

CIVIL SERVICE COMMISSION
May 8, 2017 Meeting Minutes

ROLL CALL - Members present for the meeting were William Brogley, Martin Schreiber and Alternate Sherry Paup. Tyrone Parker arrived at 7:30 p.m. Also present were Township Manager Carol R. Lewis, Solicitor Matt Hovey, 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 M. Schreiber seconded by W. Brogley and unanimously carried to approve the minutes of February 28, 2017 as presented.

REVIEW AND REVISE ELIGIBILITY LIST – The Board was advised that we were able to participate with the Consortium's testing. It was moved up due to the fact that many police departments were in need of officers and wanted to have it earlier. The written test will take place on Saturday, June 3, 2017 and the physical agility test will be held on Saturday, June 24, 2017. The Board decided to have its next meeting on July 18, 2017 at 7:00 p.m. At that time they will review the test results and take the next steps.

SELECT MODERATOR FOR WRITTEN PROMOTION TEST – Motion by M. Schreiber seconded by W. Brogley and unanimously carried to appoint the Chief and the Manager as the Moderators for the promotion test to be held on June 28, 2017. The Board then discussed the scoring and the fact that Douglass Township had no one score 70 or higher on their test and so they decided to score on the curve. The Chief reminded the Board that none of our Officers have been through this process in over fifteen years unlike other departments that go through it every two to three years. It was decided to move forward with the current set-up but they will look to amend the Rules and Regulations to allow for a range of scores. There are three (3) candidates that will be testing and they have ordered their books which cost \$750.

SELECT OFFICERS TO ADMINISTER THE ORAL EXAM – Chief Wheatley recommended three (3) officers to conduct the oral exams and presented their backgrounds. Motion by M. Schreiber seconded by W. Brogley and unanimously carried to accept the recommended candidates for the oral exam with a date to be determined at a cost not to exceed \$1,000.

NEW BUSINESS

ANNUAL REPORT – M. Schreiber reminded the Board that they are required to present an Annual Report to the Board of Commissioners. C. Lewis will prepare and give to the Commissioners for their May meeting.

ADJOURNMENT – Motion by M. Schreiber seconded by W. Brogley and unanimously carried to adjourn the meeting at 7:40 p.m.

Respectfully submitted,

Carol R. Lewis, Manager