

**OLON CIVIL SERVICE COMMISSION**  
**Wednesday, February 03, 2021 – 5:30 p.m.**  
**Meeting Held Via Zoom**

Chairman Kennedy opened the meeting with the **ROLL CALL**

**Present:** Commission Members Adelman, Gross, Kennedy and Secretary Perry

**Also Present:** Director of City Services Hawley and Director of Water Reclamation Solanics

Directors Hawley and Solanics were moved to the top of the agenda in order to be on time to attend the Public Works Zoom meeting at 6:00 p.m.

**WATER RECLAMATION NON-COMPETE**

Director Solanics addressed the Commission with regards to the hiring of William Patterson who was selected to fill the vacant Electrical Instrumentation Technician position in the Maintenance Division at the Water Reclamation Department vacated by the retirement of Tom Swansiger on January 4th. Director Solanics said he was selected out of 9 applicants for the position. He was assessed on job knowledge, work history, attitude and compatibility. They were very pleased with his performance during the interview process and anticipate he will be a great addition to their staff.

Motion by Commission Member Adelman, second by Commission Member Gross to approve the hiring of William Patterson for the position of Electrical Instrumentation Technician position at Water Reclamation.

Roll Call:	Aye:	Adelman, Gross, Kennedy
	Nay:	None
		The Motion Carried

The Commission acknowledged the Employee Warning dated 1/22/2021 and subsequent Memorandum to the Director dated 01/20/2021 from Employee #8057. Director Solanics said the employee was a victim of circumstances, is an excellent employee, and he developed steps to put into place to prevent re-occurrence. No action was taken by the Commission.

**SERVICE DEPARTMENT NON-COMPETE**

Director Hawley addressed the Commission with regards to part time Service Worker Tony Loparo. He has been employed part time with the Service Department since September 15, 2019 and has proven that he is a hardworking, dedicated employee. All the Managers have nothing but good things to say about him. Director Hawley is asking the Commission to consider his recommendation to move Mr. Loparo to full time status as a Service Worker II. He was initially slated to be moved to full time when the Pandemic hit and a hiring freeze was instituted. He will be filling a position vacated by Tom Gibbs and it will assist the Department in keeping staffing up during the winter months. Tony has demonstrated he is an outstanding individual and is very eager to learn. He also took it upon himself to obtain his CDL in a part time status which demonstrated his eagerness to work with the City. He said this method of vetting an employee while in a part-time capacity has proven to be very successful.

Commission Member Gross has no questions but wanted to ensure the Commission is following correct procedures with regards to moving an employee from part time to full time. Commission Member Kennedy said this method falls under Section 4 of the Unskilled Labor Classification in the Rules and Regulations.

Motion by Commission Member Gross, second by Commission Member Kennedy to approve the move of Tony Loparo from part time to full time in the position of Service Worker II at the Service Department.

Roll Call:	Aye:	Adelman, Gross, Kennedy
	Nay:	None
		The Motion Carried

**APPROVAL OF MINUTES**

Motion by Commission Member Gross, second by Commission Member Adelman to approve the minutes of January 20, 2021 as prepared by Secretary Perry.

Roll Call:           Aye:           Adelman, Gross, Kennedy  
                  Nay:           None                   The Motion Carried

**APPROVAL OF PAYROLL**

Motion by Commission Member Adelman, second by Commission Member Kennedy to approve the Payroll Registries for the pay dates January 15, 2021 and January 29, 2021 as prepared and submitted by the Payroll Department.

Roll Call:           Aye:           Adelman, Gross, Kennedy  
                  Nay:           None                   The Motion Carried

**PAYROLL CHANGE/RATE SHEETS**

There was zero for the period.

**CORRESPONDENCE**

This item was covered at the top of the meeting.

**CHANGES TO RULES AND REGULATIONS**

This item remains in process and will be coming to a close shortly.

**SELECTION OF MEETING DATES**

The Commission selected March 3, 17, and 31 and April 14 and 28 as their future meeting dates.

**PATROL OFFICER EXAM**

The Secretary reported there were 115 applicants as of the meeting date. The application deadline is February 5<sup>th</sup>. It was requested by the Chairman that all members be in attendance to assist with check-in beginning at 5:00 p.m. The exam is scheduled to begin at 6:00 p.m. Only applicants that completed both parts of the on-line process (completing an application and payment) will be permitted to participate in the exam. There will be no exceptions.

**ADJOURNMENT**

There being no further business to conduct, Commission Member Kennedy moved to adjourn the meeting at 5:54 p.m. Commission Member Gross seconded the motion.

Roll Call:           Aye:           Adelman, Gross, Kennedy  
                  Nay:           None                   The Motion Carried

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Prepared and Submitted by \_\_\_\_\_