

Civil Service Commission Minutes
May 8, 2023, 7:00 pm

A Regular Meeting of the Civil Service Commission was held on Monday, May 8, 2023, in the East Haven Town Hall, 250 Main Street.

The meeting was called to order at 7:00 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 April Meeting as submitted.

Mrs. Murray seconds the motion.

Vote: Unanimous

OLD BUSINESS

BOARD OF EDUCATION

ACCOUNT CLERK-PAYROLL

The exam is complete, 2 candidates passed.

A Motion was made by Mr. DePalma to establish the Eligibility List for the position of Account Clerk-Payroll to be valid for a period of two years.

Mrs. Deko seconds the motion.

Vote: Unanimous

A Motion was made by Mr. DePalma to certify the top two available names in rank order to fill one position from the Eligibility List for the position of Account Clerk.

Mrs. Deko seconds the motion.

Vote: Unanimous

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SECRETARY II

The exam is complete, 7 candidates passed.

A Motion was made by Mrs. Deko to establish the Eligibility List for the position of Secretary II 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 Secretary II.

Mr. DePalma seconds the motion.

Vote: Unanimous

POLICE DEPARTMENT

POLICE OFFICER C

The exam is complete. 10 candidates passed and the Police Department is conducting Background Investigations. There is no action to be taken at this time.

FINANCE DEPARTMENT

ADMINISTRATIVE ASSISTANT, GRADE LEVEL 11

The list consisted of 1 name and been rejected per Rule 9, Section 2(a). A request was made to waive testing and interview all the candidates who took the exam. There was discussion over the effectiveness of raising the passing score to 70 and that it is eliminating candidates and costing the Town money, especially due to the fact there are not a lot of candidates seeking employment at this time per Rule 5, Section 10(b).

A Motion was made by Mr. DePalma to waive testing and allow the candidates who took the exam and passed with a 60 or above to be interviewed for the position of Administrative Assistant, Grade Level 11 per Rule 5, Section 10(b)

Mrs. Deko seconds the motion.

Vote: Unanimous

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A Motion was made by Mrs. Deko to add the matter of Board of Education, Secretary III to the Agenda.

Mr. DePalma seconds the motion.

Vote: Unanimous

A request was received from the Board of Education for a Certified List to fill one position from the list for Secretary III.

A Motion was made by Mr. DePalma certify the top three available names in rank order to fill one position from the Eligibility List for the position of Secretary III.

Mrs. Murray seconds the motion.

Vote: Unanimous

BILLS

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

\$300.00 to Penfield Publications, Advertising

\$800.00(Est) to Hearst Publications, Advertising

\$345.00 to La Voz, Advertising

\$53.89 to Cannon Financial Services, Rental Fee

Mrs. Murray seconds the motion.

Vote: Unanimous

A MOTION was made by Mr. DePalma to adjourn the Meeting at 7:15 p.m.

Mrs. Deko seconds the motion.

Vote: Unanimous

Respectfully submitted,

Andrea M. Liquori, Recording Secretary