

CIVIL SERVICE COMMISSION

August 13, 2014 Meeting Minutes

Roll Call - Members present for the meeting were Armando Johnson, Deb Bingham and alternate member France Krazalkovich. Also present were Chief Moffett, Township Solicitor Charles Garner and Manager Carol R. Lewis. Commissioner Taylor was in the audience.

Call to Order – Chairman Johnson called the meeting to order at 6:04 pm.

Approval of Minutes – Motion by F. Krazalkovich second by D. Bingham and unanimously carried to approve the minutes of July 30, 2014.

Unfinished Business

Review and Disposition of the recommended addition to the Rules and Regulations for Part-time Police Officers from Chief Moffett and Mr. Garner – F. Krazalkovich indicated that he received an email from the Township Manager of the work product of Chief Moffett and C. Garner that is under review. A. Johnson asked whether there were any comments. F. Krazalkovich thinks the changes are perfect. D. Bingham thinks the changes answer questions and needs. A. Johnson advised he reviewed and saw no issues with the changes. In response to a question from Johnson, Chief Moffett advised the application is the same as for full-time. He further advised it is the same process except for the oral and written exams, and we have been through a similar process. C. Garner cautioned them not to expect a lot of applicants, they may have to go out and look for applicants. A. Johnson advised the next step is to draft a resolution for the recommended changes. Motion by F. Krazalkovich second by D. Bingham and unanimously carried to recommend to the Board of Commissioners approval of Resolution 14-08-01 amending the rules and regulations to include procedures for hiring of part-time police officers.

Solicit Recommendations for Appointment of a Background Administrator – A. Johnson questioned whether there were any recommendations for a background administrator. D. Bingham advised that her contact did not work out since it was not what we were looking for. She further advised that since she works for a municipality in Chester County, she knows that the police departments in Chester County do the background checks. However, she is concerned with objectivity and time constraints. Chief Moffett advised that the process is time extensive and exhaustive, there are many formats, and we currently use what the State police use. In addition, the Chiefs association has a list of candidates that have been accepted or rejected elsewhere. However, the most important thing is the polygraph. He noted that our police department has done the background checks in the past. F. Krazalkovich recommended James McGowan who is currently a detective/lieutenant for the County and does current background check for other municipalities in the area. Chief Moffett advised that J. McGowan is highly experienced in polygraph testing and is well respected. In response to a question from A. Johnson, F. Krazalkovich advised that Mr. McGowan can do everything we want. A. Johnson advised that he does not have any recommendation. A motion by F. Krazalkovich, seconded by D. Bingham and unanimously carried to adopt Resolution 14-08-02 appointing James McGowan as the background administrator.

Draft Resolutions for appointments for: Oral Exam Administrator – A motion by F. Krazalkovich, seconded by A. Johnson and unanimously carried to adopt Resolution 14-08-03 appointing Chief Flanders, Chief Albany and Chief Boucher as collective oral examiners.

Physical/Medical Examiner – A motion by F. Krazalkovich, seconded by A. Johnson and unanimously carried to adopt Resolution 14-08-04 appointing Careplex/Occupational Health as the physical/medical examiner.

Psychological Examiner - A. Johnson advised that we will need a new psychological examiner. F. Krazalkovich advised that earlier this afternoon he received an email from C. Lewis with a list of resolutions from last year for psychological appointment, and there were two examiners. A motion by F. Krazalkovich, seconded by A. Johnson and unanimously carried to adopt Resolution 14-08-05 appointing Dr. John Fraunces and Dr. David Hamarich of Gateway Counseling Services as collective psychological examiners.

Review and Revise Eligibility List Action Plan Dates – The Commission reviewed the timeline for the eligibility list action plan and revised dates for review of the results from the exams, review of the background investigations and certifying the list. The new date to submit the certified list to the Board of Commissioners will now be December 15, 2014.

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

New Business – C. Garner advised that the Commission is made up of three members and three alternates and cautioned the Commission not to allow alternates to make motions or votes unless necessary due to lack of a quorum. He noted that F. Krazalkovich made a motion at the last meeting. F. Krazalkovich advised that the other two members were not available at the beginning of the meeting. C. Garner advised that it should be made clear in the minutes who are the voting members and who are alternate members.

Communications & Reports: The next meeting will be held on Monday, October 20, 2014 at 6:00 pm.

Adjournment: Motion by D. Bingham, seconded by A. Johnson and unanimously carried to adjourn the meeting at 7:00 p.m.

Respectfully submitted,

Carol R. Lewis, Manager