



## Upper Pottsgrove Township Civil Service Commission

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**MINUTES**  
**January 4, 2010**

**CALL TO ORDER:**

The meeting of the Upper Pottsgrove Township Civil Service Commission is hereby brought to order at 6:01PM by Commissioner Brandel. This public meeting was duly advertised in the Pottstown Mercury on January 2, 2010 in accordance with the Sunshine Act. All members of the Commission including Alternates were notified by US Postal Service in addition to electronic mail where applicable.

**MOMENT of SILENCE for Fallen Law Enforcement Personnel & Deployed Military/ PLEDGE of ALLEGIANCE:**

**ROLL CALL:**

**COMMISSIONERS:**

**BRANDEL ✓ DUNCAN ✓ LEISTER ✓**

**ALTERNATES:**

**NICE ✓ JETER ✓**

**Also in attendance: NONE**

**APPROVAL OF MINUTES of PREVIOUS MEETING: August 25, 2009:**

**Approved by: Duncan**

**Seconded by: Brandel**

**All in Favor: Aye Opposed: None**

**Motion: Passes**

**UNFINISHED BUSINESS: NONE**

**HEARINGS:**

**NONE**

**NEW BUSINESS:**

**Re-Organization:**

Nomination for position/ **Chairperson: Brandel**  
Made by: **Duncan**; Seconded by: **Leister**  
All in Favor: Aye Opposed: None  
**Nomination: PASSES**

Nomination for position/**Vice-Chairperson: Duncan**  
Made by: **Brandel**; Seconded by: **Leister**  
All in Favor: Aye Opposed: None  
**Nomination: PASSES**

Nomination for position/**Secretary: Leister**  
Made by: **Duncan**; Seconded by: **Brandel**  
All in Favor: Aye Opposed: None  
**Nomination: PASSES**

Nomination for position/**Solicitor: Richard Linderman**  
Made by: **Leister**; Seconded by: **Brandel**  
All in Favor: AYE Opposed: None  
**Nomination: PASSES**

Nomination of the **Oral Board Administrators** consisting  
of **Chief's Flanders, Albany and Boucher.**  
Made by: **Leister**; Seconded by: **Duncan**  
All in Favor: Aye Opposed: None  
**Nomination: PASSES**

Nomination of the **Physical Administrators:**  
**Occupational Health/CarePlex.**  
Made by: **Leister**; Seconded by: **Brandel**  
All in Favor: Aye Opposed: None  
**Nomination: PASSES**

Nomination for the position of **Psychological Examiner-**  
**Dr John Fraunces**  
Made by: **Brandel**; Seconded by: **Duncan**  
All in Favor: Aye Opposed: None  
**Nomination: PASSES**

Nomination for the position of **Alternate Psychological Examiner-Dr Arthur (David) Hamarich** (of Gateway Counseling here in Pottstown).

Made by: **Leister**; Seconded by: **Brandel**

All in Favor: Aye Opposed: None

**Nomination: Passes**

Nomination for the position of Background Investigations:

**Background Brokers:**

Made by: Leister; Seconded by: **Duncan**

All in Favor: Aye Opposed: None

**Nomination: Passes**

### **ANNUAL REPORT:**

Report was presented for review and discussion.

Motion for approval/acceptance: Duncan

Seconded: Helen

All in Favor: Aye Opposed: None

Motion for Acceptance: Passes

### **CORRESPONDENCE:**

#### **LETTER RECEIVED FROM ALTERNATE NOVACK:**

Dated December 24, 2009 and received December 24, 2009. Copies available to Commission Members upon request. Mr. Novack tendered his resignation from the Commission with regret citing work conflicts and lack of ability to participate in any capacity.

Secty. Leister will advertise for his replacement in the next Twp. newsletter

**CIVIL SERVICE RULES & REGULATIONS:**

**The latest copies representing the most recent amendments to our Rules & Regulations have been distributed to all Members and Alternates. Indexes, Appendices and Sample Letters will be added ASAP.**

**ANY OTHER NEW BUSINESS:**

**Motion to appoint Alternate Michele Jeter as Interim Secretary during Secretary Leister's anticipated lengthy convalescence following reconstructive spinal surgery should there be a need for someone to exercise those responsibilities in Secty Leister's absence or inability to do so.**

(Discussion: Ordinarily, positions are assigned in chronological order by seniority of appointment to fill expired and vacated appointments. But since Commission business is mainly conducted by email and requires a timely & organized response especially in certain circumstances particularly involving Police Department actions, etc., it would best suit the Commission's interests if Alternate Jeter served in this temporary interim position of Secretary considering her computer skills.)

Made by: **Leister**; Seconded by: **Duncan**  
All in Favor: Aye Opposed: None  
**Nomination/Motion: Passes**

**MOTION TO ADJOURN: 6:13 PM**

Made by: **Brandel**  
Seconded by: **Duncan**  
All in favor: **AYE** Opposed: **NONE**  
**Motion Passes!**

**Respectfully submitted,**

**Reginald Leister, Secretary**