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EAST HAVEN, CONN

Lisa Balter

TOWN CLERK

**Civil Service Commission Minutes
July 10, 2023, 7:00 pm**

A Regular Meeting of the Civil Service Commission was held on Monday, July 10, 2023, in the East Haven Town Hall, 250 Main Street.

The meeting was called to order at 7:01 p.m.

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

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 June Meeting as submitted.

Mrs. Murray seconds the motion.

Vote: Unanimous

OLD BUSINESS

BOARD OF EDUCATION

SECRETARY II

The Board anticipates another opening and needs the list certified again to fill the 2nd opening in this class.

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

Mrs. Murray seconds the motion.

Vote: Unanimous

SECRETARY III

The current list has been exhausted and the Board requested another exam be held for this position.

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A Motion was made by Mr. DePalma to begin the testing process for the position of Secretary III consisting of a written exam with a pass point of 70 to be worth 100% of the final score.

Mrs. Murray seconds the motion.

Vote: Unanimous

POLICE DEPARTMENT

POLICE OFFICER C

The exam is currently being conducted. There is no action to be taken at this time.

A Motion was made by Mr. DePalma to add the matter of Records Room Attendant to the Agenda.

Mrs. Deko seconds the motion.

Vote: Unanimous

A position will be opening due to a retirement. A request for a test has been received.

A Motion was made by Mr. DePalma to begin the testing process for the position of Record Room Attendant consisting of a written exam with a pass point of 70 to be worth 100% of the final score.

Mrs. Murray seconds the motion.

Vote: Unanimous

A Motion was made by Mr. DePalma to add the matter of Index Clerk to the Agenda.

Mrs. Deko seconds the motion.

Vote: Unanimous

A request was received from Ed Sabatino to test for the position of Index Clerk. He has requested a pass point of 60 for this exam. The commission discussed this request.

A Motion was made by Mrs. Deko to begin the testing process for the position of Index Clerk consisting of a written exam with a pass point of 60 per the request of Ed Sabatino to be worth 100% of the final score.

Mrs. Murray seconds the motion.

Vote: Unanimous

BILLS

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

\$300.00 (Est) to Penfield Publications, Advertising

\$2100.00(Est) to Hearst Publications, Advertising

\$445.00(Est) to La Voz, Advertising

\$53.89 to Cannon Financial Services, Rental Fee

\$2100.00(Est) to CPS-HR, Test Rental

\$500.00(Est) to IOS, Test Rental

Mr. DePalma seconds the motion.

Vote: Unanimous

A MOTION was made by Mr. DePalma to adjourn the Meeting at 7:18 p.m.

Mrs. Deko seconds the motion.

Vote: Unanimous

Respectfully submitted,

Andrea M. Liquori, Recording Secretary