

**OLON CIVIL SERVICE COMMISSION**  
**July 21, 2014 – 6:02 P.M.**

**PRESENT:** Commission Members Caplan, Doberstyn, and Huml, Human Resources Coordinator Vest, Director of City Services Bandiera and Secretary Perry

**APPROVAL OF MINUTES AND PAYROLL**

Mr. Huml moved to approve the minutes of July 10, 2014 as presented by Secretary Perry. Mr. Doberstyn seconded the motion.

Roll Call:           Aye:           Caplan, Doberstyn, Huml  
                  Nay:           None           The Motion Carried

The Work Session minutes of March 18, 2014 were not available for approval. This item was tabled.

The Work Session minutes of April 1, 2014 were not available for approval. This item was tabled.

The Work Session minutes of May 6, 2014 were not available for approval. This item was tabled.

**REVIEW OF PAYROLL CHANGE/RATE SHEETS**

The available sheets were signed by the Commission. No action was taken by the Commission.

**APPROVAL OF PAYROLL**

Mr. Huml moved to approve the Payroll of July 11, 2014 as presented by the Payroll Department. Mrs. Caplan seconded the motion.

Roll Call:           Aye:           Caplan, Doberstyn, Huml  
                  Nay:           None           The Motion Carried

**REPORT OF DEPARTMENTAL INCOME/EXPENDITURES**

The report for the month ending June 30, 2014 was reviewed. No action was taken by the Commission.

**CORRESPONDENCE**

Memo dated July 21, 2014 from Lt. Tonelli to Sgt. Cabot regarding Departmental Charges. No action was taken by the Commission.

Memo dated July 21, 2014 from Chief Viland to Sgt. Cabot regarding a pre-disciplinary hearing. No action was taken by the Commission.

**EMPLOYEE INFORMATIONAL FLOW CHART**

This item was tabled to the next meeting.

**SERVICE DEPARTMENT**

Director Bandiera submitted a memo to the Commission requesting a non-competitive examination for the position of Laborer. He introduced Michael Piechowiak, a current part-time employee with the City. Mr. Huml explained the process and the non-competitive examination was administered.

As a result of his examination and at the recommendation of Director Bandiera, Mr. Huml moved to approve the appointment of Michael Piechowiak to the position of Laborer. Mrs. Caplan seconded the motion.

Roll Call:           Aye:           Caplan, Doberstyn, Huml  
                  Nay:           None           The Motion Carried

Director Bandiera said there is one Laborer position left to fill. He made a conditional offer to another candidate on the current list but the offer was declined. He asked, however, to remain on the list. He will inform the Commission when another suitable candidate has been selected.

Director Bandiera provided the Commission with an e-mail dated June 20, 2014 from Andrew Dereza who was present at the June 17 meeting for a non-competitive examination for the position of Mechanic. Mr. Dereza formally declined the position for which he recently interviewed. Director Bandiera asked the Commission for authorization to re-post the position. He also asked that the position be posted on the NOSDA website of which he is a member. Mrs. Caplan moved to authorize the posting of the Mechanic position as requested by Director Bandiera. Mr. Doberstyn seconded the motion.

Roll Call:                   Aye:                   Caplan, Doberstyn, Huml  
                                  Nay:                   None                   The Motion Carried

**REVIEW OF RULES AND REGULATIONS**

Mr. Huml expressed his concern at the length of time it is taking to complete this project. He asked that the Secretary contact the vendor and relay his concerns.

**CLOSING**

There being no further business to conduct, Mrs. Caplan moved to adjourn at 6:48 p.m. Mr. Doberstyn seconded the motion.

Roll Call:                   Aye:                   Caplan, Huml, Doberstyn  
                                  Nay:                   None                   The Motion Carried

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