

CITY OF NORWICH
Civil Service Meeting
September 26, 2017

PRESENT:

John Blenis Jr., Chairman
Brian Wessels, Commissioner
Mary Politano, Commissioner

ALSO:

Deborah DeForest, Secretary
Lavonne Warner, Personnel Assistant
Connie Dalrymple, Guernsey Memorial Library

ABSENT:

Secretary DeForest called the meeting to order at 8:31 am.

Secretary DeForest opened the Public Hearing at 8:34 am to make an amendment to the City of Norwich Civil Service Rules, with no comments the hearing was closed at 8:35 am. There were no members of the public in attendance. Secretary DeForest discussed the few minor changes that were being amended and discussion ensued about other changes from our old document from the 60's to bring it to an up to date document with things that have just naturally changed through the years.

Chairman Blenis motioned to approve the amendment to the Civil Service Rules.

**RESOLUTION # 283 TO AMEND THE CITY OF NORWICH CIVIL SERVICE
RULES**

Resolution to Amend the Text of the City of Norwich Civil Service Rules.

At a meeting of the City of Norwich, Civil Service Commission held on September 26 2017, the following resolution was adopted:

WHEREAS the City of Norwich Civil Service Commission deems it necessary to make certain changes to the Civil Service Rules; AND

WHEREAS the City of Norwich Civil Service Commission has duly advertised and has on September 26, 2017 held a public hearing on the matter;

NOW THEREFORE BE IT RESOLVED that subject to the approval of the State Civil Commission, the following changes be made to the Text of the City of Norwich Civil Service Rules:

Text

Replace the current text of the Civil Service rules of The City of Norwich with the State Civil Service recommended Model Rules as amended in the attached document.

Submission includes:

- ☐ Original signed copy and 2 additional copies of this adopted resolution
- ☐ Notice of public hearing
- ☐ Affidavit of Publication of Notice
- ☐ Transcript of hearing minutes and written comments
- ☐ Supporting documentation and information for each requested amendment

Certification of Submission

We attest that this resolution and supporting documents have been reviewed by this office and are complete and accurate. I/We have determined that the request(s) for amendments included in this resolution complies with the standards set forth in State and local Law. This office supports this request and has performed all duties and actions required by the Civil Service Law and local Rules. This submission is complete and appropriate for consideration by the State Civil Service Commission.

Chairperson/Personnel Officer

Mayor

Commissioner

Commissioner

Seconded by Commissioner Politano, ayes all.

Chairman Blenis motioned to approve the minutes from the July 11, 2017 meeting.
Seconded by Commissioner Politano, approved ayes all.

Commissioner Wessels motioned to approve the following permanent appointments of:

Mary Sanfrd	Account Clerk	Effective 7/31/17
Jordan Zelsnack	Firefighter	Effective 8/21/17
Steven Rounds	Police Officer-Lateral	Effective 9/20/17
Tyler Zelsnack	Firefighter	Effective 9/25/17
Daniel Kerila	Firefighter	Effective 9/25/17

Seconded by Commissioner Politano, approved ayes all.

Chairman Blenis motioned to approve and refill the position of Youth Recreation Services Coordinator after the retirement of James Wysor, effective 9/1/17, discussion ensued. Seconded by Commissioner Politano, ayes all.

Chairman Blenis motioned to approve the new position duties statement for a Computer Specialist at the Library, which currently will be part time. Seconded by Commissioner Politano, ayes all.

Commissioner Wessels motioned to approve the following permanent appointments at the Norwich City Schools:

Hannah Pollock	School Monitor	Effective 9/5/17
Cassandra Schultz	School Monitor	Effective 9/5/17
Jason Lathrup	School Monitor	Effective 9/5/17
Michelle O'Neil	School Bus Aide	Effective 9/5/17
Kimberly Shoemaker	School Bus Aide	Effective 9/5/17
Stacey Gever-Corbin	School Bus Aide	Effective 9/5/17
Eileen Miller	School Bus Aide	Effective 9/5/17
Jamie Neis	School Nurse	Effective 9/5/17
Amber Lanfair	LPN	Effective 9/5/17
John Natoli	School Bus Driver	Effective 9/5/17
Richard Simmons	School Bus Driver	Effective 9/5/17

Seconded by Commissioner Politano, ayes all.

Commissioner Wessels motioned to approve the following position classification/job duties statements for:

- 3 Summer Laborers
- 1 Substitute Food Service Helper
- 4 Substitute Cleaners
- 1 Substitute Bus Aide
- 2 Substitute Bus Drivers
- 5 Substitute Teacher Aides
- 3 School Bus Drivers
- 4 Teacher Aides

Seconded by Commissioner Politano, ayes all.

Commissioner Wessels motioned to approve the new positions duties statement for Maintenance Worker at Norwich Housing. Seconded by Commissioner Politano, ayes all.

Secretary DeForest set the next meeting for October 31, 2017 at 8:30 am.

Secretary DeForest closed the meeting at 9:14 am.