



## Upper Pottsgrove Township Civil Service Commission

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### MINUTES

January 30, 2014

#### CALL TO ORDER:

This meeting of the Upper Pottsgrove Township Civil Service Commission was called to order at 7:05 PM by Commissioner Leister. This public meeting has been duly advertised in the Pottstown Mercury on January 29, 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: January 7, 2014:

Approved by: Don Nice

Seconded by: Armando Johnson

Vote: Aye: ✓ Opposed:

Motion: Passes: ✓



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### **UNFINISHED BUSINESS:** Eligibility List

List is ready to certify for 12 months with option to extend for an additional 12 months at our discretion. There are 10 names on the list, including the “List of Three” which is being certified subject to complete Background Investigations. Candidates will be notified in writing (within 30 days) as soon as all investigations are completed.

Vote to Certify: NICE ✓ JOHNSON ✓ LEISTER ✓

PASSES: (SIGN DOCUMENTS [3] ) ✓

**HEARINGS:** None

**NEW BUSINESS:**

### **AMENDING POLICE APPLICATION:**

Certain items were missed in the last revision of the Police Application that are being restored or inserted now:

1. Adding a request for **SOCIAL SECURITY #** and an **EMAIL ADDRESS** on Page 1 of the application
2. Addition of telephone numbers for Family members on Page 3 of Application
3. Clarification of **Act 120 terminology and the plain language already in the application** on Page 16 of 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.
4. The addition of language on Page 22 of the Application to review the entire application for completeness, legibility and inclusion of supporting documentation.



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### READ/REVIEW THE ACTUAL EXHIBITS

Approved by: Deborah Bingham  
Seconded by: MaryAnn Williams  
Vote: Aye : ✓    Opposed:  
Motion: Passes: ✓

**DIRECT YOUR ATTENTION to Resolution 2014-01 to officially address this matter which will be presented to the Board of Commissioners for final approval at their next meeting.    \*EXECUTE TWO (2) COPIES\* ✓**

### ANY OTHER NEW BUSINESS:

**PSAB, Civil Service Training Seminar, 3/5/14 in Reading**  
Committed to attend: Don Nice, Reg Leister, Deborah Bingham (will confirm tomorrow for sure), Bill Brogley (via email) and MaryAnn Williams. We will arrange and coordinate driving arrangements later.

### MOTION TO ADJOURN:

Made by: Leister  
Seconded by: Johnson  
All in favor: Aye ✓    Opposed:  
Motion Passes! ✓    7:45 PM

Respectfully submitted,  
*/s/ Reginald Leister*  
Reginald Leister, Secretary  
Upper Pottsgrove Township  
Civil Service Commission