

The Lorain Civil Service Commission met in regular session on Tuesday, November 18, 2025, at 5:00 p.m. in Lorain Council Chambers – First Floor Lorain City Hall.

Present: Victor Takacs, Vice- President, Joseph Smith, Secretary, Sgt. Mark Tomlin, Director of Utilities, Joseph Carbonaro, Deputy Safety Service Director, Tim Williams Assistant Law Director, Don Zaleski

Rose Maffei, Administrative Assistant

President Juanita Senquiz – absent

A motion was made by Mr. Takacs and seconded by Mr. Smith to excuse Mrs. Senquiz's absence. Motion carried 2-0.

DISPOSITION OF MINUTES:

Vice- President Vic Takacs called for the disposition of the Minutes from September 9, 2025, and October 14, 2025, meetings. **A motion was made by Mr. Smith and seconded by Mr. Takacs to approve the Minutes from the September 9, 2025, and October 14, 2025, meetings. Motion carried 2-0.**

CORRESPONDENCE RECEIVED:

A motion was made by Mr. Smith and seconded by Mr. Takacs to receive and file all correspondence received since the last meeting of October 14, 2025. Motion carried 2-0.

CORRESPONDENCE SENT:

Ltr. to Safety Service Director Carrion (10/15/25) unanimously approving the reinstatement of the Thomas Sheridan to position of Police Officer in the City of Lorain Police Department per Ohio Administrative Code 123: 1-25-02.

Ltr. to Safety Service Director Carrion (10/15/25) unanimously approving the Exceptional appointment of Mr. Barry Whitfield to the position of Assistant Superintendent in the Distribution division of the Lorain Utilities Department per Ohio Revised Code 124.30 A(2).

Copy of Police Officer Eligibility to Safety Service Director Carrion (10/15/25) established October 14, 2025 with seven names on the list.

Ltrs. to Mr. Joseph Koziura, City of Lorain Auditor, releasing the classified payrolls for the City of Lorain for 10/17/25, 10/31/25 and 11/14/25.

Ltrs. to Tia Kearney, Treasurer of Lorain Schools, releasing the classified payroll for Lorain City Schools for 10/17/25, 10/31/25 and 11/14/25.

PUBLIC COMMENTS: (None)

PERSONNEL CORRESPONDENCE:

Agenda item 6 (a) Request from Safety Service Director Carrion for the Civil Service Commission's concurrence in the acceptance of the voluntary removal of a Firefighter candidate name from the current Firefighter eligibility list per local Civil Service Rule Section 6.6 (b).

A motion was made by Mr. Takacs and seconded by Mr. Smith to approve the voluntary removal of a Firefighter candidate's name from the current Firefighter eligibility list. Motion carried 2-0.

Agenda item 6 (b) Request from Safety Service Director Carrion for the Civil Service Commission's concurrence in the disqualification of three Firefighters and the removal of their names from current Firefighter eligibility list per local Civil Service Rule Section 6.6 (a).

A motion was made by Mr. Takacs and seconded by Mr. Smith to concur with the Administration in the disqualification of the three Firefighter candidates and the subsequent removal of their names from the current Firefighter eligibility list per local Civil Service Rule Section 6.6 (a). Motion carried 2-0.

A motion was made by Mr. Smith and seconded by Mr. Takacs to waive 72 hour rule to add an item to the agenda for consideration. Motion carried 2-0.

Agenda item 6 (c) Request from Safety Service Director Carrion for the Exceptional appointment of Ms. Hayley Walther to the position of Administrative Assistant in the Lorain Fire Department per Ohio Revised Code 124.30 A(2).

Mr. Takacs: "First order of business here, Mr. Williams, is it impractical to test for this position to determine competency instead of qualifications, licenses, certifications that are more relevant considering the testing requirement? We happen to know of a couple here. We know you're on the spot here; we can help you through this."

Mr. Williams: (Inaudible)

Mr. Takacs: "Thank you for that. We know that she passed an Excel test which is important for payroll in the Fire Department."

On a motion made by Mr. Smith and seconded by Mr. Takacs the provision of duty which requires competitive testing is waived per Ohio Revised Code 124.30 A(2). Motion carried 2-0.

Mr. Takacs: "Ok, it may be pertinent to read the Fire Chief's letter regarding this."

Mr. Smith: "Sure, this is a letter from Chief Radman."

Mr. Smith reads Chief Radman's letter since he could not be present at this meeting;

"I am requesting that the Lorain Civil Service Commission please waive the 72-hour rule (which we've done already) to consider the Exceptional appointment of Hayley Walther to the Administrative Assistant position in the Lorain Fire Department. Our previous Administrative Assistant retired November 14th, 2025. The position is now vacant and vital to the daily operations of the department. The position here does payroll, purchase orders, invoices, permits and handles a large amount of emergency phone calls from the public. This list is just the most important responsibilities of the position but there are many more required of the Administrative Assistant. Please fill this position as quickly as possible so the services rendered by the Lorain Fire Department are not hampered in any way. Hayley Walther was the only who passed all the required testing for the position."

Mr. Takacs: "I presume that the Chief feels this person is well qualified, do you have any comments, Mr. Williams?"

Mr. Williams: "She did pass all the required testing. The Chief has sense of urgency in filling this position. Also, we are going to be purchasing new software."

A motion was made by Mr. Smith and seconded by Mr. Takacs to approve the Exceptional appointment of Miss Hayley Walther to the Administrative Assistant position in the Lorain Fire Department per Ohio Revised Code 124.30 A(2). Motion carried 2-0.

THE FOLLOWING CORRESPONDENCE REQUIRED NO ACTION BY THE COMMISSION:

<u>NAME</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>EFFECT</u>
Joshua Bomback	Utilities BRWWTP	Reclass Operator Cl I Gr 25	09/22/2025
George Bombaugh	Utilities BRWWTP	Reclass Operator III Gr 32	10/08/2025
Phillip Dore	Utilities PQM	Appt'd LeadMillwr I Gr 33	11/05/2025
Ilene Gonzalez	Police	ExAppt PoliceOfficer Ptlmn A	11/03/2025
Jose Gracia	Police	ExAppt Police Officer Ptlmn B	10/27/2025
Robert Jacob	Utilities BRWWTP	Reclass Millwright I Gr 29	09/19/2025
J Neiswonger	Fire	Reclass Firefighter Gr 222	10/10/2025
Jace Perez	Police	ExAppt PoliceOfficer Ptlmn B	10/23/2025
James Rickard	Fire	Reclass Firefighter Gr 222	11/07/2025
Thomas Sheridan	Police	Reinstated Police Officer Ptlmn A	10/20/2025
Vincenzo Soto	Utilities BRWWTP	Reclass OIT Gr 22.95	11/12/2025
Tori Taylor	Utilities Billing	Reclass AcctRep w/3yrs Gr 21	11/07/2025
Robert Trivett	Police	ExAppt PoliceOfficer Ptlmn A	11/03/2025
Collin Velasquez	Utilities Purification	Reclass LabTech III Gr 30	10/02/2025
Janice Walsh	Fire	Retire fr Admin Asst position	11/14/2025
Barry Whitfield	Utilities Distribution	ExAppt Asst Supt Gr 14 Mgmt	10/20/2025

POSTINGS

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>GRADE</u>	<u>DATE POSTED</u>
Admin Asst	Fire	25	10/16/2025
Lead Millwright	Utilities PQM	32-34	10/23/2025
Vol Snow Rem Crew REG	PPD	23/higher	10/23/2025
Vol Snow Rem Crew OT	PPD	23/higher	10/23/2025
Admin Asst OPEN Post	Fire	25	11/05/2025

REPORTS: (None)

OLD BUSINESS:

NEW BUSINESS:


On a motion made by Mr. Smith and seconded by Mr. Takacs the Commission approved the payment of the bills. Motion carried 2-0.

On a motion by Mr. Smith seconded by Mr. Takacs the payrolls for the City of Lorain and the Lorain Board of Education were approved providing they are in accord with standard Civil Service policy and procedures. Motion carried 2-0.


A motion was made by Mr. Takacs and seconded by Mr. Smith to schedule the next Civil Service meeting for Tuesday, December 16, 2025 at 5:00 p.m.in Council Chambers (instead of what was previously decided at last meeting for December 9, 2025 as the Administrative Assistant would be out of the office and would not be able to post the agenda for that date the first week in December.) Motion carried 2-0.

A motion was made by Mr. Smith and seconded by Mr. Takacs to adjourn the meeting. The meeting was adjourned at 5:10 p.m. Motion carried 2-0.

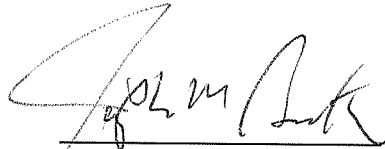
ALL REQUIREMENTS AND PROCEDURES FOR GIVING NOTICE AND NOTIFICATIONS OF THE MEETING WERE COMPLIED WITH UNDER SECTION 121.22 OF THE OHIO REVISED CODE.

Abstract


JUANITA SENQUIZ
PRESIDENT



VICTOR TAKACS
VICE-PRESIDENT



JOSEPH SMITH
SECRETARY