



# MASSILLON CIVIL SERVICE COMMISSION

## REGULAR MEETING

**DATE:** Wednesday June 10, 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: PRESENT  
**OTHERS IN ATTENDANCE:** Tom Burgasser Civil Service Administrator

#### MINUTES:

The minutes of the 05-11-2026 regular meeting was distributed electronically and reviewed.

**MOTION:** STARRETT 2<sup>ND</sup>: VIOLAND  
to approve the May 11, 2026 Regular Meeting minutes as written.  
**Discussion:** None  
**VOTE:** 3 YES

#### FINANCIAL REPORT:

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

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

**PUBLIC SPEAKS:** None.

#### UNFINISHED BUSINESS:

1. The Commission was updated on the Code Enforcement Officer process. This process has been referred to Council for a change in wage structure. Once approved, there will be a new test. Candidates from the previous test have been informed.
2. The Commission was informed that both candidates for the Public Health Nursing Director position declined.



3. The Commission was updates on the Police Department recertified list. There are two vacancies and interviews are underway.
4. The Commission was updated on the Fire Department lists. Jim Anderson was sworn in as Assistant Chief and Jason Laird was sworn in as Captain on May 18, 2026. There are two vacancies and interviews are underway.
5. The Commission was updated on the City School District Secretary list. Two conditional offers of employment have been made and they await acceptance.
6. The Commission was updated on the Project Manager position in Engineering. Fred Werner was promoted from within the department.
7. the candidates have been apprised.

#### **NEW BUSINESS:**

1. The Commission was asked to recertify the Massillon City School Secretary Eligibility List.

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

to recertify the Massillon City School Secretary Eligibility List.

Discussion: Discussion ensued.

**VOTE:** 3 YES

2. The Commission discussed the Massillon City School District Custodian position. It was requested to extend the application period for three weeks until June 27, 2026.

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

to extend the Massillon City School Custodian position application period until 6-26-2026.

Discussion: Discussion ensued.

**VOTE:** 3 YES

3. The Commission discussed internal posting of jobs within the city for all classified employees to bid first as either a promotion or a transfer. All positions will be posted for 8 days prior to being posted externally.

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

to approve a consistent internal posting process for promotions and transfers regarding city positions.

Discussion: Discussion ensued.

**VOTE:** 3 YES

4. The Commission discussed the Health Department Public Health Nursing Director position.



MOTION: STARRETT 2<sup>ND</sup>: VIOLAND  
to repost the Public Health Nursing Director position.

Discussion: Discussion ensued.

**VOTE:** 3 YES

5. The Commission discussed the Health Department Registrar of Vital Statistics position.

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND  
to approve posting the Registrar of Vital Statistics position.

Discussion: Discussion ensued.

**VOTE:** 3 YES

6. The Commission discussed the Health Department Environmental Health Director position.

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND  
to approve the Environmental Health Director job description.

Discussion: Discussion ensued.

**VOTE:** 3 YES

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND  
to approve posting the Environmental Health Director position.

Discussion: Discussion ensued.

**VOTE:** 3 YES

7. The Commission discussed the Health Department Registered Environmental Health Specialist position.

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND  
to approve the Registered Environmental Health Specialist job description.

Discussion: Discussion ensued.

**VOTE:** 3 YES

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND  
to approve posting the Registered Environmental Health Specialist position.

Discussion: Discussion ensued.

**VOTE:** 3 YES

8. The Commission discussed the Wastewater Treatment Industrial Pretreatment Inspector position.

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



to approve the Industrial Pretreatment Inspector job description.

Discussion: Discussion ensued.

**VOTE:** 3 YES

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

to approve posting the Industrial Pretreatment Inspector position.

Discussion: Discussion ensued.

**VOTE:** 3 YES

**9.** The Commission discussed the Wastewater Treatment Collection Operator position.

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

to approve the Collection Operator job description.

Discussion: Discussion ensued.

**VOTE:** 3 YES

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

to approve the Collection Operator I job description.

Discussion: Discussion ensued.

**VOTE:** 3 YES

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

to approve the Collection Operator II job description.

Discussion: Discussion ensued.

**VOTE:** 3 YES

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

to approve the Chief Collection Operator job description.

Discussion: Discussion ensued.

**VOTE:** 3 YES

**10.** The Commission discussed the Wastewater Treatment Collection Sewer Inspector position.

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

to approve the Collection Sewer Inspector job description.

Discussion: Discussion ensued.

**VOTE:** 3 YES

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

to approve the Collection Sewer Inspector I job description.

Discussion: Discussion ensued.

**VOTE:** 3 YES



**11.** The Commission discussed the Wastewater Treatment Plant Operator position.

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND  
to approve the Plant Operator job description.

Discussion: Discussion ensued.

**VOTE:** 3 YES

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND  
to approve the Plant Operator I job description.

Discussion: Discussion ensued.

**VOTE:** 3 YES

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND  
to approve the Plant Operator II job description.

Discussion: Discussion ensued.

**VOTE:** 3 YES

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND  
to approve the Plant Operator III job description.

Discussion: Discussion ensued.

**VOTE:** 3 YES

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND  
to approve the Chief Plant Operator job description.

Discussion: Discussion ensued.

**VOTE:** 3 YES

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND  
to post the Advanced Plant Operator position exam announcement.

Discussion: Discussion ensued.

**VOTE:** 3 YES

**12.** The Commission discussed the Wastewater Treatment Industrial Maintenance Technician position.

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND  
to approve the Industrial Maintenance Technician job description.

Discussion: Discussion ensued.

**VOTE:** 3 YES



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

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

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

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND  
to post the Advanced Industrial Maintenance Technician position exam announcement.  
Discussion: Discussion ensued.  
**VOTE:** 3 YES

**GOOD & WELFARE:**  
None.

**NEXT MEETING:** Regular Meeting: 07-13-2026 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 5:27 pm.

Respectfully submitted,

*Tom Burgasser*

Tom Burgasser  
Civil Service Administrator

**NOTE: This meeting was rescheduled from June 8, 2026**