



# Upper Pottsgrove Township Civil Service Commission

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## MINUTES August 8, 2013

### CALL TO ORDER:

This meeting of the Upper Pottsgrove Township Civil Service Commission is hereby brought to order at 7:02 PM by Commissioner NICE. This public meeting has been duly advertised in the Pottstown Mercury on August 7, 2013 in accordance with the Sunshine Act. All members of the Commission including Alternates were notified by e-mail and/or US Postal Service. Commissioners & Alternates were also sent email reminders at least 24 hours in advance of this meeting.

### MOMENT of SILENCE in memory of CSC Gil Duncan/Pledge of Allegiance:

### ROLL CALL:

#### COMMISSIONERS:

NICE ✓ JETER □ LEISTER ✓

#### ALTERNATES:

JOHNSON □ BINGHAM ✓ WILLIAMS □

Also in attendance:

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### APPROVAL OF MINUTES of PREVIOUS MEETING: January 9, 2012:

Approved by: NICE

Seconded by: BINGHAM

Vote: Aye votes: ✓ Opposed: \_\_\_\_\_

Motion: Passes: ✓

### UNFINISHED BUSINESS:



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## **CIVIL SERVICE RULES & REGULATIONS:**

Our R&R's have finally been converted to a Windows-based format using Office 2010. They have been arranged into a contiguous layout which includes a Cover Page, Index and Appendix, the Employment Application, Model Form Letters including all Appointments and Resolutions for the majority of our activities and formal actions. These files are broken down in individual folders. That way any future editing would not impact pagination issues and require recreating a new index etc. There is easily over 200 hours of work represented in this effort. Plus there were a few issues that required updating and amending from oversights in previous versions. We will address that tonight UNDER New Business. Our approvals will be submitted to the Board of Commissioners at their August 19, 2013 meeting for their final approval via resolution.

Discussion: All in favor of the finished product and requested copies of the binders with the R&R's as soon as the Board has approved them. Leister will notify Commission members when they have been prepared for pick-up.

## **HEARINGS:**

None

## **NEW BUSINESS:**

### **ANNUAL REPORT**

As required by the First Class Township Act was prepared and posted on the bulletin board in the hallway in January. Secty Leister also distributed copies via email to everyone here, the Board and one mailed one to Mr. Nice via snail mail. There was nothing significant to report last year both activity-wise nor financially.

### **RESOLUTIONS**



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1. **Resolution 2013-1: Review and approval of revised and amended sections of CSC R&R's**  
✓ APPROVED BY MAJORITY OF COMMISSION
2. **Final Resolution for Adoption-Civil Service Commission Rules & Regulations of Upper Pottsgrove Township subject to Board Approval**  
✓ APPROVED BY MAJORITY OF COMMISSION
3. **Resolution 2013-2: Appointing the Written Examination Administrator/s**  
✓ APPROVED BY MAJORITY OF COMMISSION
4. **Resolution 2013-3: Appointing the Oral Exam Administrators**  
✓ APPROVED BY MAJORITY OF COMMISSION
5. **Resolution 2013-4: Appointing the Physical Agility Exam Administrators**  
✓ APPROVED BY MAJORITY OF COMMISSION
6. **Resolution 2013-5: Appointing the Medical Exam Administrators**  
✓ APPROVED BY MAJORITY OF COMMISSION
7. **Resolution 2013-6, 7: Appointing the Psychological Exam Administrator/s (2)**  
✓ APPROVED BY MAJORITY OF COMMISSION
8. **Resolution 2013-8: Appointing the Background Investigation Administrator**  
✓ APPROVED BY MAJORITY OF COMMISSION
9. **Resolution 2013-9: Reappointing Richard D. Linderman, Esq. as the Civil Service Commission's long time Solicitor**



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✓ UNANIMOUS APPROVAL OF COMMISSION

**10. Resolution 2013-10: Appointing CBC INNOVIS  
as our vendor of Consumer Credit Reports**

✓ APPROVED BY MAJORITY OF COMMISSION

**11. Resolution 2013-11: Appointing Armando  
Johnson as full Commissioner**

✓ APPROVED BY MAJORITY OF COMMISSION

### **CREATION OF AN ELIGIBILITY LIST**

On **May 21<sup>st</sup>, 2013** the Commission was notified and authorized to commence all those activities necessary to certify a List of Eligibles. In the interim Secty Leister began the task of reviewing the R&R's and attempting to associate a working Index, Appendix and create all the necessary Model Letters for Appointment, Resolution, Fair Credit Reporting Act and all correspondence associated with the process of testing and notification. These were not created previously. Medical issues and other volunteer leadership assignments prevented Secty Leister from initiating the process immediately. Both Twp. Manager Layne and Board President Taylor were advised of these unavoidable delays. Also, in preparing our new R&R's and Appointments and Resolutions, it became apparent that we needed to assign professional administrators to handle certain assignments that were previously conducted by members of the Commission. (more delays in interviewing potential candidates)

For reasons of “**due process**” this is mandatory and we were in a grey area of potential liability by doing certain things in the past. Hence, we needed to secure the services of a Written test administrator/proctor (which will become a pool of interested teachers from the Pottsgrove School District) and we needed to secure the services of a Physical Agility Test administrator/s who was/were a certified fitness instructor/s or held similar professional or degreed credentials (elaborate). Following MPOETC's lead, in that, an applicant may bring a grievance to the Commission if



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they feel they were not properly instructed on how to warm up/cool down for the ¼ mile run and prepare for any of the PA tests. Having credentialed personnel running the tests with the support of our PD providing the equipment, AED, etc. and setting up the site is preferred. CSC members can assist in coordinating events—but NOT conducting them. In other words we can do paperwork!

At the time of the preparation of this agenda, we still had not secured a date for the written test at the Pottsgrove Middle School. We are awaiting notification from the athletic director as to which Saturdays are open to use the track area. In an effort to save some time (already lost) we may want to conduct the Written test (in the cafeteria) in the morning starting at 8:15 for set-up; registration at 8:30 and testing to start promptly at 9:00. The testing takes 83 minutes. We could then start the Physical Agility testing at 11:00 AM, weather permitting. CSC members would need to be available for various support assignments on that day. (elaborate) Registration, flow control, materials distribution and observation.

I want to make sure that the Board approves our amended R&R's before I do any advertising AND I also need to have a date from the school district which I can establish availability for all the professional parties involved to conduct the testing (including our PD).

To explain briefly, once we advertise (newspaper, all police academies and colleges with MPOETC-certified programs) and the academy's alumni there is usually a 30 day period in which we receive applications and WE must review every single one for completeness and attachments, etc. Then a letter goes out to all applicants advising when the Written Test (and Physical Agility) will be conducted. Normally the Written is first and after 30 days we know who passed and failed—Top 20 passing grades move onward to the next stage. The PA test and after another 30 days, we schedule the Oral Exams for those who pass. Once we receive the results of the Orals we tally the points of the written and oral 50/50 and add in any Veteran's Preference (10 points). We now have a preliminary list



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We will then look at the top 4 or so and do Backgrounds. Once we have our top List of Three—they are our Eligibility List subject to a conditional offer of employment – and passing Medicals and Psychologicals. All along the way there are letters going out (see model letters in the R&R's Appendix—A-2 etc.) to all the candidates with copies being maintained with their files which we never destroy---again, all part of “**due process**.” The entire process could take some 6-8 months depending upon how diligently we proceed AND if there are any hearings to handle grievances.

A “Hold Harmless-Waiver” from our solicitor has been Received and is attached as part of our application (in the R&R's) to use school district facilities and also as protection for all of us and anyone even remotely associated with our activities, especially the Physical Agility test. All candidates will have to sign one.

### **ANY OTHER NEW BUSINESS:**

- Discuss Secty Leister's situation and availability during the next year and more importantly during this Eligibility List process
- Commission members will “meet” from time to time in the Twp. Administration Bldg. during the application and testing process to review paperwork and reports. These associations will constitute workshops and not business meetings in the sense that the Sunshine Act would apply and therefore will not be advertised.

### **MOTION TO ADJOURN**

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**Made by: Bingham  
Seconded by: Leister**

**All in favor: AYE Opposed: \_\_\_\_\_**

**Time: 8:58 PM**

**Motion Passes!**

Respectfully submitted,

/s/ *Reginald Leister*

Reginald Leister

Secretary

Upper Pottsgrove Township

Civil Service Commission