

**The Lorain Civil Service Commission met in regular session on Tuesday, December 16, 2025, at 5:00 p.m. in Lorain Council Chambers – First Floor Lorain City Hall.**

**Present: Juanita Senquiz, President, Joseph Smith, Secretary,** Sgt. Mark Tomlin, Director of Building, Housing and Planning, Matt Kuszniir, Public Property Director, Lori Garcia

Rose Maffei, Administrative Assistant  
Victor Takacs, Vice-President-absent

**A motion was made by Mr. Smith and seconded by Mrs. Senquiz to excuse Vice-President Takacs's absence from today's meeting. Motion carried 2-0.**

**DISPOSITION OF MINUTES:**

President Senquiz called for the disposition of the Minutes from the November 14, 2025, meeting. Mr. Smith stated that those Minutes were not yet completed at this time.

**CORRESPONDENCE RECEIVED:**

**A motion was made by Mr. Smith and seconded by Mrs. Senquiz to receive and file all correspondence received since the last meeting of November 18, 2025. Motion carried 2-0.**

**CORRESPONDENCE SENT:**

Ltr. to Safety Service Director Carrion (11/20/25) unanimously approving the Exceptional appointment of Miss Hayley Walther to the position of Administrative Assistant in the City of Lorain Fire Department per Ohio Revised Code 124.30 A(2).

Ltr. to Safety Service Director Carrion (11/20/25) concurring with him and accepting one Firefighter Candidate's voluntary removal of their name from current Firefighter eligibility list.

Ltr. to Safety Service Director Carrion (11/20/25) concurring with him in the disqualification of three Firefighter candidates and the removal of their names from the current Firefighter eligibility list.

Ltr. sent to one Firefighter candidate (11/20/25) who voluntarily chose to remove their name from the current Firefighter eligibility list and informed them of their right to appeal.

Ltrs. sent to three Firefighter candidates (11/20/25) who were disqualified and their names removed from the current Firefighter eligibility list informing them of their right to appeal this decision.

Ltr. sent to Safety Service Director Carrion (11/13/25) with the top twelve names from the established, current Firefighter eligibility list for their consideration to hire one Firefighter

Ltr. sent to Safety Service Director Carrion (12/06/25) with the top twelve names from the established, current Firefighter eligibility list for their consideration to hire three Firefighters.

Ltrs. to Mr. Joseph Koziura, City of Lorain Auditor, releasing the classified payrolls for the City of Lorain for 11/28/25 and 12/12/25.

Ltrs. to Tia Kearney, Treasurer of Lorain Schools, releasing the classified payroll for Lorain City Schools for 11/28/25 and 12/12/25.

**PUBLIC COMMENTS: (None)**

**PERSONNEL CORRESPONDENCE:**

**Agenda item 6 (a) Request from Safety Service Director Carrion for the appointment of Mr. Jordan Barnard to the position of Laborer in the Street division of the Lorain Public Property Department per Ohio Administrative Code 123: 1-17-01 C (4)(6).**

**Mrs. Garcia:** “This is a position for Laborer. There were three of us that interviewed the candidate. We received four candidates that we interviewed. This gentleman brings experience from Amherst and Bay Village. He worked for both cities as a seasonal worker so he knows how government works and what the job consists of.”

**A motion was made by Mrs. Senquiz and seconded by Mr. Smith to approve the appointment of Mr. Jordan Barnard to the position of Laborer I in the Street division of the Lorain Public Property Department per Ohio Administrative Code 123: 1-17-01 C (4)(6). Motion carried 2-0.**

**Agenda item 6 (b) Request from Safety Service Director Carrion for the appointment of Mr. Jacob Halliwell to the position of Laborer in the Street division of the Lorain Public Property Department per Ohio Administrative Code 123: 1-17-01 C (4)(6).**

**Mrs. Garcia:** “There were three of us that interviewed. He was one of the four. He brings experience from Milks Mowers with having experience with small hand tools and zero turns (lawn mowers) and he just seems like he’ll really fit in the department.”

**Mr. Smith:** “So of the four interviewed, two were hired.”

**Mrs. Garcia:** “Correct.”

**A motion was made by Mrs. Senquiz and seconded by Mr. Smith for the appointment of Mr. Jacob Halliwell to the position of Laborer I in the Street division of the Lorain Public Property Department per Ohio Administrative Code 123; 1- 17 -01 C (4)(6). Motion carried 2-0.**

**Agenda item 6 (c) Request from Safety Service Director Carrion for the Exceptional appointment of Mr. Christopher Yates to the position of State Certified Building Inspector in the Building division of the Lorain Building, Housing and Planning Department per Ohio Revised Code 124.30 A(2).**

**Mr. Kuszniir:** “The justification for requesting a waiver of the testing provision is the certifications that are required to hold this position is that any applicant have their Building Inspector license that is certified through the State of Ohio. This applicant does meet that requirement.”

**On a motion made by Mr. Smith and seconded by Mrs. Senquiz the provision of duty which requires competitive testing is waived per Ohio Revised Code 124.30 A(2) (based on the license required for this position.) Motion carried 2-0.**

**Mr. Kuszniir:** “As it relates to the position and the applicant, this position has been vacant since right around February of this year after a retirement in the department. Mr. Yates applied for the position kind of out of the blue this past month. He is currently leaving his position that he’s had with the City of Oberlin for the past eight years. Prior to that, he worked for the City of Lorain as a Housing Inspector and worked his way up to a Building Inspector, earning his certifications not only here but also in the City of Oberlin. His certifications include not only his Building Inspector license but also his Residential Building Official’s license, his Mechanical Inspector license, and a plethora of others that we would be able to utilize in his employment here. He’s a great candidate. He’s the only candidate that has applied for the job recently. The interview panel consisted of myself, Lori Kokoski in HR and Dave Faciana, our CBO (Chief Building Official). We were all in agreement that he would make a great addition to the department and he will blend in well with our team.”

**Mrs. Senquiz:** “He seems like he’s over-qualified.”

**Mr. Kuszniir:** “Yes, yes he is. He is qualified to be a Residential Building Official which is a much higher standard that’s needed for this job and he plans on earning additional qualifications while he’s here and continue to work his way up in the City of Lorain.”

**A motion was made by Mr. Smith and seconded by Mrs. Senquiz to approve the Exceptional appointment of Mr. Christopher Yates to the position of State Certified Building Inspector in the Lorain Building, Housing and Planning Department per Ohio Revised Code 124.30 A(2). Motion carried 2-0.**

**A motion was made by Mr. Smith and seconded by Mrs. Senquiz waive the 72-hour rule to add two items to the agenda for consideration. Motion carried 2-0.**

**Agenda item #6 (d) Request from Safety Service Director Carrion for the Exceptional appointment of Officer Miguel Baez to the full-time position of Police Officer and Mr. Rudy Arce to the part-time position of Police Officer per Ohio Revised Code 124.30 A(2).**

**Mr. Smith:** “The first order of business of course is waiving the testing provision.”

**Sgt. Tomlin:** “Yes, sir. Both candidates would be waived under the education (and experience) as well as certification requirements under the Ohio Administrative Code.”

**Mr. Smith:** "They are licensed, correct?"

**Sgt. Tomlin:** "Yes, they both hold OPOTA (Ohio Police Officer Training Academy) certifications on top of a plethora of others."

**Mr. Smith:** "Thank you."

**A motion was made by Mr. Smith and seconded by Mrs. Senquiz to waive the provision of duty which requires competitive testing (based on the OPOTA certification required) per Ohio Revised Code 124.30 A(2). Motion carried 2-0.**

**Sgt. Tomlin:** "First candidate is Miguel Baez. He currently is a part-time Police Officer with us. He has served with the Police Department in a myriad of functions since 1998. He is currently assigned to our Community Relations Division. Our Community Relations Division is expanding and we would like to bring him on as a full-time Police Officer and utilize him in the same capacity as we have been using as a part-time (Police Officer)."

**Mrs. Senquiz:** "From a part-time to a full-time and he's ok with that?"

**Sgt. Tomlin:** "Yes."

**A motion was made by Mrs. Senquiz and seconded by Mr. Smith for the Exceptional appointment of Officer Miguel Baez to the full-time position of Police Officer in the Lorain Police Department per Ohio Revised Code 124.30 A(2). Motion carried 2-0.**

**Sgt. Tomlin:** "Rudy Arce served with distinction in the Lorain Police Department for thirty-one years and retired about two and half months ago. He would like to come back on a part-time basis to help in the department primarily in Marine Patrol but he has a myriad of certifications that would be useful to the department in many realms."

***THE FOLLOWING CORRESPONDENCE REQUIRED NO ACTION BY THE COMMISSION:***

<b>NAME</b>	<b>DEPARTMENT</b>	<b>POSITION</b>	<b>EFFECT</b>
William Acevedo	Utilities Sewer	Reclass LaborerII Gr 14.100%	12/25/2025
Kenneth Allen	Utilities PQM	Retire fr Operator III position	02/06/2026
Christian Cardona	Utilities Purification	Reclass OIT Gr 22.95	12/02/2025
Orlando Cruz	Police	Retire fr Police Officer position	12/28/2025
Marco Cuevas	Utilities Sewer	Reclass LaborerII Gr 14.100	11/25/2025
Robert Jacob	Utilities BRWWTP	Reclas MillwrightII Gr 30	11/07/2025
Jan Kolenda	Utilities PQM	CertAppt OIT Gr 22.90	12/16/2025
Robert Koltas	Fire	Retire fr Firefighter position	01/02/2026
Devontay Mansfield	PPD Parks	Reclass Laborer II Gr 14	11/27/2025
Nick Patouhas	PPD Parks	Reclass Laborer II w/cert Gr 15	11/27/2025
Gregory Pugh	Utilities PQM	Reclass Operator III Ww Gr 32	11/26/2025
Rich Resendez	Police	Retire fr PT Police Officer position	12/14/2025

**THE FOLLOWING CORRESPONDENCE REQUIRED NO ACTION BY THE COMMISSION:**

<u>NAME</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>EFFECT</u>
Kenneth Shawver	Fire	Retire fr Firefighter position	12/03/2025
Brian Spencer	Utilities BRWWTP	Reclass Operator III WW Gr 31	10/03/2025
Regina Starr	Utilities Billing	Reclass AcctRep 16.100	10/28/2025
James Sutter	Utilities BRWWTP	Recls LeadMillwr ww bkflw Gr35	11/07/2025
Scott Wood	Fire	Retire fr Firefighter position	01/05/2026
Henry Williams	Utilities Purification	Reclass OIT Gr 22.95	11/22/2025

**POSTINGS**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>GRADE</u>	<u>DATE POSTED</u>
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(NONE)

**REPORTS: (None)**

**OLD BUSINESS:**

**NEW BUSINESS:**

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


On a motion by Mr. Smith seconded by Mrs. Senquiz 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.

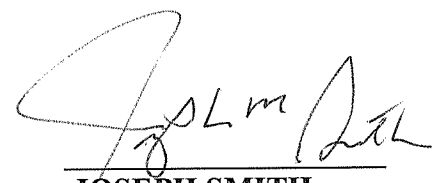
A motion was made by Mr. Smith and seconded by Mrs. Senquiz to schedule the next Civil Service meeting for Tuesday, January 13, 2026, at 5:00 p.m.in Council Chambers. Motion carried 2-0.

A motion was made by Mrs. Senquiz and seconded by Mr. Smith to adjourn the meeting. The meeting was adjourned at 5:15 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.**

  
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**JUANITA SENQUIZ**  
**PRESIDENT**

  
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**VICTOR TAKACS**  
**VICE-PRESIDENT**

  
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**JOSEPH SMITH**  
**SECRETARY**