

MIDDLETOWN CIVIL SERVICE COMMISSION

AGENDA

September 16, 2025

Call to Order

Roll Call: Comm. Dave Raymond; Commissioner Tim Welch;
Chairperson Mike Zahorchak; Executive Administrator of Civil Service Pam Welch.

Approval of Minutes August 20, 2025 meetings.

Communications

Received: None

Sent

- 08-20-25 Canvass letters – Fire Inspector #70-628.
- 08-22-25 Agility letter – Bilingual Firefighter Candidate #85-399.
- 08-22-25 Agility letter – Firefighter candidates #85-370.
- 08-22-25 Agility letter – Bilingual Police Officer candidates #60012690.
- 08-22-25 Agility letter – Police Officer candidates #60012620.
- 08-25-25 Admission letters – Bilingual KBS #25-004.
- 08-25-25 Admission letter – KBS #25-003 religion observance make-up date.
- 08-25-25 Admission letter – KBS #25-003.
- 08-27-25 Exam Rank letter – Executive Asst. #600008640.
- 08-27-25 Canvass letter – Executive Asst. #600008640.
- 08-27-25 Exam Rank letter – Executive Secretary #60010580.
- 08-27-25 Canvass letter – Executive Secretary #60010580.
- 08-27-25 Exam Rank letter – School Office Manager #87972010.
- 08-27-25 Canvass letter – School Office Manager #87972010.

Exams Scheduled:

- 09-27-25 Police Officer and Firefighter agility.

Exams Taken:

- 09-06-25 KBS #25003.
- 09-06-25 Bilingual (Spanish) KBS #25-004.
- 09-06-25 Bilingual (Haitian Creole) #25-005. No candidates signed up for this exam.

Action Taken:

- Public hearing held – NY HELPS program

Exams to Certify:

- Keyboard Specialist - #25-003.
- Assistant Director of Facilities III #65616010.

Next meeting set for October 15,, 2025.

Motion to adjourn.