



# MASSILLON CIVIL SERVICE COMMISSION

## SPECIAL MEETING

**DATE:** Wednesday July 01, 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: PRESENT  
Aaron Violand: ABESENT  
**OTHERS IN ATTENDANCE:** Tom Burgasser Civil Service Administrator

#### NEW BUSINESS:

1. The Commission was asked to amend the agenda to include posting the Code Enforcement Officer position after approving the job description.

**MOTION:** STARRETT 2<sup>ND</sup>: FORD  
to amend the agenda to include posting the Code Enforcement Officer position.  
**Discussion:** Discussion ensued.  
**VOTE:** 2 YES

2. The Commission was asked to certify the School Custodian Eligibility List.

**MOTION:** STARRETT 2<sup>ND</sup>: FORD  
to certify the School Custodian Eligibility List.  
**Discussion:** Discussion ensued.  
**VOTE:** 2 YES

3. The Commission was asked to approve the job description of Economic Development Specialist. This was a previously unclassified position.

**MOTION:** STARRETT 2<sup>ND</sup>: FORD  
to approve the Economic Development Specialist job description.  
**Discussion:** Discussion ensued.  
**VOTE:** 2 YES



4. The Commission was asked to approve the job description of Community Development Coordinator. This was a previously unclassified position.

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

to approve the Community Development Coordinator job description.

Discussion: Discussion ensued.

**VOTE:** 2 YES

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

to approve the Community Development Coordinator bid process.

Discussion: Discussion ensued.

**VOTE:** 2 YES

5. The Commission was asked to approve the job description of Code Enforcement Officer as the salary constraints have been changed.

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

to approve the Code Enforcement Officer job description.

Discussion: Discussion ensued.

**VOTE:** 2 YES

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

to approve the Code Enforcement Officer bid process.

Discussion: Discussion ensued.

**VOTE:** 2 YES

6. The Commission was asked to approve the bid process for Outreach Services Coordinator as the employee in that position has taken the Registrar of Vital Statistics position. as the salary constraints have been changed.

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

to approve the Outreach Services Coordinator bid process.

Discussion: Discussion ensued.

**VOTE:** 2 YES

**NEXT MEETING:** Regular Meeting: 07-13-2026 at 5pm in the Annex Mezzanine Level



**ADJOURN:**

MOTION: STARRETT 2<sup>ND</sup>: FORD  
to adjourn.

Discussion: None

**VOTE:** 2 YES

The meeting was adjourned at 5:07 pm.

Respectfully submitted,

*Tom Burgasser*

Tom Burgasser  
Civil Service Administrator