

MINUTES OF THE REGULAR MEETING
OF THE CIVIL SERVICE COMMISSION
MARCH 4, 2025

The regular meeting of the Civil Service Commission was called to order on March 4, 2025, at 4 p.m. in the Council Chamber with Chairman Polinko presiding.

Present: Chairman John Polinko, Vice-Chairman Richard Tayek, Secretary William Albrecht, and Clerk Valerie Rosmarin.

Also Present: Fire Chief Jeremy Betsa, HR Director Lynn Kernya, and Thomas Gerent.

1. Approval of Minutes

Motion: Chairman Polinko moved to approve the minutes of February 3, 2025, and February 20, 2025. Seconded by Secretary Albrecht. Motion passed 3-0.

2. Fire Department

- Firefighter/Paramedic Eligibility List Removal

Chairman Polinko referenced an email from Michael Siemen requesting to be removed from the eligibility list.

Motion: Chairman Polinko moved to remove Michael Siemen from the Firefighter/Paramedic Eligibility List. Seconded by Secretary Albrecht. Motion passed 3-0.

- Firefighter/Paramedic Eligibility List Reinstatement

Chief Betsa informed the Commission that Thomas Gerent had voluntarily requested removal from the Eligibility List but recently sought reinstatement. Clerk Rosmarin confirmed that reinstatement is permissible under Civil Service Rule 12, Section D, provided satisfactory reasoning is given. Chief Betsa expressed his support for Mr. Gerent's request.

Although the Fire Department does not currently have a vacancy, an upcoming retirement is anticipated. Mr. Gerent was made aware of this potential opening and subsequently submitted a formal request for reinstatement to the Commission.

During the meeting, Mr. Gerent addressed the Commission and provided justification for his request. Chairman Polinko acknowledged receipt of the request and commended Mr. Gerent for clearly articulating his reasons.

Motion: Chairman Polinko moved to reinstate Thomas Gerent to the Firefighter/Paramedic Eligibility List. Seconded by Vice-Chairman Tayek. Motion passed 3-0.

3. Police Department

- Police Dispatcher/Records Clerk Eligibility List

Clerk Rosmarin provided the Commission with the uncertified results of the Police Dispatcher/Records Clerk exam. At the previous meeting, she informed the Commission that an application from Jillianne Howat had been postmarked before the deadline but was received after it. As a result, the candidate was allowed to take the exam. However, upon reviewing the rules, it was determined that the application should have been rejected. Clerk Rosmarin notified Ms. Howat of the error, explained the rule, and refunded her application fee.

Motion: Chairman Polinko moved to certify the Police Dispatcher/Records Clerk Eligibility List effective March 4, 2025, to March 3, 2026. Seconded by Secretary Albrecht. Motion passed 3-0.

- Police Chief and Police Lieutenant Assessment Center

Chairman Polinko referenced the pre-protest scores for the Police Chief and Police Lieutenant written exams provided by Clancy & Associates.

Clerk Rosmarin stated that candidates have until March 10, 2025, to review their exam results and submit any protests. She does not expect the Police Chief candidates to protest since all passed the exam, which is required to advance, and the written exam score does not affect the final ranking. Regarding the Police Lieutenant exam, two candidates reviewed their results and agreed to protest the same question. The third candidate has not yet reviewed his results but answered the protested question the same way as the other two. If their appeal is successful, it will not affect the candidates' rankings. Once the review period ends, Clerk Rosmarin will forward all appeals to Clancy & Associates, who will issue a response within a week.

The Commission agreed to hold a special meeting to review and act on Clancy & Associates' response to the protest before the Assessment Center, scheduled for March 29-30, which marks the next stage of the promotional process.

- Lateral Entry Police Officer Appointment

Chairman Polinko reported that Police Chief Molnar requested that the Commission certify Brian Kovalak from the Lateral Entry Eligibility List. Clerk Rosmarin read an email from Chief Molnar, stating that Mr. Kovalak's appointment on March 24, 2025, follows the recent entry-level appointments of Officer Cipro and Officer Zuzek according to Rule 14, Section C.

Although Chief Molnar was not present at the meeting, the Commission agreed to proceed with the certification in accordance with his request.

Motion: Chairman Polinko moved to certify Bryan Kovalak from the Lateral Entry Police Officer Eligibility List to the position of Police Officer effective March 25, 2025. Seconded by Secretary Albrecht. Motion passed 3-0.

4. Public Works Department

- Laborer Eligibility List

Clerk Rosmarin reported that the Laborer Eligibility List, previously extended for six months, expires today. Despite this, a vacancy remains in the Public Works Department, with three candidates still on the list. The Public Works Director intends to interview these candidates to fill the position and has requested an additional extension, leaving the duration up to the Commission's discretion.

The Commission and HR Director Keryna discussed the hiring need due to a recent termination and upcoming retirements. Before scheduling a new exam, the Public Works Director wants to assess the remaining candidates' level of interest. Rather than a six-month extension, the Commission agreed on a two-month extension.

Motion: Chairman Polinko moved to extend the Laborer Eligibility List to May 3, 2025. Seconded by Vice-Chairman Tayek. Motion passed.

The meeting adjourned at 4:36 p.m.

/s/ Valerie E. Rosmarin

Valerie E. Rosmarin, Civil Service Clerk

