

SOLON CIVIL SERVICE COMMISSION
November 3, 2011 – 6:26 p.m.

The Solon Civil Service Commission met at Solon City Hall.

PRESENT: Commission Members Doberstyn, Huml, Patton, Human Resources Director Cornhoff, Administrative Manager Holub and Secretary Perry

APPROVAL OF MINUTES

Mr. Doberstyn moved to approve the Minutes of October 25, 2011 as presented. Mr. Patton seconded the motion.

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

APPROVAL OF PAYROLL

Mr. Doberstyn moved to approve the payroll of November 4, 2011 as presented by the Payroll Department. Mr. Patton seconded the motion.

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

REVIEW OF PAYROLL CHANGE/RATE SHEETS

The Commission reviewed and signed the payroll change/rate sheets provided by the Payroll Department. No action was taken by the Commission.

CORRESPONDENCE

Letter from Brian K. Porter tendering his resignation from the Water Reclamation Department effective November 16, 2011.

Memo dated November 3, 2011 from Director of Water Reclamation Solanics requesting to fill the position of Class II Wastewater Operator at Water Reclamation due to the resignation of Brian K. Porter.

Memo dated November 3, 2011 from Administrative Manager Holub requesting a non-competitive examination for candidate Russell Simms to replace Mike Rados due to his retirement.

Memo dated November 3, 2011 from Chief Viland suggesting the removal of two candidates from the current entry level patrolman list and requesting the next two names on the list.

SERVICE DEPARTMENT

Administrative Manager Holub addressed the Commission regarding the non-competitive examination of Russell Simms. He explained this candidate had all the mechanical skills needed at the garage as well as welding skills needed to replace those of Mike Rados.

Administrative Manager Holub introduced candidate Russell Simms who was in attendance for a non-competitive examination. Mr. Huml explained the procedure and the examination was administered.

Based upon the recommendations of Administrative Manager Holub and Director Cornhoff, Mr. Huml moved to approve the hiring of Russell Simms for the position of Mechanic/Maintenance Welder at the Service Department. Mr. Doberstyn seconded the motion.

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

POLICE DEPARTMENT

With regards to the memo presented to the Commission by Chief Viland, Mr. Huml moved to remove the recommended two names from the current patrolman entry level list (Zachary Tucker and Michael Corbets) and to release the next two names to begin background checks and the interview process. Mr. Patton seconded the motion.

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

The next Civil Service Meeting is scheduled for Tuesday, November 22, 2011 at 6:30 p.m.

There being no further business to discuss, Mr. Huml moved to adjourn at 7:00 p.m. Mr. Doberstyn seconded the motion.

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