

**SOLON CIVIL SERVICE COMMISSION**  
**September 24, 2013 – 7:04 p.m.**

**PRESENT:** Commission Members Caplan, Doberstyn and Huml, Human Resources Director Cornhoff and Secretary Perry

**APPROVAL OF MINUTES AND PAYROLL**

Mr. Doberstyn moved to approve the minutes of September 10, 2013 as presented by Secretary Perry. Mrs. Caplan seconded the motion.

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

Mrs. Caplan moved to approve the Payroll for the period ending September 20, 2013 as presented by the Payroll Department. Mr. Huml seconded the motion.

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

**REVIEW OF PAYROLL CHANGE/RATE SHEETS**

The Commission reviewed and signed the available Payroll Change/Rate Sheets. No action was taken by the Commission.

**CORRESPONDENCE**

Classified Order from Chief Viland announcing the resignation of part time Dispatcher Casey Hughes effective September 24, 2013. No action was taken by the Commission.

**REVIEW OF DEPARTMENTAL INCOME AND EXPENDITURES**

The report for the Month Ending August 31, 2013 was presented. No action was taken by the Commission.

**SERVICE DEPARTMENT**

Director Bandiera introduced Tim J. Suskowicz who was present for a non-competitive examination for the position of Laborer. Mr. Huml explained the process and the examination was administered.

Based upon the high recommendation of Director Bandiera and his performance during the examination, Mrs. Caplan moved to approve the hiring of Tim J. Suskowicz for the position of Laborer in the Service Department. Mr. Doberstyn seconded the motion.

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

**RULES AND REGULATIONS REVIEW**

Director Cornhoff reported he spoke with Michael Esposito of Clemans, Nelson and Associates, Inc. and they have agreed to update the Rules and Regulations according to the Commissions specifications and within the \$5,000 requested budget. Meetings will begin in October.

**FIRE DEPARTMENT**

Mrs. Caplan moved to approve the removal of the two candidates noted in the memo dated August 2, 2013 from Chief Shaw due to ORC §124.42 and upheld in the memo dated August 31, 2013 from Todd D. Cipollo of the Law Director's Office. Also authorized was the release of the next two candidates for Chief Shaw's review. Mr. Doberstyn seconded the motion. The Commission asked that the qualifications be included in future job postings to avoid this from occurring again.

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

**HUMAN RESOURCE DEPARTMENT**

Director Cornhoff noted he would be retiring effective December 1, 2013. His last day of work will be November 29<sup>th</sup>. The position has been posted and interviews will begin mid October.

**ADJOURNMENT**

There being no further business to discuss, Mr. Huml moved to adjourn the meeting at 7:44 p.m. Mr. Doberstyn seconded the motion.

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

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