



Upper Pottsgrove Township Civil Service Commission

MINUTES January 9, 2006

CALL TO ORDER:

This meeting of the Upper Pottsgrove Township Civil Service Commission is hereby brought to order at 7:09 PM by Commissioner BRANDEL. This public meeting has been duly advertised in the Pottstown Mercury on January 3rd, 2006 in accordance with the Sunshine Act. All members of the Commission including Alternates were notified by US Postal Service. Commissioners also received email reminders. An Executive Session will commence just before Adjournment with no voting or policy decisions.

PLEDGE of ALLEGIANCE/MOMENT of SILENCE:

ROLL CALL:

COMMISSIONERS:

BRANDEL ✓ DUNCAN ✓ LEISTER ✓

ALTERNATES:

VITACCO ✓ NOVACK ☐

Also in attendance: Township residents: Henry Bealer & Robert Sloss plus Twp Mgr. Cotter stopped in briefly near end of meeting to discuss Website issues and copying the Commission Rules and Regulations manual.

APPROVAL OF MINUTES of PREVIOUS MEETING: October 6, 2005:

Approved by: DUNCAN

Seconded by: BRANDEL

Vote: Aye votes: ALL Opposed: NONE

Motion: Passes

UNFINISHED BUSINESS:

The amended proposal to Section 4.3 of our CSC Rules and Regulations with regards to grading procedures requiring a minimum written score of 70% for EACH of the four (4) elements of the written POST test was presented for approval and adoption by the BOC at their October 12, 2005 meeting and was passed unanimously.



Upper Pottsgrove Township Civil Service Commission

The **BOC also took action on the Eligibility** List at that same meeting and likewise unanimously voted to approve and accept it.

HEARINGS:

None

NEW BUSINESS:

Organization:

Nomination for position/ **Chairperson: BRANDEL**

Made by: DUNCAN; Seconded by: LEISTER

All in Favor: AYE Opposed: NONE

Nomination: PASSES

Nomination for position/**Secretary: LEISTER**

Made by: BRANDEL; Seconded by DUNCAN

All in Favor: AYE Opposed NONE

Nomination: PASSES

Nomination for/**Vice-Chairperson: DUNCAN**

Made by: LEISTER; Seconded by: BRANDEL

All in Favor: AYE Opposed: NONE

Nomination: PASSES

Nomination for **Solicitor: RICHARD LINDERMAN**

Made by: BRANDEL; Seconded by DUNCAN

All in Favor: AYE Opposed: NONE

Nomination: PASSES

REVISED ELIGIBILITY LIST The fourth name on the current list (Kyle Leshner) has been moved up into the 3rd position created by the vacancy/hiring of Kenneth Smith. **Keeping in mind that we may still decertify this list at any time for any reason.**

Motion to Recertify List of Eligibles:

Made by: DUNCAN Seconded by: BRANDEL

All in Favor: AYE Opposed: **Motion: PASSES**



Upper Pottsgrove Township Civil Service Commission

ANNUAL REPORT

It is in the process of being prepared and submitted to the BOC. Copies will be circulated via e-mail when completed. This involves a synopsis of all activities and financials for the previous year. Secty Leister stated that it is sometimes difficult to accurately tract every dollar of expenditures because the General Ledger accounts are spread across many accounts within the Township bookkeeping system. As an example, the publication of help wanted and meetings are all advertising expenses which do not get a specific CSC tag... Much that is incurred involves the costs associated with hiring police officers We try our best to capture as much as possible that can be identified specifically as CSC-related expenses. The report is an attempt to disclose general information and not an audit. Questions? None

TWP WEBSITE

We already have our Minutes posted there for 2004 and 2005 to date per Mr. Cotter.

LETTER RECEIVED FROM ATTY GARNER

Dated 12/21/05

Was a follow-up to a casual conversation prior to the December Board Meeting regarding the Commission's inability to reorganize on the first Monday (or Tuesday) of January due to quorum issues surrounding the Commissioners until January 9th. He replied that there was no problem stating that, "these things happen." A copy of his letter was distributed for review. It basically stated that there was nothing in the First Class Twp Code that prevented us from meeting on January 9th instead of the 3rd.

CIVIL SERVICE RULES & REGULATIONS:

Need to be digitized and reprinted in current form reflecting the amended changes over the last 2 years. It would then also easily permit future edits. There should be a master copy available to the public. Mr. Cotter explained that it can be prepared in an Acrobat Adobe/.PDF format or MS Word. Secty Leister asked if this Document Software was essentially an Optical



Upper Pottsgrove Township Civil Service Commission

Character Recognition (OCR) type software that will disregard handwritten or highlighted notations on the original copy. Mr. Cotter stated it was. That it treated such notation as “gibberish.” He went on to explain some other options we had in editing the copy and recommended that we get our Solicitor’s opinion about readopting a clean new version of our Rules and Regulations to avoid any future problems. Mr. Sloss stated that it was his opinion that the Commission pursue Solicitor recommendations to avoid future challenges. Secty Leister remarked that our present copy reflected many strike-throughs from previous revisions performed on the computer. But those files were never located. Mr. Cotter stated that he can copy our current R & R and should retain just about all formatting.

ANY OTHER NEW BUSINESS:

None

EXECUTIVE SESSION: The Commission convened in Executive Session to address privacy issues relating to CSC Rules and Regulations. There will be no voting or policy decisions.

MOTION TO ADJOURN: 8:20 PM

Made by: LEISTER
Seconded by: BRANDEL

All in favor: AYE **Opposed:** NONE
Motion Passes!

Respectfully submitted,

Reginald Leister,
Secretary