



## Upper Pottsgrove Township Civil Service Commission

---

### **MINUTES** **April 2, 2007**

#### **CALL TO ORDER:**

This meeting of the Upper Pottsgrove Township Civil Service Commission is hereby brought to order at 7:06 PM by Commissioner Brandel. This public meeting has been duly advertised in the Pottstown Mercury on March 31, 2007 in accordance with the Sunshine Act. All members of the Commission including Alternates were notified by Electronic Mail with Read Receipt Requested. Plus notices were sent via US Mail to Commission members.

#### **PLEDGE of ALLEGIANCE/MOMENT of SILENCE:**

#### **ROLL CALL:**

#### **COMMISSIONERS:**

**BRANDEL ✓ DUNCAN LEISTER ✓**

#### **ALTERNATES:**

**VITACCO NOVACK ✓**

Also in attendance: Chief Ross

#### **APPROVAL OF MINUTES of PREVIOUS MEETING: January 6, 2006:**

**Approved by: Brandel**

**Seconded by: Novack**

**Vote: Aye votes ALL Opposed: None**

**Motion: Passes**

#### **UNFINISHED BUSINESS:**

**The revised Eligibility List** certified on 1/6/06 had expired on 1/6/07 and was removed from publication on the Township Bulletin Board. There is currently no List of Eligibles for the Township.



## Upper Pousgrove Township Civil Service Commission

---

**CIVIL SERVICE RULES & REGULATIONS** reformatting project has been finally “*completed*” with some revision of language which needs to be approved and then submitted to the Board for Approval on 4/3/07. We still have to arrange the Index and Appendix for the sample Form Letters, etc. For the record, we wish to acknowledge and thank Kim Sterling of the Police Department for her assistance in this effort. We would also like to acknowledge Chief Ross in allowing her to devote time to the project, as well.

By means of separate attachment, “**Revisions-Corrections-Changes and Updates**” to the previously Board-Approved version of these UPT CSC R&Rs dated 9/9/02 have been outlined.

(See comments under **PROMOTIONS**—last sentence)

(review)

.Following which we will need to vote to APPROVE these revisions for submission to the Board of Commissioners.

Please follow along (by reference) with your copy of the R&Rs.

(review)

Secty Leister read aloud the **Revisions-Corrections-Changes-Updates to the Previously Approved R&Rs** (ca. 9/2002) explaining the items as he went. Only significant change was the language regarding Act 120. Remaining items were self-explanatory.

**Approved by: Brandel**

**Seconded by: Novack**

**Vote: Aye votes: ALL    Opposed: NONE    Motion: Passes**

**HEARINGS:**

None

**NEW BUSINESS:**



## Upper Pousgrove Township Civil Service Commission

---

**ANNUAL REPORT** was prepared and submitted to the BOC on 2/12/07. Copies were circulated via e-mail and posted on the Township's inside Bulletin Board. This involves a synopsis of all activities and financials for the previous year.

### **Questions?**

Novack remarked about the Disaster Recovery CD which Secty Leister displayed explaining that for archival record retrieval/restoration purposes (according to regulatory requirements) a fully indexed CD is kept in the CSC file cabinet in the Twp Building AND one in Secty Leister's possession.

**Approved by: Brandel**

**Seconded by: Novack**

**Vote: Aye votes: ALL    Opposed: NONE    Motion: Passes**

**TWP WEBSITE** is being redesigned with the assistance of an outside vendor. We should have our Minutes posted there as well as our new Rules and Regulations—plus **group photo** as soon as they are ready.

### **PROMOTIONS** (General Discussion/Overview)

In December 2004 we submitted to the BOC an approved resolution that reflected a 4-tiered supervisory level promotions profile and criteria. This was a pro-active effort to prepare for an anticipated regionalization effort with a neighboring community where UPT would have taken the leadership role. Aside from that effort not materializing, it was argued that 4 levels of advancement was too much for our then (current) sized PD. Without considering future growth potential and immediate needs aside, the Township Mgr intervened to prevent the BOC from entertaining any further discussions and the matter was tabled indefinitely. Also see copy of FAX (to Cotter) from Atty Ryan Cassidy (4/05) which actually supported OUR proposal. Also at issue was the fact that Cotter stated that there were certain Bargaining Unit issues that needed to be addressed to which Secty Leister rebutted that this was an



## Upper Pousgrove Township Civil Service Commission

---

“outside the door” matter and had nothing to do with the union or Act 111. Nonetheless, the Resolution was tabled until such time as a permanent Chief of Police is hired.

This has now become a pressing issue on several levels.

[Chief Ross has proposed an extensive set of criteria for developing a List of Eligibles for Corporal and Sergeant AS WELL AS recommendations to change our existing R&Rs as witnessed by his letter (and attachment) to us dated 12/15/06. (REVIEW & DISCUSS)

Secty Leister read from the proposed changes and Chief Ross explained the rationale for his recommendations. All agreed that the primary focus is to hire the best qualified candidates for both entry level and promotional candidates. It is apparent that there is vagueness in our present Rules especially where it comes to performing the Background Investigations. It places the oneness of determination squarely on the investigator which is too subjective in nature. Specifically, **Section 3.6 Rejection of an Applicant** speaks in rather broad terms and lacks specificity, i.e.: “guilty of crimes involving moral turpitude or of infamous or notorious conduct, etc” Secty Leister raised questions concerning certain (rejection) criteria to assure that was not considered too restrictive (“Where were these standards derived?” “Are they defensible?” “We don’t want to place the CSC in an adversarial role with every candidate appealing arbitrary criteria”). Chief Ross stated that some of the criteria were standards from the PA State Police and most of the others have already withstood court tests.

### Disposition:

There are many items that must still be considered and resolved. We are fairly in agreement that as a minimum, 3 years of service for Corporal and 5 years of service for Sergeant is OK subject to other qualifying criteria to include a Written and Oral Exam plus a Physical and Psychological Exam following a conditional offer of promotion. According to Atty Ryan Cassidy’s Fax to Cotter back in 4/7/05 we CAN consider the needs of the community in promoting only Sergeants at this time (without having any



## Upper Pousgrove Township Civil Service Commission

---

demonstrated command experience as a Corporal). It is really the call of the BOC based upon the recommendation of the COP. Secty Leister also mentioned a recent conversation with STANARD and ASSOC (the producers of the testing materials) who stated that since the test for Corps and Sergs is essentially the same, we can request that for Sergeant's Tests that additional questions be added in ANY category (or all) without it being considered a custom test. ALSO, study materials should be reviewed for a minimum of 30 days but no longer than 90 days.

Since Mr. Duncan was unavailable to entertain any further discussions on this matter and it was getting late—no further action was considered. Another meeting will need to be scheduled to clean up some of the language FOLLOWING the Civil Service Seminar on April 18<sup>th</sup>—meeting date TBA.

### **ANY OTHER NEW BUSINESS:**

NONE

**MOTION TO ADJOURN:** 9:30 PM

**Made by: Brandel**

**Seconded by: Leister**

**All in favor: Aye: ALL    Opposed: NONE    Motion Passes!**

Respectfully submitted,

Reginald Leister  
Secretary