



# MASSILLON CIVIL SERVICE COMMISSION

## SPECIAL MEETING

**DATE: Monday February 23, 2026**

### **MINUTES**

#### **CALL TO ORDER:**

The meeting was called to order at 5:06 pm by Chairperson Starrett.

**ROLL CALL:** Megan Starrett (Chair): PRESENT  
Kordell Ford: PRESENT  
Aaron Violand: PRESENT  
**OTHERS IN ATTENDANCE:** Tom Burgasser Civil Service Administrator

#### **NEW BUSINESS:**

1. The Commission was asked to approve the WWTP Laboratory Technician I job description.

**MOTION:** STARRETT 2<sup>ND</sup>: VIOLAND  
to approve the WWTP Laboratory Technician I job description.  
**Discussion:** Discussion ensued.  
**VOTE:** 3 YES

2. The Commission was asked to certify the FD Administrative Assistant Eligibility List.

**MOTION:** STARRETT 2<sup>ND</sup>: VIOLAND  
to certify the FD Administrative Assistant Eligibility List..  
**Discussion:** Discussion ensued.  
**VOTE:** 3 YES

3. The Commission learned there were some discrepancies regarding the job descriptions of each of these three bid positions. The Union, the Administration and the CS Administrator met to determine a correct path to proceed. The job descriptions will be approved tonight and the bid process will take place tomorrow with an 8 day turn around.

**MOTION:** STARRETT 2<sup>ND</sup>: VIOLAND  
to approve the WWTP Chief Collection Operator bid process.  
**Discussion:** Discussion ensued.  
**VOTE:** 3 YES



MOTION: STARRETT 2<sup>ND</sup>: VIOLAND  
to approve the WWTP Chief Industrial Maintenance Technician bid process.  
Discussion: Discussion ensued.  
**VOTE:** 3 YES

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND  
to approve the WWTP Chief Plant Operator bid process.  
Discussion: Discussion ensued.  
**VOTE:** 3 YES

4. The Commission was asked to certify the Police Officer Eligibility List.

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND  
to certify the Police Officer Eligibility List..  
Discussion: Discussion ensued.  
**VOTE:** 3 YES

5. The Commission reviewed the 2026 Occupations Classification Listing passed by Council last Monday evening. Discussion ensued as to next steps.

**NEXT MEETING:** Regular Meeting: 03-9-2026 at 5pm in the Annex Mezzanine Level

**ADJOURN:**

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND  
to adjourn.  
Discussion: None  
**VOTE:** 3 YES

The meeting was adjourned at 5:22 pm.

Respectfully submitted,

*Tom Burgasser*

Tom Burgasser  
Civil Service Administrator