

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
APPROVED MINUTES

October 23, 2023

5:30 p.m.

PRESENT: Mr. Robert Butler, Chair
Mr. John Russi, Vice Chair
Ms. Lisa Murray, Personnel Director

I. CALL TO ORDER:

Mr. Butler called the meeting to order at 5:34 p.m. Roll call: Mr. Robert Butler, Chair and Mr. John Russi, Vice Chair were present. Mr. Eric Jackson, Member was absent. Also in attendance: Ms. Lisa Murray, Personnel Director Mr. Dan Bernard, Legal Counsel, and Ms. Mary Bednar, Director of Public Services Department.

II. APPROVAL OF AGENDA:

Mr. Russi made a motion to approve the agenda as presented. Mr. Butler seconded. The motion passed unanimously.

III. APPROVAL OF SEPTEMBER 19, 2023, MEETING MINUTES:

Mr. Russi made a motion to approve the minutes. Mr. Butler seconded. The motion passed unanimously.

IV. CORRESPONDENCE:

- A. Mr. Russi made a motion to approve the revised Building & Grounds Foreman job description. Mr. Butler seconded. The motion passed unanimously.
- B. Mr. Russi made a motion to approve the revised Building & Grounds Foreman job posting. Mr. Butler seconded. The motion passed unanimously.
- C. Mr. Russi made a motion to approve the Assistant Project Manager job description. Mr. Butler seconded. The motion passed unanimously.
- D. Mr. Russi made a motion for the removal of an applicant from the Utility Worker eligibility list. Mr. Butler seconded. The motion passed unanimously.

V. REPORTS:

- A. The Personnel Director informed the Commission regarding the status of the Utility Worker position in the Department of Public Services, Water & Sewer Division.

B. The Personnel Director informed the Commission regarding the recommendations of the Personnel Vacancy Review Committee.

VI. PUBLIC PARTICIPATION:

None.

VII. COMMISSIONER COMMENTS:

The Commission scheduled the next meeting for Tuesday, November 28th, 2023, at 5:30 p.m.

VIII. OLD BUSINESS:

None.

IX. ADJOURNMENT:

Mr. Butler made a motion to adjourn at 6:00 p.m. Mr. Russi seconded. The motion passed unanimously.

Respectfully submitted,

Lisa M. Murray
Personnel Director
Employees Civil Service
Charter Township of Clinton