



Upper Pottsgrove Township Civil Service Commission

MINUTES January 16, 2008

CALL TO ORDER:

The meeting of the Upper Pottsgrove Township Civil Service Commission was hereby brought to order at 7:00 PM by Commissioner Brandel. This public meeting has been duly advertised in the Pottstown Mercury on January 11, 2008 in accordance with the Sunshine Act. All members of the Commission including Alternates were notified by US Postal Service. Commissioners also received email reminders.

PLEDGE of ALLEGIANCE/MOMENT of SILENCE:

ROLL CALL:

COMMISSIONERS:

BRANDEL ✓ DUNCAN ✓ LEISTER ✓

ALTERNATES:

VITACCO □ NOVACK □

Also in attendance: NONE

APPROVAL OF MINUTES of PREVIOUS MEETING: July 26, 2007:

Approved by: Brandel

Seconded by: Duncan

All in Favor: All Opposed: None

Motion: PASSES

UNFINISHED BUSINESS: NONE

HEARINGS:

NONE



Upper Pottsgrove Township Civil Service Commission

NEW BUSINESS:

Organization:

Nomination for position/ **Chairperson:** Brandel

Made by: Leister; Seconded by: Duncan

All in Favor: Aye Opposed: None

Nomination: PASSES

Nomination for position/**Vice-Chairperson:** Duncan

Made by: Brandel; Seconded by: Leister

All in Favor: Aye Opposed: None

Nomination: PASSES

Nomination for position/**Secretary:** Leister

Made by: Duncan; Seconded by: Brandel

All in Favor: Aye Opposed: None

Nomination: PASSES

Nomination for position/**Solicitor:** Richard Linderman

Made by: Duncan; Seconded by: Brandel

All in Favor: AYE Opposed: None

Nomination: PASSES

ANNUAL REPORT

Report was presented for review and discussion. Cmsr Duncan asked to review the invoices & questioned why we were charged for certain consultations by Twp Solicitor Garner involving the Chief of Police. Cmsr Leister stated that from the dates involved it appears that they revolved around the time we were dealing with the revised proposed resolution on Promotions. This may have been at the request of Twp Mgr Layne or Board President Taylor. All agreed that services charged to or incurred on behalf of Civil Service should be otherwise be approved by Civil Service. Cmsr Leister pointed out that in the past there were cases where Atty Ryan Cassidy, who is the Twp's labor atty had been charged to Civil Service in error.

TWP WEBSITE



Upper Pottsgrove Township Civil Service Commission

Our Minutes are posted there for 2007 to date.
We will continue to post them going forward but do we want to wait until they have been APPROVED at a public meeting before posting given the fact that we meet so infrequently? How should we proceed to act in the best interests of communicating this information to the community?

Discussion: Secty Leister will distribute the Minutes to other members via e-mail for approval to post on website. This approval doesn't appear to require an "official" action affecting Rules & Regs or other official business of the Commission requiring a public airing. "Official" acceptance and approval will take place at the next public meeting as usual. All were in agreement.

LETTER RECEIVED FROM ATTY GARNER

Dated January 4, 2008 and received January 7, 2008 (copies available for distribution to Commission Members) reminding us that we must reorganize on the first Monday of January (7th) of the even years-the same as the Board. But if we are unable to do so (quorum issue), we should do so at our earliest opportunity (i.e. tonight!).

CIVIL SERVICE RULES & REGULATIONS:

While we have had our R&R's converted to a Windows-based format and received Board approval for the updates we still have not assembled them into a contiguous layout which includes the Application, Index and Appendix. This will have to be addressed as a priority in 2008 in case anyone requests a copy of same, especially with the newest changes involving the Promotions approved in August.

Discussion: We will approach the Twp to assist in completing the collation process including the revised Application. This must be addressed ASAP.

ANY OTHER NEW BUSINESS: NONE



Upper Pottsgrove Township Civil Service Commission

MOTION TO ADJOURN: 7:41 PM

**Made by: Brandel
Seconded by: Duncan**

All in favor: AYE Opposed: NONE

Motion Passes!

Respectfully submitted,

Reginald Leister
Secretary