

MIDDLETOWN CIVIL SERVICE COMMISSION

MINUTES

January 18, 2022

A meeting of the Middletown Civil Commission was held in the Council Chambers, City Hall, 16 James Street, Middletown, NY on January 18, 2022 at 4:00 pm.

Members Present: Commissioner Tim Welch; Commissioner Zahorchak, Dave Raymond and Executive Administrator Joseph Masi.

Approval of minutes: On motion by Comm. Raymond and Seconded by Comm. Zahorchak to approve minutes of the meeting of December 07, 2021.

Roll Call: Ayes, Comm. Welch, and Comm. Zahorchak, Comm. Raymond Passed 3-0

Communications

Received: None

Sent:

- 12-21-21 Canvass letters for Keyboard Specialist exam#21-005.
- 12-21-21 Canvass letters for School Security Aide. Exam #68-988.
- 01-06-22 Canvass letters for Keyboard Specialist exam. #21-005.
- 01-10-22 Exam results for Police Lieutenant exam. #70-635.

Exams Taken: None

Exams Scheduled:

- 02-25-22 Real Property Data Collector #67-446.
- 03-05-22 Student Support Services Facilitator #61-451.
- 03-05-22 Senior Cashier #62-551.
- 03-05-22 Senior Clerk #61-361.
- 03-05-22 Crisis Interventionist #63-709.
- 03-05-22 Technology Service Specialist #61-684.

Exams Certified:

- A. On a motion by Comm. Welch and Seconded by Comm. Raymond to certify Director of Police Lieutenant #70-635. Passed 3-0

Approval to modify job description:

On a motion by Comm. Zahorchak and Seconded by Comm. Raymond to modify the job description and minimum qualifications for Student Support Facilitator position.  
Passed 3-0.

Public Comments None

Next meeting set for February 16, 2022.

Motion by Comm. Zahorchak and seconded by Comm. Raymond , to adjourn the meeting at 5:10pm.

Respectfully submitted by,

Joseph G. Masi  
Executive Administrator