



MASSILLON CIVIL SERVICE COMMISSION

REGULAR MEETING

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 Operations Superintendent
Renee Baker Safety Service Director
Jason Saintenoy Police Chief

MOTION: STARRETT 2ND: VIOLAND
to amend the agenda to consider the WWTP Safety Officer position.
Discussion: Discussion ensued.
VOTE: 3 YES

MINUTES:

The minutes of the previous meeting were distributed and reviewed.

MOTION: CAMPBELL 2ND: STARRETT
to approve the August 11, 2025 Regular Meeting minutes as written.
Discussion: None
VOTE: 3 YES

PUBLIC SPEAKS: None.

NEW BUSINESS:

1. Approve Police Officer Job Description:
MOTION: STARRETT 2ND: VIOLAND
to approve Massillon Police Officer job description as written.
Discussion: Discussion ensued.
VOTE: 3 YES



2. Approve Posting for Police Officer Exam:
MOTION: STARRETT 2ND: VIOLAND
to post the Massillon Police Officer position.
Discussion: Discussion ensued.
VOTE: 3 YES
3. Approve Posting for WWTP HVAC Technician:
MOTION: CAMPBELL 2ND: VIOLAND
to approve the WWTP HVAC Technician job description as amended.
Discussion: Discussion ensued on the qualifier for resume review (Refrigerant Certification).
VOTE: 3 YES

MOTION: STARRETT 2ND: VIOLAND
to post the WWTP HVAC Technician position.
Discussion: Discussion ensued.
VOTE: 3 YES
4. Certify Firefighter – EMT Exam results:
MOTION: STARRETT 2ND: CAMPBELL
to certify the result of the Firefighter – EMT exam.
Discussion: Discussion ensued.
VOTE: 3 YES
5. Certify Building Department Administrative Assistant – Permit Assistant (PT) results:
MOTION: STARRETT 2ND: CAMPBELL
to certify the result of the Building Dept Administrative Assistant – Permit Assistant (PT) exam.
Discussion: Discussion ensued.
VOTE: 3 YES
6. Certify Health Department Language Service Coordinator Results:
MOTION: STARRETT 2ND: CAMPBELL
to certify the result of the Health Dept Language Services Coordinator exam.
Discussion: Discussion ensued.
VOTE: 3 YES
7. Recertify Health Department Vital Statistics – Registrar List:
MOTION: STARRETT 2ND: CAMPBELL
to re-certify the Health Dept Vital Statistics – Registrar list.
Discussion: Discussion ensued regarding the need for a recertified list due to resignation.
VOTE: 3 YES
8. Approve the posting of WWTP Safety Officer position (agenda amended):
There was discussion regarding the need to modify the job description to include a qualifier for testing purposes. The Commission took no action on this item.



PENDING BUSINESS:

9. MCSC Rule # 1

MOTION: CAMPBELL 2ND: STARRETT

to amend Rule 1 of the Massillon Civil Service Rules and Regulations as attached.

Discussion: Discussion ensued.

VOTE: 3 YES

10. MCSC Rule # 2

MOTION: STARRETT 2ND: CAMPBELL

to amend Rule 2 of the Massillon Civil Service Rules and Regulations as attached.

Discussion: Discussion ensued.

VOTE: 3 YES

11. MCSC Rule # 3

Discussion ensued regarding this rule. The Law Department would like an opportunity to review it before passage. The Commission took no action on this item.

EXECUTIVE SESSION:

MOTION: STARRETT 2ND: VIOLAND

to enter into Executive Session per the terms of ORC 121.22(G)(1) to discuss employment, compensation or appointment of a public employee.

Discussion: The Commission requested SSD Baker and OS Burgasser attend as well.

VOTE: 3 YES

The MCSC entered into Executive Session at 5:28 pm.

MOTION: STARRETT 2ND: VIOLAND

to return from Executive Session.

Discussion: None

VOTE: 3 YES

The MCSC returned from Executive Session at 5:47 pm.

MOTION: STARRETT 2ND: VIOLAND

To accept the resignation of Jim Thieret as Civil Service Administrator.

Discussion: None

VOTE: 3 YES

MOTION: STARRETT 2ND: VIOLAND

To appoint Tom Burgasser as Interim Civil Service Administrator at the same salary as the previous Civil Service Administrator.

Discussion: None

VOTE: 3 YES



NEXT MEETING: Regular Meeting: 10-13-2025 5pm

ADJOURN:

MOTION: STARRETT 2ND: VIOLAND
to adjourn.

Discussion: None

VOTE: 3 YES

Respectfully submitted,

Tom Burgasser

Tom Burgasser
Interim Civil Service Administrator