

**CIVIL SERVICE COMMISSION**  
**February 28, 2017 Meeting Minutes**

**Roll Call** - Members present for the meeting were William Brogley, Martin Schreiber, Tyrone Parker and Alternate Sherry Paup. Also present were Township Manager Carol R. Lewis, Solicitor Charles Garner Jr., and Chief Francis Wheatley.

**Call to Order** – The meeting was called to order at 7:00 p.m. by William Brogley.

**Approval of Minutes** – Motion by W. Brogley seconded by S. Paup and unanimously carried to approve the minutes of January 12, 2016 and February 9, 2016. M. Schreiber and T. Parker abstained as they were not present.

**Reorganization** – Motion by T. Parker seconded by M. Schreiber and unanimously carried to appoint William Brogley as the Chairperson. Motion by W. Brogley seconded by T. Parker and unanimously carried to appoint Martin Schreiber as the Vice Chairperson. Motion by M. Schreiber seconded by W. Brogley and unanimously carried to appoint Tyrone Parker as Secretary.

**NEW BUSINESS**

**DISCUSS GUIDELINES FOR PROMOTION TO BE ADDED TO THE RULES AND REGULATIONS** – C. Lewis reviewed the changes to the By-Laws proposed by the previous Civil Service Board in 2015 and 2016. They then discussed the reasoning for the creation of the Corporal and the Sergeant positions. They are looking to add a testing procedure to the Rules and Regulations as there is nothing in the Guidelines at this time. F. Wheatley did research for the Guidelines and the testing process and got recommendations from the Chief of Police Organization. They discussed the need to make the testing fair and impartial. They discussed the score for the written exam and agreed that it should be kept at 70%. They then discussed the reason and importance of the oral exam. C. Garner suggested that the monitors and the place for testing be kept general so it can be changed if needed without having to change the Rules and Regulations. Motion by M. Schreiber seconded by T. Parker and unanimously carried to approve the Resolution for adoption of the foregoing Rules and Regulations with the changes discussed. These will be sent to the Board of Commissioners for their approval at their March meeting.

**CONSIDER EXTENSION OF THE LIST FOR ANOTHER YEAR** – Motion by M. Schreiber seconded by W. Brogley and unanimously carried to extend the list for one more year. The Board discussed what would happen in the event that a new list is created before the old one expires. C. Lewis explained that a list can be rescinded by the Civil Service Commission at any time for any reason.

**REVIEW TASKS FOR GENERATION OF A NEW LIST** – The Board discussed the tasks needed to generate a new list. Chief Wheatley explained the importance of having a list to work off of especially in light of the impending retirement of Officer Sigoda. Also due to the fact that you never know when a catastrophic event may occur to one of the Officer's and you will need to replace them. Motion by M. Schreiber seconded by W. Brogley and unanimously carried to appoint the Montgomery County Consortium to administer the written and physical examinations.

**COMMUNICATIONS AND REPORTS**

**NEXT MEETING DATE** – The next meeting will be held on Monday, May 8, 2017 at 7:00 p.m.

**ADJOURNMENT** – Motion by W. Brogley seconded by M. Schreiber and unanimously carried to adjourn the meeting at 7:56 p.m.

Respectfully submitted,

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Carol R. Lewis, Manager