



MASSILLON CIVIL SERVICE COMMISSION

REGULAR MEETING

LOCATION: Getz Building

DATE: Monday August 11, 2025

TIME: 5:00 pm

MINUTES

CALL TO ORDER:

ROLL CALL: Starrett P, Campbell P, Violand P, Thieret P
Burgasser P, Baker P, Edmond Mack P

APPROVAL OF MINUTES: Regular Meeting July 14, 2025
Motion: Campbell, 2nd Violand **VOTE 3 YES**
Special Meeting July 21, 2025
Motion: Campbell, 2nd Violand **VOTE 2 YES**
Starrett Abstain

PUBLIC SPEAKS:

NEW BUSINESS: Amend the agenda to include approval of the job description for Police officer before posting for the exam.
Motion: Starrett, 2nd Campbell **VOTE 3 YES**

Motion: Starrett, 2nd Violand to enter into executive session including Starrett, Campbell, Violand, E. Mack, T. Burgasser and Renee Baker when she arrives. **VOTE 3 YES** at 5:04 PM
Baker arrived at 5:16 PM

Motion: Starrett, 2nd Violand to Exit Executive Session at 5:23 PM **VOTE 3 YES** E. Mack left at the same time.

Certify WWTP Job Description for Administrative Assistant
Motion: Starrett, 2nd Campbell **VOTE 3 YES**



Certify List of Candidates for the School Secretary Position

Motion: Starrett, 2nd Violand **VOTE 3 YES**

Certify List of Candidates for the School Custodian Position

Motion: Starrett, 2nd Campbell **VOTE 3 YES**

Certify List of Candidates for the WWTP Safety Officer

Motion: Campbell, 2nd Violand **VOTE 3 YES**

Approve the Job Description for Police Officer

After discussion and noted issues the approval was **tabled** until the job description was updated and in current format.

Approve the Posting for Police Officer Exam

Tabled until job description is amended and approved

Discussion of Occupational List of Class Titles

Discussion on several areas to align in January 2026

Place rule 3 on next agenda

Consider creating Social Media presence

Send flyer to Sarah for placement on City's social media.

PENDING BUSINESS: NONE

ADJOURN:

Motion: Starrett, 2nd Violand **VOTE 3 YES** at 5:51 PM

Next Regular Meeting 5:00 PM September 8, 2025