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

The Civil Service Commission met on Wednesday, August 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: Chief Matias, Police Department
Frank Stupczy, Service Director

. **Approval of Minutes of Meeting of Tuesday, May 19, 2026**

Chairman DeBaggis stated, the Commission has received a copy of the Minutes from our meeting on Tuesday, May 19, 2026. Is there a motion to approve?

Mr. Bucci, seconded by Mr. Tarkowsky, moved to approve the Minutes of the Meeting of Tuesday, May 19, 2026.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes:	All	Motion Carried
	Nays:	None	Minutes of Tuesday, May 19, 2026 Approved as Written

. **Service Department Update**

Chairman DeBaggis asked, Frank, would you like to give us an update? My understanding is that we have a mechanic who is retiring.

Mr. Stupczy replied, I think Paul wants to report on this.

Chief Matias stated, one of the reasons we're all here together is in my department, our roster, and reflected in the wage ordinance, we have a part-time mechanic position and an assistant mechanic position. The part-time mechanic is Larry Sherlock, who's been with us for—he was

here when I got here, so he's probably been with us for almost 30 years. He's going to be retiring soon. I'm not sure if it's at the end of this year or sometime next year. And then the assistant mechanic, again, it's a part-time position. We've been trying to fill it on and off for a while. We've really never had any stability since Ken Mott, who was with us for a long time, couldn't work anymore and then passed away. And so having the part-time mechanic and the on-and-off assistant mechanic just really hasn't been stable to maintain our fleet of police cars. So we've been having to have a lot of work done at Deacon's, which is an additional cost. So when I learned that Mike Schaefer was retiring, I approached Frank to float the idea of having a Village mechanic.

This wouldn't be a replacement for Mike Schaefer. It would be creating a new position, which would also need to be created in the wage ordinance. And the Village mechanic, he would work under the Service Department and work for Frank, but he would also be responsible for our vehicle fleet, Service's vehicle fleet, and then any other appropriate vehicles that the Village has, between Rec and some of the Fire vehicles. So what we're looking for is a creation of that new position in the wage ordinance.

Chairman DeBaggis stated, okay. How many vehicles does the Police Department have right now?

Chief Matias replied, 15.

Chairman DeBaggis asked, and are they all the same brand?

Chief Matias replied, no.

Chairman DeBaggis asked, but they all get serviced at Deacon's?

Chief Matias replied, recently we have been sending them to Deacon's. Most of our fleet right now are Dodge's, but we just bought two new Tahoes. I have a Tahoe that we got in 2019. So we'll be transitioning because Dodge doesn't make the Charger anymore, which was our main car. We've been using the Durangos, and now we're transitioning to the Tahoes because we just think they're a better vehicle. But all of the vehicles we have are in different stages. We have 15 vehicles. We have four main road vehicles. Then we have two vehicles that each SRO takes which are older vehicles with high mileage. We have a vehicle just for our high school security detail. We have vehicles that are just for on the road jobs. They are not all fully equipped. And, again, some of those are getting kind of older. And then we have vehicles for the Detective Bureau that we're able to get a lot of use out of because they stay in the garage and are not high mileage. So we have a variety of ages and types of vehicles.

Chairman DeBaggis asked, when you say that you're going to transition from the Durango or the Charger, you're going to transition to a Tahoe?

Chief Matias replied, yes.

Chairman DeBaggis asked, so the police patrol vehicle will be a Tahoe?

Chief Matias replied, yes. There's basically no more police cars. Like the old Crown Vic was the car for police officers for decades. Nobody makes cars any more for police fleet vehicles.

Chairman DeBaggis asked, has Council been presented with this? I mean, as far as transitioning to the Tahoes?

Chief Matias replied, yes.

Chairman DeBaggis stated, they are not cheap.

Chief Matias replied, they're a little more expensive than the Durangos, but we think we're going to get more use out of them because they hold up better and just the history of them, they are more of a workhorse.

Chairman DeBaggis asked, and what kind of service does the mechanic do on the current vehicles? Just oil changes and brakes, or does he do anything more than that?

Chief Matias replied, Ken Mott used to do a lot of that stuff, and then we had another guy, Mike Velotta. Larry's the head mechanic because he's been there long. He's more of a parts guy. He does do some basic maintenance work. And then some of the work is done because it's warrantied. But, yes, oil changes, tire rotations, the brake work, as long as he's able to do it. Mike Velotta was the assistant mechanic. He owned his own auto shop for decades. But he unfortunately passed away of cancer. And then we hired a kid who's a young mechanic that actually works at Deacon's, but it just didn't work out for him. Doing the part-time, it just wasn't worth it. He could just work overtime at Deacon's and make a lot more money. So moving forward, once Larry retires, I see it being very challenging for the Police Department to maintain part-time mechanics with the size of our fleet and the amount of work we need to do.

Chairman DeBaggis asked, I assume that the part-time mechanic position is an hourly position?

Chief Matias replied, yes.

Chairman DeBaggis asked, what's the hourly rate?

Chief Matias replied, the current rate for the mechanic position is $34.64 an hour. And the assistant mechanic, we were paying him $25.51. But, again, he's resigned.

Chairman DeBaggis asked, but, again, what you want to do is just have one full-time mechanic, not have two part-time guys?

Chief Matias replied, I would actually have no mechanic because we would have a Village mechanic working at the Service Department.

Mr. Tarkowsky stated, and he would service all your vehicles.

Chief Matias replied, yes. He'd cover everything.

Mr. Stupczy replied, Village vehicles.

Chief Matias stated, we would be basically eliminating two part-time positions.

Chairman DeBaggis asked, and then would that become a salary position or would that remain an hourly paid position?

Mr. Stupczy replied, it would remain hourly.

Chief Matias replied, everything is hourly.

Mr. Bucci asked, the Service Department currently doesn't have a mechanic?

Mr. Stupczy replied, Michael Schaefer has been operating for as long as I know, as the mechanic fleet manager of our Department. So all the trucks and equipment gets serviced or managed by him, whether that means it gets taken out for service or repaired that way. But he's the guy that it goes through.

Mr. Bucci asked, so how is this position going to work with him?

Mr. Stupczy replied, Michael Schaefer is retiring.

Mr. Bucci asked, so you're replacing two part-time and a full-time with one full-time?

Chief Matias replied, no because Mike Schaefer's position is a laborer for the Service Department. Right now Mike does our mechanic work, but he also is on the plow crew. He sets up Cruise Night. He does all this extra stuff.

Mr. Stupczy stated, his day-to-day is typically something's broken, go fix it. I mean, that's just what he does for us.

Chairman DeBaggis asked, that includes everything like lawnmowers?

Mr. Stupczy replied, yes, all of our equipment.

Chief Matias stated, so if we're going to have someone managing the entire fleet, they're not going to be able to do the other stuff that Mike is doing.

Mr. Tarkowsky asked, do you need somebody else to manage what Mike was doing aside from the repair work for his other duties on the job?

Mr. Stupczy replied, probably, yes.

Chief Matias stated, the idea is Frank will backfill for Mike's laborer position and then we'll create a new mechanic position. So we're expanding by one person Village-wide.

Chairman DeBaggis asked, so what are you asking of the Civil Service Commission that relates to this?

Mr. Stupczy stated, that's kind of the backstory of why we're here. I have a live list that was certified in March of this year for a general labor entry-level position. There's no one on that list that qualifies as mechanic at this point. So I wrote a memo kind of describing the fact that Michael Schaefer's leaving. I spoke with Mayor Bodnar about it. I'd like to get your approval to fill Michael Schaefer's position, without examination outside of the test so that we can hire on a mechanic that I've found and is ready to come on board and work for me in that capacity.

Chairman DeBaggis asked, so you don't think testing is a good idea for this position?

Mr. Stupczy stated, when we first started talking about this with Michael Schaefer leaving, we put together a Head Mechanic job description that I supplied for you guys. Sam Ocampo was referred to me after we put together a job description. And it's someone who fits all the job description.

Mr. Tarkowsky stated, sounds like he was mostly doing this for Kirtland already.

Mr. Stupczy replied, for the past few years, yes. He graduated from Ohio Technical College with an Associate's Degree in automotive technology, auto-diesel technology. He was a diesel mechanic at Cummins for 11 years. For the past 3 years he's been working for the City of Kirtland as their mechanic.

Chief Matias stated, we have to go to Council to amend the wage ordinance before we can actually hire the mechanic. So in the interim, Frank is asking that we hire him to fill Michael Schaefer's position as the mechanic. And then once we get all our stuff through Council to create that line in the wage ordinance, then he'll be moved there.

Mr. Stupczy stated, and then the other functions that Michael Schaefer performs for our Village would be backfilled with someone off the list that we created originally because it's more of a general laborer position at that point.

Mr. Tarkowsky asked, do our Rules say we can hire someone without a test? Or is there a requirement to say we need a test? Can we just bypass that?

Mr. Stupczy stated, I referred to Section 8.1 on this memo. It's the second paragraph.

Chairman DeBaggis asked, can we take a break for about 5 minutes because I didn't have this before we started the meeting. I'd like to read it. We never got this.

Mr. Stupczy replied, of course.

Chief Matias stated, and this has been evolving. The last meeting we had with Mayor Bodnar was Monday where we kind of got the okay to move forward with this. It's been an evolving thing.

Chairman DeBaggis stated, no problem.

The Commission took a break to review the memo.

Mr. Bucci asked, can I ask a question? This head mechanic, this is on page 2. This is a new position?

Chairman DeBaggis replied, right.

Mr. Bucci stated, okay. So in Section 8.1, what's Mike Schaefer's current job?

Mr. Tarkowsky replied, he's just a laborer.

Mr. Bucci stated, he's just a laborer. And you cite in 8.1, in the case of a vacancy where peculiar and exceptional qualifications are required. You are a laborer. You're hiring a laborer, right now.

Mr. Stupczy replied, I want to hire a mechanic.

Mr. Bucci stated, I understand, but you're not. You're hiring a laborer.

Mr. Stupczy stated, well, I would be looking for someone with mechanical training.

Mr. Bucci stated, you're hiring a mechanic after Council gives you the approval to hire a mechanic. Right now you're hiring a laborer. You're asking us to waive 8.1 to hire a laborer. You're asking us to waive something, and you're hiring a laborer.

Mr. Stupczy replied, I'm looking for someone with mechanic ability either way.

Mr. Tarkowsky replied, I can see the point. Mike is a laborer, but he's also the one that does all the technical work. So I can see even the technical work can fall under the laborer position. I understand what you're saying, though. You're really trying to hire a mechanic now as a laborer.

Chief Matias stated, yes, I get it. I didn't think about it like that, but I see your point. If you just look at the classifications in the wage ordinance, what is Mike's position as a laborer? That would be your guy's call on this.

Mr. Stupczy stated, I mean, at the same time, if I had a position, even if it was classified as a laborer, and I was looking for someone that was good at "x", I would test for those people, right? Even though it would be a laborer, I mean, I would be looking for someone who is a mechanic, to fill those specific vacancies.

Mr. Tarkowsky stated, yes. None of the guys on the list qualify for that.

Chairman DeBaggis asked, are there any other concerns, questions or issues?

There were none.

. **Based on the presentation, I'd like to move to suspend the provision of the Civil Service Rules for a competitive exam and under Section 8.1 move to allow the Service Director to hire for the mechanic position they've outlined here this afternoon.**

Chairman DeBaggis seconded by Mr. Tarkowsky made a motion to suspend the provision of the Civil Service Rules for a competitive exam and under Section 8.1 move to allow the Service Director to hire for the mechanic position.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes:	All	Motion Carried
	Nays:	None	

. **<u>Fire Department Update</u>**
- **Multi-Regional Entrance Examination**

Chairman DeBaggis reported, I received an e-mail from Clarice White, Lyndhurst Civil Service Secretary advising that they are not doing the iHeartRadio ad. They will be advertising in the *Akron Beacon Journal*, which includes one Sunday in print, 30 days online, plus advertisement on social media for a total cost of $750. Along with the *Akron Beacon Journal* bundle, the test ad is scheduled to be in *The Plain Dealer* on Sunday, August 16th, in color print and 30 days on-line and in the *News-Herald* on Sunday, August 16th in color print and on-line for 30 days. Chief Carroll forwarded a link for the application to be posted on our social media pages and website. The link was forwarded to Jeff Thomas and he put it on the website. This went live on Monday, August 17th at 8:00 a.m. in the morning and will end at midnight on Sunday, September 27th. The

test is scheduled for Tuesday, September 29th. I'm not able to be there, but gentlemen, if you want to volunteer to help with registration, just let Mrs. Betsa know.

When the results are received, the Commission will need to schedule a meeting to verify the extra credit, rank the candidates and certify the list.

. Any Other Matters

Chairman DeBaggis asked, are there any other matters?

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 5:28 p.m.

Respectfully submitted,

Mary E. Betsa, MMC,
Civil Service Secretary