

CIVIL SERVICE COMMISSION  
MEETING MINUTES OF November 20, 2014

Roll Call: Present – William Brogley, Secretary; France Krazalkovich, Alternate; Denise Bruno, Alternate

Absent – Armando Johnson, Chairman; Deborah Bingham, Vice Chairman

Also present: Commissioner Martin Schrieber

Call to Order: The meeting was called to order by Secretary Brogley, sitting as Chairperson. Alternates Krazalkovich and Bruno sat as voting Commission members.

Approval of Minutes: W. Brogley moved to approve the minutes of the Civil Service Commission meeting of October 20, 2014. The motion was seconded by France Krazalkovich and passed unanimously.

Note: All three members discussed the fact that, of the three members present, only France Krazalkovich was present at the October 20, 2014 meeting and the motion was passed with the caveat that neither Wm. Brogley nor Denise Bruno could attest to their accuracy.

Unfinished Business:

**Eligibility List** – Wm. Brogley informed the Commission that he only received the October 20, 2014 minutes that day. Therefore, the following did not take place

The minutes, attached hereto and incorporated herein, authorized and directed that Wm. Brogley was to “send out A-6, Notice of passing the Physical Agility test, amended to include a line requesting them to fill out an application and return it with 5 business days.” \*\*\* And “unanimously carried to authorize the Secretary to communicate with the appointed Chiefs to schedule the (oral) exams.”

In light of the omission, Wm. Brogley moved to authorize he, as Secretary to issue the A-6 Notice of passing the Physical Agility test, amended to allow applicants ten days from the date of the mailing for the applicant to return the application. This motion was seconded by France Krazalkovich and passed unanimously.

Separately, France Krazalkovich moved to direct and authorize Secretary Brogley to communicate to the previously appointed oral examiners and coordinate a reasonable time schedule for the oral examinations at the earliest possible date after the deadline for receipt of applications. The motion was seconded by Denise Bruno and passed unanimously.

**Time Frame for Creation of Eligibility List** – France Krazalkovich made motion to have the Civil Service Commission meet within 10 days of notification by the oral examiners that the examinations are complete, holidays schedule permitting. Denise Bruno seconded the motion and it was passed unanimously. (It may be presumed that the

Commission would not meet without results of the oral examination, but this was not set forth in the motion.)

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

New Business:

**Request for Rules** – France Krazalkovich requested, again, a copy of the most recently amended rules. Secretary Brogley stated he will communicate this request to Carol Lewis, Manager.

**Alternate Vacancy** – Christopher Delp resigned his position as Alternate, which resignation was accepted by the Township Board of Commissioners. The Civil Service Commission, therefore, consists of three voting members and two alternates. In consideration of the challenge the Commission often faces in producing a quorum, France Krazalkovich made motion to request that Secretary Brogley, by letter to Carol Lewis and copied to the Commissioners, request that the vacancy of Alternative Civil Service Commissioner be advertised by the Township. Wm. Brogley seconded the motion and it passed unanimously.

**Communications** – The attendees discussed some recent communication breakdowns, without motion. Wm. Brogley informed the Commission that, in his opinion, should a Commission member who is not present at a meeting be assigned a task, it is essential that communication with the member be confirmed. This issue arose out of his failure to “receive” the minutes and instructions from the October 20, 2014 meeting. He informed the Commission that, though he did not receive – or did not recall receiving – his directive from the October 20 meeting, he did meet in person with Carol Lewis, who showed him the email she sent October 23, 2014. During their meeting, he requested that, in a similar situation, someone contact him via telephone or otherwise seek confirmation of the communication; i.e. receipt confirmation of email.

It was discussed that very little communication should take place via email, outside of sharing minutes, agendas and confirming schedule availability.

**Expedient Production of List** – Commissioner Martin Schrieber was present and asked if, since the passage of the amended rules allowing for the hiring of part time employees, whether or not any part time police officers have been hired. Not to his knowledge. He was also asked whether the Police Department was in need of another officer. His response indicated that this was a debatable question. It was agreed, without motion, that further inquiry on the subject is appropriate at a Township Commissioner’s meeting. It was agreed, without motion, that the Civil Service Commission will proceed as planned – expeditiously.

**Communications II** – it was requested that Secretary Brogley provide Carol Lewis, Manager, with the approved minutes of each meeting and request that they are immediately posted to the Township website. Also, discussed that the Commission post meeting agenda one week prior to meetings for benefit of community participation.

Adjournment: By motion of Wm. Brogley, seconded by France Krazlkovich, and passed unanimously, the meeting was adjourned at 6:45 p.m.

Respectfully,

William Brogley, Secretary  
Upper Pottsgrove Civil Service Commission