

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
APPROVED MINUTES
March 22, 2018
5:30 p.m.

PRESENT: Mr. Robert Butler, Chairman
Mr. John Russi
Ms. Lisa Murray, Personnel Director

I. CALL TO ORDER:

Mr. Butler called the meeting to order at 5:42 p.m. Roll call: Mr. Robert Butler, Chairman and Mr. John Russi were present. Also in attendance: Ms. Lisa Murray, Personnel Director, Mr. Daniel Bernard, Legal Counsel, Ms. Jessica Holden, Chairperson of the UAW Unit 52 – Technical Office Professionals Ms. Kimberly Meltzer, Township Clerk, Mr. Frank Pizzo, Parks and Recreation Director, Mr. Carlo Santia, Planning Director.

II. APPROVAL OF AGENDA:

Mr. Butler made a motion to approve the agenda as presented. Mr. Russi seconded. The motion passed unanimously.

III. APPROVAL OF FEBRUARY 23, 2018 MEETING MINUTES:

Mr. Russi made a motion to approve the minutes. Mr. Butler seconded. The motion passed unanimously.

IV. CORRESPONDENCE:

- A. Mr. Butler made a motion to deny the Election Coordinator job description. Mr. Russi seconded. The motion passed unanimously.
- B. Mr. Butler made a motion to deny the Election Coordinator job posting. Mr. Russi seconded. The motion passed unanimously.
- C. Mr. Butler made a motion to approve the Election Coordinator examination. Mr. Russi seconded. The motion passed unanimously.
- D. Mr. Butler made a motion to approve the Recreation Assistant job description. Mr. Russi seconded. The motion passed unanimously.
- E. Mr. Butler made a motion to approve the Recreation Assistant job posting. Mr. Russi seconded. The motion passed unanimously.

- F. Mr. Butler made a motion to deny waiving a written examination for the Recreation Assistant position. Mr. Russi seconded. The motion passed unanimously.
- G. Mr. Butler made a motion to deny the request for an oral examination for the Recreation Assistant position. Mr. Russi seconded. The motion passed unanimously.
- H. Mr. Butler made a motion to deny waiving a written examination for the Assistant Director of Planning position. Mr. Russi seconded. The motion passed unanimously.

V. REPORTS:

- A. The Personnel Director informed the Commission regarding the status of the Custodian position in the Department of Public Services, Facilities & Operations Division.
- B. The Personnel Director informed the Commission regarding the status of the Utility Worker position in the Department of Public Services, Water & Sewer Division.
- C. The Personnel Director informed the Commission regarding the status of the Office Clerk II position in the Police Department.
- D. The Personnel Director informed the Commission regarding the status of the Seasonal Laborer positions in the Department of Public Services.
- E. The Personnel Director informed the Commission regarding the status of the Seasonal Assessing Canvasser positions in the Assessing Department.

VI. PUBLIC PARTICIPATION:

Public participation was conducted.

VII. COMMISSIONER COMMENTS:

The Commission scheduled the next meeting for Wednesday, April 25th, 2018.

VIII. OLD BUSINESS:

None.

IX. ADJOURNMENT:

Mr. Butler made a motion to adjourn at 7:02 p.m. Mr. Russi seconded. The motion passed unanimously.

Respectfully submitted,

Lisa M. Murray
Personnel Director
Employees Civil Service
Charter Township of Clinton