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East Haven

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TOWN CLERK'S OFFICE

EAST HAVEN, CONN

Lisa Balter

TOWN CLERK

**Civil Service Commission Minutes
September 11, 2023, 7:00 pm**

A Regular Meeting of the Civil Service Commission was held on Monday, September 11, 2023, in the East Haven Town Hall, 250 Main Street.

The meeting was called to order at 7:08 p.m.

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

PUBLIC COMMENT

There was no public comment.

READING AND APPROVAL OF MINUTES

A Motion was made by Mrs. Deko to approve the minutes of the August Meeting as submitted.

Mr. DePalma seconds the motion.

Vote: Unanimous

OLD BUSINESS

BOARD OF EDUCATION

SECRETARY II

The Commission has not received any information regarding this position.

SECRETARY III

The exam is complete, and 11 candidates have passed.

A Motion was made by Mrs. Deko to establish the Eligibility List for the position of Secretary III and certify the top three available names in rank order to fill one position.

Mr. DePalma seconds the motion.

Vote: Unanimous

**POLICE DEPARTMENT
POLICE OFFICER C**

The exam is complete, there were no candidates who passed the background investigation. Another exam will be given. There is no action to be taken at this time.

RECORDS ATTENDANT

The exam is complete, and 10 candidates have passed.

A Motion was made by Mrs. Deko to establish the Eligibility List for the position of Records Attendant and certify the top three available names in rank order to fill one position.

Mr. DePalma seconds the motion.

Vote: Unanimous

PUBLIC SAFETY DISPATCHER

This position is currently posted, applications will be accepted until September 22, 2023. An exam date has not been set.

**TOWN CLERK
INDEX CLERK**

There was some miscommunication regarding this position. There was not a lateral transfer interested in the position. The test, which was originally approved, will take place. Applications are being accepted until September 22, 2023. A test date has not been set.

**PUBLIC WORKS
TREE TRIMMER**

The Commission has not been advised that this position has been filled. There is no action to take at this time.

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

Mrs. Deko seconds the motion.

Vote: Unanimous

**Civil Service Commission
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A qualified lateral transfer has applied and is ready to be hired. The Police Commission has requested the list.

A Motion was made by Mr. DePalma to certify the one available name for the position of Police Officer C-Lateral Transfer.

Mrs. Murray seconds the motion.

Vote: Unanimous

BILLS

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

\$330.00 to Penfield Publications, Advertising

\$330.00 to Penfield Publications, Advertising

\$360.00 to Penfield Publications, Advertising

\$782.36 to Hearst Publications, Advertising

\$741.14 to Hearst Publications, Advertising

\$741.14 to Hearst Publications, Advertising

\$325.00 to La Voz, Advertising

\$325.00 to La Voz, Advertising

\$325.00 to La Voz, Advertising

\$20.00 to IOS, Test Rental

Mr. DePalma seconds the motion.

Vote: Unanimous

A MOTION was made by Mr. DePalma to adjourn the Meeting at 7:20 p.m.

Mrs. Deko seconds the motion.

Vote: Unanimous

Respectfully submitted,

Andrea M. Liquori, Recording Secretary