



MASSILLON CIVIL SERVICE COMMISSION

REGULAR MEETING

DATE: Monday October 13, 2025

MINUTES

CALL TO ORDER:

The meeting was called to order at 5:00 pm by Chairperson Starrett.

ROLL CALL: Megan Starrett (Chair): PRESENT
Elaine Campbell (Vice-Chair): PRESENT
Aaron Violand: ABSENT

OTHERS IN ATTENDANCE: Tom Burgasser Interim Civil Service Administrator
Renee Baker Safety Service Director

MINUTES:

The minutes of the 09-08-2025 regular meeting and the 09-22-2025 special meeting were distributed electronically and reviewed.

MOTION: STARRETT 2ND: CAMPBELL

to approve the September 08, 2025 Regular Meeting minutes as written.

Discussion: None

VOTE: 2 YES

The vote to approve the minutes of the 09-22-2025 special meeting was tabled until next meeting.

FINANCIAL REPORT:

The financial report for October, 2025 was distributed and read.

MOTION: STARRETT 2ND: CAMPBELL

to approve the October, 2025 financial report as written.

Discussion: None

VOTE: 2 YES

PUBLIC SPEAKS: None.



UNFINISHED BUSINESS:

1. The Commission tabled the WWTP Safety Officer position last meeting due to concerns regarding the job description and the resume review process. SSD Baker provided an overview of the position and the change from an entrance exam to a resume review with the qualifier being a Bachelor's degree.

MOTION: STARRETT 2ND: CAMPBELL
to approve the WWTP Safety Officer job description as written.
Discussion: Discussion ensued.
VOTE: 2 YES

MOTION: STARRETT 2ND: CAMPBELL
to post the WWTP Safety Officer position.
Discussion: None
VOTE: 2 YES

2. The Commission was updated on the Police officer exam which will be held tomorrow at the Rec Center at 6 pm. There are 6 applicants and Mr. Violand will proctor.
3. The Commission was updated on the WWTP HVAC Technician application period which ended Friday October 10, 2025 with one qualified applicant.
4. The Commission was updated on the Firefighter – EMT exam in which 8 applicants have been made conditional offers of employment and await background testing and medical clearances to finish the hiring process.
5. The Commission was updated on the Health Department Registrar of Vital Statistics position. Tamara Mosser has accepted the position and has a start date of 10-14-2025.
6. The Commission was updated on the Building Department Administrative Assistant – Permit Assistant position. Kym Furnish has accepted the position with a start date to be determined.
7. The Commission was updated on the Health Department Language Services Coordinator position. Mario Codispoti has accepted the position with a start date of 10-30-2025.
8. The Commission was updated on the Code Enforcement Officer position which is still open. The application period ends on 10-17-2025 and the exam will be held on 10-22-2025. At this time, there are 11 applicants. Mrs. Campbell will proctor.



NEW BUSINESS:

1. The Commission reviewed the Health Department Outreach Services Coordinator position and noted that the job description wasn't clear on the 3 year customer service experience requirement and contemplated for a resume review. tabled the WWTP Safety Officer position last meeting due to concerns regarding the job description and the resume review process. SSD Baker provided an overview of the position and the change from an entrance exam to a resume review with the qualifier being a Bachelor's degree.

MOTION: STARRETT 2ND: CAMPBELL

to approve the Health Department Outreach Services Coordinator job description with the understanding that the requirements for the position will be made clearer.

Discussion: Discussion ensued. The expectation is that a job description will be provided to match the verbiage in the exam announcement.

VOTE: 2 YES

MOTION: STARRETT 2ND: CAMPBELL

to post the Health Department Outreach Services Coordinator position.

Discussion: None

VOTE: 2 YES

GOOD & WELFARE:

1. The Commission was updated about the Interim Administrator's meeting with Canton Civil Service.
2. The Commission was updated about the Classification Plan and the meeting with the Law Department later this week.
3. The Commission elected to change the meeting place to the Mezzanine level of the City Hall Annex located at 151 Lincoln Way East. This will be effective for all future meetings and the change will be appropriately posted for the public.
4. The Commission elected to change the date of the next regular Civil Service meeting.

MOTION: STARRETT 2ND: CAMPBELL

to change the next regular meeting of the Civil Service Commission from November 10, 2025 to November 03, 2025.

Discussion: None

VOTE: 2 YES

EXECUTIVE SESSION:

MOTION: STARRETT 2ND: CAMPBELL

to enter into Executive Session per the terms of ORC 121.22(G)(1) to discuss employment, compensation or appointment of a public official or employee.



Discussion: The Commission requested SSD Baker and ICSA Burgasser attend as well.

VOTE: 2 YES

The MCSC entered into Executive Session at 5:25 pm.

MOTION: STARRETT 2ND: CAMPBELL
to return from Executive Session.

Discussion: None

VOTE: 2 YES

The MCSC returned from Executive Session at 5:43 pm.

MOTION: STARRETT 2ND: CAMPBELL

To submit necessary legislation to change the Job classification of Civil Service Administrator from part-time to full-time, update the job description, and provide the Commission with the financial impact to the budget.

Discussion: None

VOTE: 2 YES

NEXT MEETING: Regular Meeting: 11-03-2025 5pm at the Annex Mezzanine Level

ADJOURN:

MOTION: CAMPBELL 2ND: STARRETT
to adjourn.

Discussion: None

VOTE: 2 YES

The meeting was adjourned at 5:45 pm.

Respectfully submitted,

Tom Burgasser

Tom Burgasser

Interim Civil Service Administrator