



# MASSILLON CIVIL SERVICE COMMISSION

## REGULAR MEETING

**DATE: Monday May 06, 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 02-09-2026, 03-09-2026 and the 04-13-2026 regular meetings were all distributed electronically and reviewed.

**MOTION:** VIOLAND 2<sup>ND</sup>: FORD  
to approve the February 09, 2026 Regular Meeting minutes as written.  
**Discussion:** None  
**VOTE:** 2 YES 1 ABSTENTION

**MOTION:** STARRETT 2<sup>ND</sup>: FORD  
to approve the March 09, 2026 Regular Meeting minutes as written.  
**Discussion:** None  
**VOTE:** 2 YES 1 ABSTENTION

**MOTION:** STARRETT 2<sup>ND</sup>: VIOLAND  
to approve the April 13, 2026 Regular Meeting minutes as written.  
**Discussion:** None  
**VOTE:** 2 YES 1 ABSTENTION

#### FINANCIAL REPORT:

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

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



**PUBLIC SPEAKS:** None.

**UNFINISHED BUSINESS:**

1. The Commission discussed the Building Department Administrative Assistant – Permit Assistant PT examination. Sarah Morrison has been given a conditional offer of employment.
2. The Commission was updated on the WWTP Chief Collection Operator process. There were no applications received and the job will not be reposted at this time.
3. The Commission was updated on the WWTP Chief Maintenance Industrial Technician process. There were no applications received and the job will not be reposted at this time.
4. The Commission was updated on the WWTP Chief Plant Operator process. There were no applications received and the job will not be reposted at this time.
5. The Commission was updated on the WWTP Industrial Pretreatment Coordinator process. Rich Miller has been appointed to the position.
6. The Commission was updated on the WWTP Collection Operator I process. There were no applications received and the job will not be reposted at this time.
7. 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 Health Department Public Health Nursing Director position.

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

to certify the Public Health Nursing Director Eligibility List.

Discussion: Discussion ensued.

**VOTE:** 3 YES

2. The Commission was asked to recertify the recently expired Police Officer Eligibility List.

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

to recertify the Massillon Police Officer Eligibility List.

Discussion: Discussion ensued.

**VOTE:** 3 YES



3. The Commission was asked to recertify the recently expired Firefighter - EMT Eligibility List.

MOTION: STARRET 2<sup>ND</sup>: VIOLAND  
to recertify the Massillon Firefighter - EMT Eligibility List.

Discussion: Discussion ensued.

**VOTE:** 3 YES

4. The Commission was asked to update the Fire Department Assistant Chief Promotional List.

MOTION: STARRET 2<sup>ND</sup>: VIOLAND  
to update the Fire Department Assistant Chief Promotional List.

Discussion: Discussion ensued.

**VOTE:** 3 YES

5. The Commission was asked to update the Fire Department Captain Promotional List.

MOTION: STARRET 2<sup>ND</sup>: VIOLAND  
to update the Fire Department Captain Promotional List.

Discussion: Discussion ensued.

**VOTE:** 3 YES

6. The Commission was asked to certify the Massillon City School Secretary Eligibility List.

MOTION: STARRET 2<sup>ND</sup>: VIOLAND  
to recertify the Massillon City School Secretary Eligibility List.

Discussion: Discussion ensued.

**VOTE:** 3 YES

7. The Commission discussed the Massillon City Schools Custodian position and the associated agility test.

MOTION: STARRET 2<sup>ND</sup>: VIOLAND  
to post the Massillon City Schools Custodian exam announcement.

Discussion: Discussion ensued.

**VOTE:** 3 YES

8. The Commission discussed the Massillon Engineering Project Manager position and the associated job description.



MOTION: STARRET 2<sup>ND</sup>: VIOLAND  
to approve the Massillon Engineering Project Manager job description.  
Discussion: Discussion ensued.  
**VOTE:** 3 YES

MOTION: STARRET 2<sup>ND</sup>: VIOLAND  
to post the Massillon Engineering Project Manager bid process.  
Discussion: Discussion ensued.  
**VOTE:** 3 YES

**GOOD & WELFARE:**

None.

**NEXT MEETING:** Regular Meeting: 06-08-2026 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 5:18 pm.

Respectfully submitted,

*Tom Burgasser*

Tom Burgasser  
Civil Service Administrator