



## Upper Pottsgrove Township Civil Service Commission

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### MINUTES January 7, 2014

#### CALL TO ORDER:

This meeting of the Upper Pottsgrove Township Civil Service Commission is hereby brought to order at 7:02 PM by Commissioner Leister. This public meeting has been duly advertised in the Pottstown Mercury on January 6, 2014 in accordance with the Sunshine Act. All members of the Commission including Alternates were notified in writing (both USPS & e-mail) as required by §2.6 of the Upper Pottsgrove Twp. Civil Service Commission Rules and Regulations providing for 24 hour notification.

#### MOMENT of SILENCE (In Memory Of CSC Gil Duncan)/ PLEDGE OF ALLEGIANCE

#### ROLL CALL:

#### COMMISSIONERS:

NICE ✓ JOHNSON ✓ LEISTER ✓

#### ALTERNATES:

BINGHAM ✓ BROGLEY ✓ WILLIAMS ✓

Also in attendance:

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#### APPROVAL OF MINUTES of PREVIOUS MEETING: August 8, 2013:

Approved by: Bill Brogley

Seconded by: Armando Johnson

Vote: Aye votes: Opposed: NONE

Motion: Passes:

#### UNFINISHED BUSINESS: Eligibility List Status

Unofficial pending completion of Background & Credit Checks. Will need to schedule another meeting to Certify.

#### HEARINGS:

None



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### NEW BUSINESS:

#### 1. Reorganization:

Nomination for position/ **Chairperson:** NICE  
Made by: LEISTER; Seconded by: Deborah Bingham  
All in Favor: X                      Opposed: NONE  
**Nomination: PASSES**

Nomination for position/**Vice-Chairperson:** JOHNSON  
Made by: Don Nice; Seconded by: Reg Leister  
All in Favor: X                      Opposed: NONE  
**Nomination: PASSES**

Nomination for position/**Secretary:** LEISTER  
Made by: Armando Johnson; Seconded by: MaryAnn  
Williams  
All in Favor: X                      Opposed: NONE  
**Nomination: PASSES**

Nomination for position/**Solicitor:** RICHARD  
LINDERMAN (Note: Mr. Linderman was re-appointed at  
Aug 2013 Meeting by Resolution-this is a formality)  
Made by: LEISTER; Seconded by: Armando Johnson  
All in Favor: X                      Opposed: NONE  
**Nomination: PASSES**

#### 2. ANNUAL REPORT

Was prepared by Secty Leister at year's end and distributed to  
Civil Service Commissioners, Alternates, Twp. Manager, Twp.  
Commissioners, Twp. Solicitor and posted on Bulletin Board per  
requirements of § 2.13 of our Rules and Regulations and the  
First Class Township Code.

Questions ?\_\_NONE—Brief discussion

#### 3. AMENDING POLICE APPLICATION (Page 16)



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At issue is a need to clarify to anyone making application who is unfamiliar with the vernacular of **Act 120 terminology and the plain language already in the application** (and all recruiting advertisements) regarding the need **for being Act 120 certifiable by the date we create and certify the Eligibility List**. Our ads clearly state that a non-refundable fee is involved. When we determine that an applicant is ineligible due to not having attended a MPOETC-approved police academy or equivalent, the applicant is notified that they are not qualified to participate further. Proposed language has been added to the Police Application which removes all doubt whether or not the applicant is qualified to apply for the position of Police Officer, and if not, they should STOP and not submit the application or submit any fees.

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**Review affected language change in Police Application on following page, item #24 (in part).**



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24. **Current and Valid Act 120 Training:** Applicants must be eligible for Act 120 Certification by the creation (date) of the **List of Eligibles**. Eligibility for certification is defined in the Rules and Regulations Governing the Administration of the Act 120 Program; i.e. 37 PA Code Chapter 203.

(a) Have you successfully completed Act 120 Training (or MPOETC-approved equivalent)?

YES \_\_\_\_\_ NO \_\_\_\_\_ \* **If YES, attach a copy of your diploma.**

(b) If **NO**, are you currently enrolled in a MPOETC-approved Act 120 training course?

YES \_\_\_\_\_ NO \_\_\_\_\_ \*

If **YES**, provide the name and location & phone # of school and anticipated date of graduation.

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ADDED LANGUAGE



**\*STOP ! If you answered NO to either # 24 (a) or # 24 (b) you are not eligible to participate in this hiring process. Do NOT submit this application or any fees which will not be returned. Undergraduate degrees in Criminal Justice are not a substitute for Act 120 training. However certain positions in the National Park Service with the Department of the Interior may qualify. Contact this Civil Service Commission if you have questions BEFORE submitting an application.**

**No consensus on language used—must consider and propose at next meeting**

**Approved by:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_

Vote: Aye votes: --- Opposed: X

**Motion:** No Action Taken



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4. **DISASTER RECOVERY DISKS:**

Created for back-up of Secty Leister's entire CSC computer File at home. Copy maintained in CSC file cabinet and at his residence. Don Nice expressed concern that disk does not contain copies of 538 emails that Secty Leister originated or answered in 2013. Leister explained that they will always be available because they are backed-up on Verizon's server.

5. **ANY OTHER NEW BUSINESS:**

6. **EXECUTIVE SESSION:**

*Open to Commissioners only*, unless an Alternate is needed to constitute a quorum; discussion to consider further action on a matter---review of multiple correspondences with Commission---uncertain of resolution. (20 MINUTES).  
NO ACTION TAKEN.

7. **MOTION TO ADJOURN:**

Made by: Armando Johnson

Seconded by: Don Nice

All in favor: AYE Opposed: ----

Motion Passes! 8:52 PM

Respectfully submitted,

/s/ *Reginald Leister*

Reginald Leister, Secretary  
Upper Pottsgrove Township  
Civil Service Commission