



# MASSILLON CIVIL SERVICE COMMISSION

## REGULAR MEETING

**DATE:** Monday January 12, 2026

### MINUTES

**NEW APOINTEE:** Kordell Ford Term 01-2026 to 12-2031 (replacing Elaine Campbell)

**CALL TO ORDER:**

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

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

**ELECTION OF OFFICERS:**

**MOTION:** VIOLAND 2<sup>ND</sup>: FORD  
to name Megan Starrett as Civil Service Commission Chairperson.  
**Discussion:** None  
**VOTE:** 2 YES

**MOTION:** STARRETT 2<sup>ND</sup>: FORD  
to name Aaron Violand as Civil Service Commission Vice-Chair.  
**Discussion:** None  
**VOTE:** 2 YES

**MINUTES:**

The minutes of the 12-08-2025 regular meeting were distributed electronically and reviewed.

**MOTION:** STARRETT 2<sup>ND</sup>: VIOLAND  
to approve the December 08, 2025 Regular Meeting minutes as written.  
**Discussion:** None  
**VOTE:** 3 YES

**FINANCIAL REPORT:**

The financial report for January, 2026 was distributed and read.



MOTION: STARRETT 2<sup>ND</sup>: VIOLAND  
to accept the January, 2026 financial report as read.  
Discussion: None  
**VOTE:** 3 YES

**PUBLIC SPEAKS:** None.

**UNFINISHED BUSINESS:**

1. The Commission discussed the Language Services Coordinator position.

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND  
to certify the Language Services Coordinator position eligibility list.  
Discussion: Discussion ensued.  
**VOTE:** 3 YES

2. The Commission discussed the Public Health Nursing Director position.

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND  
to certify the Public Health Nursing Director position eligibility list.  
Discussion: Discussion ensued.  
**VOTE:** 3 YES

3. The Commission was updated on the Outreach Services Coordinator position. Interviews will be held this week.

4. The Commission was updated on the WWTP Safety Officer position. Interviews will be held this week.

5. The Commission was updated on the Street Department Maintenance Technician bid process. Jonathon Hall returned from Lead Worker to Maintenance Technician effective 12-26-2025. It was also told it needed to approve the Maintenance Technician job description.

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND  
to approve the Street Department Maintenance Technician job description as corrected.  
Discussion: Discussion ensued.  
**VOTE:** 3 YES

6. The Commission was updated on the Street Department Lead Worker bid process. Ron Bolyard was promoted to the Lead Worker position effective 01-09-2026. It was also told it needed to approve the Lead Worker job description.



MOTION: STARRETT 2<sup>ND</sup>: VIOLAND

to approve the Street Department Lead Worker job description as written.

Discussion: Discussion ensued.

**VOTE:** 3 YES

7. The Commission was updated on the Code Enforcement Officer position. Bruno Millin accepted the position and started on 01-05-2026.

#### **NEW BUSINESS:**

1. The Commission was informed that there was confusion as to which WWTP job descriptions had been previously approved in August of 2024. Three such positions that were thought to have been voted on were brought before the Commission this evening.

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND

to approve the WWTP Collection Maintenance Supervisor job description.

Discussion: Discussion ensued.

**VOTE:** 3 YES

MOTION: VIOLAND 2<sup>ND</sup>: STARRETT

to approve the WWTP Collection System Technician I job description.

Discussion: None

**VOTE:** 3 YES

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND

to approve the WWTP Collection System Technician II job description.

Discussion: None

**VOTE:** 3 YES

2. The Commission reviewed a request from the WWTP Department to begin a bid process for the position of Operations Superintendent at the WWTP. The job description was previously approved on 7-21-2025.

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND

to approve the bid process for WWTP Operations Superintendent.

Discussion: None

**VOTE:** 3 YES

3. The Commission reviewed a request from the Fire Department to recertify the Firefighter-EMT Eligibility List originally certified on 9-8-2025 due to a resignation.

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND

to recertify the Firefighter – EMT Eligibility list.

Discussion: Discussion ensued.

**VOTE:** 3 YES



4. The Commission reviewed a request from the Police Department to hold an Entrance Exam to hire two vacant Police Officer positions. The request included that the test not be restricted to those who were already OPOTA certified. The Chief requested that OPOTA Certification bonus points be awarded in accordance with Rule 6.7 (B)(1).

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND

to approve the posting of a Police Officer Entrance Examination including the award of bonus points for OPOTA Certification.

Discussion: Discussion ensued.

**VOTE:** 3 YES

5. The Commission reviewed a request from the Fire Department to hold an Entrance Examination for the position of Administrative Assistant. The job description has not yet been approved and the appointing authority requested an internal posting prior to posting the external exam announcement.

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND

to approve the Fire Department Administrative Assistant job description.

Discussion: Discussion ensued.

**VOTE:** 3 YES

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND

to approve the Fire Department Administrative Assistant internal posting announcement as corrected.

Discussion: Discussion ensued.

**VOTE:** 3 YES

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND

to approve posting the Fire Department Administrative Assistant external Examination Announcement if necessary.

Discussion: Discussion ensued.

**VOTE:** 3 YES

6. The Commission was updated on the need for a Maintenance Technician in the Street Department and that the current bid process probably wouldn't yield a qualified applicant. The appointing authority requested an internal posting prior to posting the external exam announcement.

MOTION: VIOLAND 2<sup>ND</sup>: STARRETT

to approve the Street Department Maintenance Technician internal posting announcement.

Discussion: Discussion ensued.

**VOTE:** 3 YES



MOTION: STARRETT 2<sup>ND</sup>: VIOLAND

to approve posting the Street Department Maintenance Technician external Examination Announcement if necessary.

Discussion: Discussion ensued.

**VOTE:** 3 YES

**GOOD & WELFARE:**

1. The Commission was given the amended Massillon Civil Service Commission Rules and Regulations. The names on the previously adopted version had changed and the Administrator requested that the Commission adopt the Rules and Regulations formally.

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND

to adopt the Massillon Civil Service Commission Rules and Regulations.

Discussion: Discussion ensued.

**VOTE:** 3 YES

Following the vote, the Commission signed the signature page of the Rules and Regulations.

2. The Administrator read a letter from Mayor Slutz to Elaine Campbell thanking her for her years of service.
3. The Commission discussed how to approve the Administrator's time through the Auditor's office.

**NEXT MEETING:** Regular Meeting: 02-9-2026 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 5:32 pm.

Respectfully submitted,

*Tom Burgasser*

Tom Burgasser

Civil Service Administrator