



MASSILLON CIVIL SERVICE COMMISSION

REGULAR MEETING

DATE: Monday April 13, 2026

MINUTES

CALL TO ORDER:

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

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

MINUTES:

The minutes of both the 02-09-2026 regular meeting and the 03-09-2026 regular meeting were distributed electronically and reviewed. The 2-9-2026 and 3-9-2026 minutes were tabled for review.

FINANCIAL REPORT:

The financial report for April, 2026 was distributed and discussed.

MOTION: STARRETT 2ND: VIOLAND

to accept the April, 2026 financial report as read.

Discussion: None

VOTE: 2 YES

PUBLIC SPEAKS: None.

UNFINISHED BUSINESS:

1. The Commission discussed the Louisville Fire Lieutenant Exam given by Burgasser at the request of the Louisville Fire Department.

MOTION: STARRETT 2ND: VIOLAND

to certify the Louisville Fire Lieutenant Eligibility List.

Discussion: Discussion ensued.

VOTE: 2 YES



2. The Commission discussed the Building Department Administrative Assistant – Permit Assistant PT examination.

MOTION: STARRETT 2ND: VIOLAND

to certify the Building Department Administrative Assistant – Permit Assistant PT Eligibility List.

Discussion: Discussion ensued.

VOTE: 2 YES

3. The Commission was updated on the Public Health Nursing Director position status. The position was turned down several times and the Health Department went to city council to increase the pay. The position will be reposted at the new pay scale.
4. The Commission was updated on the Outreach Services Coordinator position. Kelly Hurdt was hired and started 4-6-2026.
5. The Commission was updated on the Police Officer Entrance exam. Hunter Foster and Rodney Gibson are being given conditional offers of employment.
6. The Commission was updated on the Fire Department Administrative Assistant process. Krysten Jenkins has been given a conditional offer of employment.
7. The Commission was updated on the WWTP Chief Collection Operator process. There were no applications received and the job will be reposted.
8. The Commission was updated on the WWTP Chief Maintenance Industrial Technician process. There were no applications received and the job will be reposted.
9. The Commission was updated on the WWTP Chief Plant Operator process. There were no applications received and the job will be reposted.
10. The Commission was updated on the Code Enforcement Officer process. This process has been suspended for personnel reasons and the candidates have been apprised.

NEW BUSINESS:

1. The Commission discussed the Massillon City Schools Middle School Secretary (10 month) position and the associated job description along with the examination process.



MOTION: STARRET 2ND: VIOLAND
to approve the Massillon City Schools Middle School Secretary (10 month) job description.
Discussion: Discussion ensued.
VOTE: 2 YES

MOTION: STARRET 2ND: VIOLAND
to post the Massillon City Schools Middle School Secretary (10 month) position.
Discussion: Discussion ensued.
VOTE: 2 YES

2. The Commission discussed the Massillon City Schools Secretary to Assistant Principal (12 month) position and the associated job description along with the examination process.

MOTION: STARRET 2ND: VIOLAND
to approve the Massillon City Schools Secretary to Assistant Principal (12 month) job description.
Discussion: Discussion ensued.
VOTE: 2 YES

MOTION: STARRET 2ND: VIOLAND
to post the Massillon City Schools Secretary to Assistant Principal (12 month) position.
Discussion: Discussion ensued.
VOTE: 2 YES

3. The Commission discussed the Massillon City Schools Custodian position and the associated job description.

MOTION: STARRET 2ND: VIOLAND
to approve the Massillon City Schools Custodian job description.
Discussion: Discussion ensued.
VOTE: 2 YES

4. The Commission discussed the Massillon City WWTP Industrial Pretreatment Coordinator position and the associated job description along with the bid process.

MOTION: STARRET 2ND: VIOLAND
to approve the Massillon City WWTP Industrial Pretreatment Coordinator job description.
Discussion: Discussion ensued.
VOTE: 2 YES



MOTION: STARRET 2ND: VIOLAND

to post the Massillon City WWTP Industrial Pretreatment Coordinator bid process.

Discussion: Discussion ensued.

VOTE: 2 YES

5. The Commission discussed the Massillon City WWTP Collection Operator position and the associated job description.

MOTION: STARRET 2ND: VIOLAND

to approve the Massillon City WWTP Collection Operator job description.

Discussion: Discussion ensued.

VOTE: 2 YES

6. The Commission discussed the Massillon City WWTP Collection Operator I position and the associated job description along with the bid process.

MOTION: STARRET 2ND: VIOLAND

to approve the Massillon City WWTP Collection Operator I job description.

Discussion: Discussion ensued.

VOTE: 2 YES

MOTION: STARRET 2ND: VIOLAND

to post the Massillon City WWTP Collection Operator I bid process.

Discussion: Discussion ensued.

VOTE: 2 YES

7. The Commission discussed the Massillon City WWTP Collection Operator II position and the associated job description.

MOTION: STARRET 2ND: VIOLAND

to approve the Massillon City WWTP Collection Operator II job description.

Discussion: Discussion ensued.

VOTE: 2 YES

GOOD & WELFARE:

1. The Commission discussed a form to file appeals or begin investigations from within the agency in order to give appropriate direction to classified employees as well as a means to schedule a hearing.



MOTION: STARRET 2ND: VIOLAND
to approve the Notice of Appeal – Request for Investigation form as proposed by the
administrator.

Discussion: Discussion ensued.

VOTE: 2 YES

NEXT MEETING: Regular Meeting: 05-11-2026 at 5pm in the Annex Mezzanine Level

ADJOURN:

MOTION: STARRETT 2ND: VIOLAND
to adjourn.

Discussion: None

VOTE: 2 YES

The meeting was adjourned at 5:22 pm.

Respectfully submitted,

Tom Burgasser

Tom Burgasser
Civil Service Administrator