

**MINUTES OF THE CIVIL SERVICE COMMISSION MEETING**  
**Mayfield Village Main Conference Room -Mayfield Village Civic Center**  
**6622 Wilson Mills Road, Mayfield Village, Ohio**  
**Tuesday, February 19, 2026 – 5:00 p.m.**

The Civil Service Commission met on Tuesday, February 19, 2026, in the Main Conference Room at the Mayfield Village Civic Center. Chairman DeBaggis called the meeting to order at 5:00 p.m.

Present: Mr. DeBaggis  
Mr. Bucci  
Mr. Tarkowsky

Also Present: Mr. Stupczy

**Approval of Minutes of Meeting of Tuesday, February 3, 2026**

Chairman DeBaggis stated, the Commission has received a copy of the Minutes from Tuesday, February 3, 2026. May I have a motion to approve?

Mr. Bucci, seconded by Mr. Tarkowsky, moved to approve the Minutes of the Meeting of Tuesday, February 3, 2026.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Minutes of February 3, 2026
		Approved as Written

**Police Department Update**

**- Lieutenant Promotional**

Chairman DeBaggis stated, the Lieutenant promotional list is scheduled to expire on April 3, 2026. Chief Matias would like the Commission to consider extending the list for an additional year to April 3, 2027.

. **Motion to extend the Lieutenant Promotional List for Police Department for an additional year to April 3, 2027.**

Chairman DeBaggis, seconded by Mr. Tarkowsky, made a motion to extend the Lieutenant Promotional List for Police Department for an additional year to April 3, 2027.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Lieutenant Promotional List
		Extended to
		April 3, 2027

**Service Department Update**

**- Entry Level Examination**

Chairman DeBaggis asked, Mr. Stupczy, can you provide a report to the Commission?

Mr. Stupczy replied, sure. First of all, I appreciate you guys assembling so quickly. We've had an open position for a couple of years. We had some turnover a year and a half, two years ago. We've had an open position since then. And we'd just like to go ahead and begin the process to fill that position now. My goal is to be able to fill it before we get outside and start cutting grass and doing our outdoor work.

Chairman DeBaggis asked, so this is just adding another guy on your staff?

Mr. Stupczy replied, yes. Another general laborer. Nothing specific. Nothing special. Special to us, but nothing special.

Chairman DeBaggis asked, and the Commission has been pretty happy with Personnel Selection Services as the testing agency?

Mr. Stupczy replied, I spoke with Paul Michalko. He says he has a test that he kind of designed for Mayfield Village. We've hired a number of gentlemen over the past couple of years that have taken that test. They're great hires. He's ready to go with the test. I think it's what I want to do.

Chairman DeBaggis stated, all right, good. Does anybody have any issues with that or any questions about that?

There were none.

- . **Motion to retain the services of Personnel Selection Services as the testing agency for the Service Department entry-level examination in an amount not to exceed \$1,200.**

Chairman DeBaggis, seconded by Mr. Bucci, made a motion to retain the services of Personnel Selection Services as the testing agency for the Service Department entry-level examination in an amount not to exceed \$1,200.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Personnel Selection retained

Chairman DeBaggis asked, what about extra credit on the exam? Is there anything specific?

Mr. Stupczy replied, I've read through the past application packet. I think I'd like it to be standard. I don't see any reason not. Military, I believe is 4 points. And then anyone who's worked for our Service Department, I believe it was like 1040 hours of accumulated service to Mayfield Villager is equal to one point. I'd like to continue that, if that's okay.

Chairman DeBaggis stated, okay. We are happy with it if you are happy with it.

Mr. Stupczy stated, yes. We do have a part-timer that intends to take the test.

Discussion ensued relative to the extra credit. Military service credit is 4 and seniority credit is 1 point with a maximum of 10 points. So the person could get 14 points.

Mr. Tarkowsky asked, do you want the maximum credit not to exceed 10 or up to 14 extra credit points?

Mr. Stupczy stated, I'm fine with 14.

Mr. Tarkowsky asked, I think you'd want to give more credit to seniority, right?

Mr. Stupczy replied, yes.

Mr. Bucci asked, is this position hourly or salary?

Mr. Stupczy replied, it's hourly. It's a full-time position.

Mr. Bucci stated, I was just looking, because you have a salary range, but you don't say anything about overtime.

Mr. Stupczy stated, it's outlined in the wage ordinance.

Chairman DeBaggis stated, so based on our discussion just now, the maximum extra credit would be 14 points, correct?

Mr. Stupczy replied, that would be fine with me. I don't know of anyone that could qualify for that with the previous experience and the military credit, but it might be someone I don't know.

. **Motion to approve the application packet with the requirements listed and extra credit up to 14 points.**

Chairman DeBaggis, seconded by Mr. Bucci, made a motion to approve the application packet with the requirements listed and extra credit up to 14 points.

Chairman DeBaggis asked, any discussion?

Relative to the age requirements of 18, Mrs. Betsa stated Frank and I discussed this right before the meeting. We had this question at one of the last exams. Is it 18 from the time of appointment, the time of taking the test, or 18 at the time of submission of the application?

Mr. Tarkowsky stated, I don't think it matters, really. Frank?

Mr. Stupczy stated, if they're 18 when they take the test, it's fine with me. If they happen to be 17 when they apply, fine.

Mr. Tarkowsky suggested, the language be changed to 18 by the date of the written examination.

Chairman DeBaggis stated, okay. So I am amending my motion to include the following language: **Applicant must be 18 by the date of the written examination.**

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Application Packet Approved

The Commission reviewed the proposed timeline. The notice won't get into the paper until the 27<sup>th</sup>. However, it will appear on *cleveland.com* as soon as it is received by them.

The written examination itself is on March 17<sup>th</sup> in the Community Room. If Commission members would like to be in attendance before the examination to assist with registration, they are welcome. Chairman DeBaggis will be present for the introductions.

Chairman DeBaggis stated, all right. Anything else on this?

Mrs. Betsa stated, I am out of town next week when application submittals commence, but Alyssa Fikaris has accepted applications in the past in my absence. She will go ahead and do that. The week after on the 6<sup>th</sup>, I will send an e-mail with an update on application submittals.

**Fire Department Update**

Chairman DeBaggis stated, Chief Carcioppolo has advised that he has nothing to report to the Commission on behalf of the Fire Department.

**ANY OTHER MATTERS**

Chairman DeBaggis asked, are there any other matters to come before the Commission?

There were none.

**ADJOURNMENT**

There being no further matters, Mr. Bucci, seconded by Mr. Tarkowsky, made a motion to adjourn the meeting. The meeting was adjourned at 5:11 p.m.

Respectfully submitted,

Mary E. Betsa, MMC,  
Civil Service Secretary