



CIVIL SERVICE COMMISSION
Council Chambers (Live Streaming on YouTube)
January 25, 2023

The Civil Service Commission meeting was called to order by Mr. Conte, Chair, at 2:35 p.m. on Wednesday, January 25, 2023.

ROLL CALL: Joseph Conte
Angela Beck
Mark Holderbaum

ALSO PRESENT:
Mayor Zita
Phil Turske
Kerry Macomber

Agenda Format: Mr. Conte moved to accept changes in today's Agenda format in compliance with Civil Service Commission Rule 1.06 Order of Business; seconded by Ms. Beck.

Roll Call: Yes: Conte, Beck, Holderbaum
No: None
Motion passed unanimously.

APPROVAL OF MINUTES: Mr. Conte moved to accept the minutes of the December 21, 2022 meeting as submitted; seconded by Ms. Beck.

Roll Call: Yes: Conte, Beck, Holderbaum
No: None
Motion passed unanimously.

REPORTS: Mr. Turske, City Administrator, greeted the Commission members and expressed that he was looking forward to working with them.

OLD BUSINESS: None

NEW BUSINESS:

New Secretary Appointment: Mr. Conte read from the Norton City Charter Section 6.01 that reads the Commission shall appoint a secretary and shall establish its own rules and procedures. Ms. Beck noted that they had selected someone but was told that person could not serve as secretary because they are a classified employee as opposed to non-classified. Mr. Conte asked for clarification. Mayor said that is correct because she is a union employee and is the secretary from the Fire Department. Mr. Conte questioned why after many years of serving as secretary, it was determined that she could no longer serve because of a conflict of interest. Mayor Zita said he would get the full determination and the opinion on this. Ms. Beck asked if there are any

viable candidates. Mayor Zita said not yet, but they are looking to do so shortly. He said there is a Boards and Commission secretary that they looking to hire.

Review Home Rules: Mr. Conte noted that Ord. No. 59-2019. Ms. Beck said this was voted on in 2019 to change the veterans credit and stated that they were not made aware of it until after the fact. They are in agreement and want to make it official by accepting it into the Home Rules, along with the other changes they have discussed. Once they finish reviewing all of the rules, they will forward the suggested changes to Council. Ms. Macomber noted that because the veterans credit has already been adopted into the City's Codified Ordinances, the Commission adopt it into the Home Rules and send Council an updated version because it has not been updated since 2018. This would make both documents consistent. She suggested that when other changes are accepted by the Commission, those can be sent forward to Council for consideration. Ms. Beck noted that they had almost completed the review of the Home Rules and requested they all be submitted to Council at the same time. Mr. Conte said there were just a couple more to go. It was agreed to wait and send all of them to Council at the same time.

New Member Orientation: Mr. Conte remarked that this was accomplished at the last meeting for Mr. Holderbaum. Ms. Macomber noted Norton Codified Ordinances Chapter 276 Civil Service Commission was included in the packet for reference.

Revised Agenda: Mr. Conte moved to accept the Agenda's revised format be used in future meetings; seconded by Ms. Beck.

Roll Call: Yes: Conte, Beck, Holderbaum
 No: None

Motion passed unanimously.

OTHER BUSINESS:

Payroll Certification: Ms. Beck said they have been told for three years that they don't need to certify payroll. She reported that the part of the Commission's Home Rule is to maintain an official roster of civil service employees. Ms. Beck requested a current roster of civil service employees, including the name, address, pay rate and job classification on a quarterly basis. She also requested a copy of the annual union contracts so they can confirm they are being paid correctly according to their contract. Mr. Conte noted this will also allow them to confirm they are current employees of the City. Ms. Beck noted this in accordance with Civil Service Commission Rule 1.04. Mr. Conte moved to make this request to Administration; seconded by Ms. Beck.

Roll Call: Yes: Conte, Beck, Holderbaum
 No: None

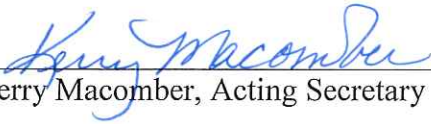
Motion passed unanimously.

Employment Opportunity: Mr. Turske announced the part-time Tow/Impound Officer position has been advertised on the City Website. Mr. Holderbaum stated he saw it on Facebook. Mayor Zita noted that this position requires Ohio Police Officer Training certification.

ADJOURNMENT:

With no further business coming before the Civil Service Commission, the meeting was adjourned at 2:43 p.m.

Respectfully submitted:



Kerry Macomber, Acting Secretary

2-15-2023
Date

Approved:



Joseph Conte, Chair

2-15-2023
Date

