

# **CIVIL SERVICE COMMISSION**

## **July 3, 2014 Meeting Minutes**

**Roll Call** - Members present for the meeting were Armando Johnson, Deb Bingham and William Brogley and alternates Denise Bruno and France Krazalkovich. Alternate member Christopher Delp was absent. Also present was Planning & Zoning Administrator Michelle L. Reddick. Commissioner Taylor was in the audience.

**Call to Order** – Mr. Johnson called the meeting to order at 6:00 pm.

**Approval of Minutes** – This matter was tabled as the minutes were not available.

### **Unfinished Business**

**Reorganization** – Michelle Reddick acted as temporary chairperson and opened nominations for the position of Chairman. Nominations were closed. A motion by Brogley, seconded by Bingham, to nominate Armando Johnson for Chairman. All aye votes. Chairman Johnson opened nominations for the position of Vice Chairman. Nominations were closed. A motion by Johnson, seconded by Brogley, to nominate Deb Bingham for Vice Chairman. All aye votes. Chairman Johnson opened nominations for the position of Secretary. Nominations were closed. A motion by Johnson, seconded by Bingham, to nominate William Brogley for Secretary. All aye votes.

**Hearing of Cases** – No cases to be heard at this time.

### **New Business**

**Generation of Eligibility List** – Chairman Johnson provided the members with a sample action plan for creating an eligibility list which included tentative dates. The Commission reviewed the sample action plan and agreed that the proposed dates are reasonable. Based on the schedule, a certified eligibility could be completed by November 17, 2014. Mrs. Bingham expressed concern that we do not require polygraphs. Mr. Krazalkovich advised that polygraphs could be required, but noted he is not sure how the Board of Commissioners feel about this requirement. In response to a question from Mr. Krazalkovich, Mr. Johnson advised that the background investigator would provide information on whether they would recommend or not recommend a candidate. Mr. Johnson expressed concern that he does not believe the rules and regulations allow for the consortium to administer the testing. Mr. Brogley noted that Section 5 provides the structure for testing, and he believes it does not exclude using the consortium to administer the testing. He further noted that, if we are unsure, Section 2.9 allows for amendments to the rules and regulations. In response to a question from Mr. Krazalkovich, Mr. Brogley advised that the Commission has its own solicitor but only for appeals. In response to another question from Mr. Krazalkovich, Mr. Brogley advised that Section 2.1 allows alternates to fill in and make motions only when needed for a quorum. There being no further discussion, a motion by Brogley, seconded by Bingham, to approve the action plan for creating an eligibility list. All aye votes.

**Rules and regulation revisions** – The Commission reviewed a letter from Chief Moffett with attachments that included some recommendations for revisions to the rules and regulations, some information on what other departments require for applicants and a request that he be appointed as the agent for the consortium and be allowed to appoint the background investigator. Members of the Commission all agreed to work with the Chief but not to appoint him as agent to the consortium or allow him to appoint the background investigator. The Commission discussed

**Rules and regulation revisions (cont'd.)** - whether to consider amending the rules and regulations to require additional schooling. A motion by Johnson, seconded by Brogley, to draft an amendment to Section 3.5 to allow for a minimum requirement of a two-year college degree. All aye votes. The Commission also discussed whether to increase the minimum test score required. A motion by Johnson, seconded by Brogley, to amend Sections 4.3 and 4.4 regarding testing requirements. All aye votes. Mr. Krazalkovich pointed out that other departments do not allow any visible plugs, gauges, tattoos, etc. and that information is included in their application. Members of the Commission agreed that this does not have to be in the rules and regulations. After further discussion, a motion by Johnson, seconded by Brogley, to draft an amendment to Section 4.7. All aye votes. Members of the Commission agreed that they need to make sure the consortium does not conflict with their rules and regulations in any way, and if so, make the necessary amendments. Mr. Krazalkovich suggested the rules and regulations be amended to require polygraphs as recommended by Chief Moffett. Mr. Johnson advised that he believes this could be included as part of the background investigation. Mrs. Bruno advised the requirement for polygraphs should be included in the rules and regulations as a separate requirement from the background investigation. A motion by Johnson, seconded by Brogley, to add a section to the rules and regulations to create language for the use of polygraphs for applicants for police officer. All aye votes.

**Resolutions** - A motion by Brogley, seconded by Johnson, to adopt **Resolution No. 14-07-01** appointing the Montgomery County Consortium of Communities as administrator for the purpose of administering and proctoring the written examinations to applicants applying for the position of Police Officer in the Police Department of Upper Pottsgrove Township. All aye votes. A motion by Johnson, seconded by Brogley, to adopt **Resolution No. 14-07-02** designating the Montgomery County Consortium of Communities as the Oral Board of Examiner(s) to be retained for the purpose of administering the oral examinations to applicants applying for the position of Police Officer in the Police Department of Upper Pottsgrove Township. All aye votes.

Mr. Johnson noted the Commission also needs to make sure that the way the consortium posts is in accordance with our rules and regulations.

Members of the Commission agreed to meet on Thursday, July 10, 2014 at 6:00 pm to consider proposed amendments to the rules and regulations.

**Adjournment** – A motion by Johnson, seconded by Brogley, to adjourn the meeting at 8:23 pm. All aye votes.

Respectfully submitted,

Michelle L. Reddick  
Planning & Zoning Administrator