

***Auburn Municipal Civil Service
Minutes – Monthly Meeting Monday, January 12, 2015 – 6:30pm***

Roll Call – Civil Service Clerk; Anna Hlywa took the roll call. Present were Commissioner Diane Gove, Commissioner Jack Hardy and Commissioner Dan Emmi. Also present Superintendent of Public Works Michael Talbot, Fire Chief Jeff Dygert, Anthony DeCaro & Arrived late Chief of Police Brian Neagle and Jessica Corcoran

Approve minutes of Regular Meeting December 8, 2014.

Motion to approve minutes by Commissioner Gove 2nd by Commissioner Hardy. Motion carried 3-0.

Old Business

- Request for Superintendent of PW Mike Talbot and City Manager Doug Selby to use the title of Groundskeeper instead of Laborer at Soule Cemetery and to make the attached changes to the groundskeeper job spec. The title is already approved in the Labor Class in Local Civil Service Rules.

Commissioner Gove motioned to accept the request and make the attached job changes to the Groundskeeper Job Spec. 2nd by Commissioner Hardy. Motion carried 3-0.

New Business

- Request from Fire Chief Jeff Dygert to consider 2 year eligible list for promotional exams.

Chief Dygert explained why he thinks 2 year list for promotional exams are the best choice for this dept. Motion made by Commissioner Gove to certify the list for 2 years when we receive the results for the upcoming exams. 2nd by Commissioner Hardy, Motion Carried 3-0.

- 2015 – 2016 Budget

The Commission discussed their 2015 – 2016 budget.

- Employee Changes

No discussion had

- Upcoming schedule

Exams for the next couple of weeks were discussed.

- Request from Chief Brian Neagle and City Manager Doug Selby for Clerical changes at the Police Dept.

Chief Neagle explained why the request was made to make one Keyboard Specialist a Senior Clerk as more duties are given to this position and they should be compensated. Commissioner Gove motioned to accept the change in title and order a promotional exam for Senior Clerk. 2nd by Commissioner Hardy Motion carried 3-0.

Motion to adjourn meeting by Commissioner Gove, 2nd by Commissioner Hardy. Motion carried 3-0.


Attest