officer C to be effective 5 days prior to the start of the Police Academy and to send him the standard probation letter.

Ms. Asid seconded.

Vote: Unanimous

**HUMAN SERVICES**

**FIRE DEPARTMENT**

**SECRETARY III & CONFIDENTIAL SECRETARY EXAM**

The test was given for both positions on September 10, 2016. 152 candidates took the exam.

**NEW BUSINESS**

**TOWN CLERK**

**ASSISTANT TOWN CLERK**

The position is exempt from testing but has been advertised and the office will keep a record of all those who have applied.

**POLICE DEPARTMENT**

**POLICE OFFICER C-P.O.S.T. CERTIFIED OFFICERS LATERAL TRANSFER**

The prior rolling application had been removed during the New Recruit

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To avoid confusion and should be reposted.

A MOTION was made by Mr. Stacey to post rolling application for the position of P.O.S.T. Certified Police Officer Lateral Transfer consisting of a written exam with a passing grade of 60% worth 100% of the final grade and pass a Physical Agility Test (C.H.I.P. Test) and to collect a fee of $60.

Mr. Carocci seconded.

Vote: Unanimous

**BILLS**

A MOTION was made by Ms. Asid to pay the following bills:

$150.00 to CCM, Advertising

$ 200.00 to Roberta DeLuca, Proctor

$ 88.54 to Andrea Liquori, Reimbursement

$ 2536.51 to NHR, Advertisement

$ 294.00 to La Voz, Advertising

$360.00 Penfield Publications, Advertising

Mr. Stacey seconded.

Vote: Unanimous

A MOTION was made by Ms. Asid to adjourn the Meeting at 7:25 p.m.

Mr. Carocci seconded.

Vote: Unanimous

Respectfully submitted,

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Andrea M. Liquori

Recording Secretary