



MASSILLON CIVIL SERVICE COMMISSION

REGULAR MEETING

DATE: Monday December 08, 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: PRESENT

OTHERS IN ATTENDANCE: Tom Burgasser Interim Civil Service Administrator

MINUTES:

The minutes of the 11-03-2025 regular meeting were distributed electronically and reviewed.

MOTION: CAMPBELL 2ND: STARRETT
to approve the November 03, 2025 Regular Meeting minutes as written.
Discussion: None
VOTE: 3 YES

FINANCIAL REPORT:

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

MOTION: STARRETT 2ND: VIOLAND
to accept the December, 2025 financial report as written.
Discussion: None
VOTE: 3 YES

PUBLIC SPEAKS: None.

UNFINISHED BUSINESS:

1. The Commission was updated on the WWTP HVAC Technician position.



2. The Commission was updated on the Language Services Coordinator position.
3. The Commission discussed the Outreach Services Coordinator position.

MOTION: STARRETT 2ND: CAMPBELL
to certify the Outreach Services Coordinator position eligibility list.
Discussion: Discussion ensued.
VOTE: 3 YES

4. The Commission discussed the WWTP Safety Officer position.

MOTION: CAMPBELL 2ND: VIOLAND
to certify the WWTP Safety Officer position eligibility list.
Discussion: Discussion ensued.
VOTE: 3 YES

NEW BUSINESS:

1. The Commission reviewed the request from the Health Department for the Public Health Nursing Director position.

MOTION: CAMPBELL 2ND: VIOLAND
to approve the Health Department Public Health Nursing Director job description.
Discussion: Discussion ensued.
VOTE: 3 YES

MOTION: STARRETT 2ND: CAMPBELL
to post the Health Department Public Health Nursing Director position.
Discussion: None
VOTE: 3 YES

GOOD & WELFARE:

1. The Commission was given information regarding the 2026 meeting schedule
2. The Commission was updated about the Classification Plan

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 ICSA Burgasser attend as well.

VOTE: 3 YES

The MCSC entered into Executive Session at 5:14 pm.

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

Discussion: None

VOTE: 3 YES

The MCSC returned from Executive Session at 5:22 pm.

MOTION: STARRETT 2ND: CAMPBELL
To accept the following resolution as written:

Whereas the Administrator position was abruptly vacated amid several testing processes, and
Whereas the Administrator position must know the hiring practices for a statutory city in Ohio, and
Whereas the Administrator position must immediately know the statutes within ORC 124, and
Whereas there is an immediate need to fill this position and no means to provide training, and
Whereas the current interim Administrator has had over 34 years of experience with these matters:

Therefore be it resolved, the Massillon Civil Service Commission in accordance with ORC 124.30 (A)(2) and for the reasons specified above appoints Tom Burgasser to the position of Civil Service Administrator and will ensure that this exceptional appointment is noted in its annual report.

Discussion: None

VOTE: 3 YES

NEXT MEETING: Regular Meeting: 01-12-2026 at 5pm in the Annex Mezzanine Level

ADJOURN:

MOTION: CAMPBELL 2ND: STARRETT
to adjourn.

Discussion: None

VOTE: 3 YES

The meeting was adjourned at 5:24 pm.

Respectfully submitted,

Tom Burgasser

Tom Burgasser
Civil Service Administrator