

MIDDLETOWN CIVIL SERVICE COMMISSION
MINUTES
September 21, 2016

A meeting of the Middletown Civil Commission was held in the Council Chambers, City Hall, 16 James Street, Middletown, NY on September 21, 2016 at 4:00pm

Members Present: Commissioner Tim Welch; Commissioner Mike Zahorchak and Executive Administrator Joseph Masi

Approval of minutes: On motion by Comm. Welch and Seconded by Comm. Zahorchak to approve minutes of the meeting of August 10, 2016

Roll Call: Ayes Comm. Welch, Comm. Zahorchak Passed 2-0

Communications

Received:

- 08-05-16 Don Paris Treasurer – 2017 Budget request
- 08-10-16 Tim Welch – request to be appointed Civil Service Commissioner.

Sent:

- 08-10-16 Canvass letters for Police Officer #63-363
- 08-12-16 School District information request for the title School District Accountability Analyst.
- 08-16-16 Canvass letters for Administrative Assistant exam #63-004
- 08-18-16 Canvass letters for Receptionist exam #16-001
- 08-23-16 Canvass letters for College Career Center Advisor exam #66-108
- 08-24-16 Canvass letters for Administrative Assistant exam #63-004
- 08-29-16 School District Certified list of Eligibles for Receptionist #16-001
- 09-01-16 Admission letters for Police Dispatcher exam #68-372
- 09-06-16 School District Certified list of Eligibles for Administrative Assistant #63-004
- 09-06-16 School District Certified list of Eligibles for College Career Center Advisor #66-108
- 09-09-16 Canvass letters for School Business Assistant exam #65-704
- 09-09-16 Canvass letters for Executive Secretary exam #73-702
- 09-14-16 Result letters for Police Sergeant exam #71-235
- 09-14-16 result letters for Police Detective exam #71-236

Exams Scheduled

- 10-08-16 Keyboard Specialist
- 10-08-16 Bilingual Keyboard Specialist
- 10-15-16 Water Treatment Plant Operator
- 10-15-16 Chief Water Treatment Plant Operator
- 10-29-16 School District Accountability Analyst
- 10-29-16 Assistant to the Superintendent of Recreation
- 10-29-16 Recreation Program Coordinator
- 10-29-16 Superintendent of Recreation

- 10-29-16 Senior Cashier
- 10-29-16 Senior Clerk
- 10-29-16 Title 1 Home/School Assistant
- 10-29-16 School Office Manager

Exams Taken

- 09-10-16 Police dispatcher

Certification of the following examinations

- Police Sergeant #71-235
- On a motion by Commissioner Welch and Seconded by Commissioner Zahorchak to certify Exam #71-235.

Roll call: Ayes Commissioner Welch and Commissioner Zahorchak. Passed 2-0

- Police Detective #71-236
- On a motion by Commissioner Zahorchak and Seconded by Commissioner Welch to certify Exam #71-236.

Roll call: Ayes: Commissioner Zahorchak and Commissioner Welch. Passed 2-0

Public Comments

Next meeting set for October 19, 2016

On a motion by Comm. Welch and seconded by Comm. Zahorchak, to adjourn the meeting at 4:25 pm.

Ayes: Comm. Welch, Comm. Zahorchak Passed 2-0

Respectfully submitted by,

Joseph G. Masi
Executive Administrator