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**Civil Service Commission Minutes  
March 13, 2023, 7:00 pm**

A Regular Meeting of the Civil Service Commission was held on Monday, March 13, 2023, in the East Haven Town Hall, 250 Main Street.

The meeting was called to order at 7:15 p.m.

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

**PUBLIC COMMENT**

There was no public comment.

**READING AND APPROVAL OF MINUTES**

A Motion was made by Mr. DePalma to approve the minutes of the November, December , January and February minutes as submitted with the correction in the February Minutes of "Ms." DePalma to "Mr." DePalma under the "Bills" section of the minutes.

Mrs. Murray seconds the motion.

Vote: Unanimous

**OLD BUSINESS**

**BOARD OF EDUCATION**

**ACCOUNT CLERK-PAYROLL**

This position is currently being advertised and there is nothing to do at this time. The deadline to apply is March 17, 2023.

**SECRETARY II**

This position is currently being advertised and there is nothing to do at this time. The deadline to apply is March 17, 2023.

## **ACCOUNT CLERK-PAYABLES**

The Commission has not been advised of the new hire at this time. The Chief Examiner believes someone has been offered the job and we should hear something by next meeting. There is nothing for the Commission to do at this time.

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## **POLICE DEPARTMENT**

### **POLICE OFFICER C**

After the background investigations have been completed, there are three candidates left who are eligible to be considered for employment.

A Motion was made by Mr. DePalma to establish the Eligibility List for the position of Police Officer C to be valid for a period of two years.

Mrs. Murray seconds the motion.

Vote: Unanimous

A Motion was made by Mrs. Deko to certify the top three available names in rank order to fill one position from the Eligibility List for the position of Police Officer C.

Mrs. Murray seconds the motion.

Vote: Unanimous

## **FINANCE DEPARTMENT**

### **ADMINISTRATIVE ASSISTANT, GRADE LEVEL 11**

The exam for this position has been completed and out of the four candidates who took the test one has passed.

A Motion was made by Mrs. Deko to establish the Eligibility List for the position of Administrative Assistant, Grade Level 11 to be valid for a period of two years.

Mr. DePalma seconds the motion.

Vote: Unanimous

A Motion was made by Mrs. Deko to certify the top three available names in rank order to fill one position from the Eligibility List for the position of Police Officer C.

Mr. DePalma seconds the motion.

Vote: Unanimous

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**NEW BUSINESS**  
**REORGANIZATION**

Mr. DePalma nominated Mrs. Deko to be the Chairperson of the Commission for the next year. Mrs. Deko accepted. There being no other nominations and vote was held.

Vote: Unanimous

Mrs. Murray nominated Mr. DePalma to be the Vice-Chairperson of the Commission for the next year. Mr. Depalma accepted. There being no other nominations a vote was held.

Vote: Unanimous

**POLICE DEPARTMENT**

A Motion was made by Mr. DePalma to add the matter of "Police Officer C Lateral Transfer" to the Agenda.

Mrs. Murray seconds the motion.

Vote: Unanimous

The police Commission has requested the name of 1 lateral transfer candidate who has met all of the requirements.

A Motion was made by Mrs. Deko to certify the name of the candidate eligible to be considered for employment for the position of Police Officer C-Lateral Transfer.

Mr. DePalma seconds the motion.

Vote: Unanimous

**BILLS**

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

\$688.02 to Hearst Publications, Advertising

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\$714.41 to Hearst Publications, Advertising

\$345.00 to La Voz, Advertising

\$434.50 to CPS-HR, Testing

Mrs. Murray seconds the motion.

Vote: Unanimous

A MOTION was made by Mrs. Deko to adjourn the Meeting at 7:37p.m.

Mr. DePalma seconds the motion.

Vote: Unanimous

Respectfully submitted,

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Andrea M. Liquori, Recording Secretary