



Upper Pottsgrove Township Civil Service Commission

MINUTES MAY 22, 2014

CALL TO ORDER:

This meeting of the Upper Pottsgrove Township Civil Service Commission is hereby called to order at 7:03 PM by Cmsnr NICE . This public meeting has been duly advertised in the Pottstown Mercury on May 21, 2014 in accordance with the Sunshine Act. All members of the Commission including Alternates were notified in writing (both USPS & e-mail) as required by §2.6 of the Upper Pottsgrove Twp. Civil Service Commission Rules and Regulations providing for 24 hour notification.

MOMENT of SILENCE (In Memory of Deceased Veterans of all Foreign Wars) / PLEDGE OF ALLEGIANCE

ROLL CALL:

COMMISSIONERS:

NICE ✓ JOHNSON LEISTER ✓

ALTERNATES:

BINGHAM ✓ BROGLEY WILLIAMS ✓

Also in attendance: Elwood Taylor

APPROVAL OF MINUTES of PREVIOUS MEETING: May 8, 2014:

Approved by: Alt WILLIAMS

Seconded by: Alt BINGHAM

Vote: Aye: ALL Opposed:

Motion: PASSES

UNFINISHED BUSINESS:



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- (Re) Appointment of Commission Secretary---notification to Board of change for Approval as full Commission member. By Tenure Alt Brogley would be next in line to accept position of full Commissioner and Secretary. However since he was not in attendance, Cmnsr Leister recommended we table his appointment until we can discuss with him in person. Motion by Cmnsr Leister; Seconded by Alt. Bingham—Passes.
- Cmnsr Leister stated he will notify Alt Brogley regarding acceptance of Secty position and promotion to Commissioner and report via E-mail/Letter to the Commission. If he declines we will have to examine existing Volunteer Applications on record for possible eligible (i.e. registered voter) replacements.
- Alt. Williams was asked if she could perform the duties of Secty at this time and she declined.
- Discussion to Decertify the current Eligibility List as requested by the BOC (who voted to decert list at their meeting on 5/19). Cmnsr Nice asked for a Motion to decertify--- Cmnsr Leister made motion to Decert List; Seconded by Alt Bingham--- approved unanimously. Secty Leister explained that we must notify the candidates of this status change and he will draft the notice and cc: the Commission, Taylor.
- Cmnsr Leister stated that he will clean out the file cabinet and prepare an updated disk at his earliest convenience. Also, he is preparing an outline for step by step on how to create an Eligibility List and coordinate all the scheduling of venues, administrators and where to look for certain files and form letters etc. While it won't be a "*For Dummies*" compilation, it will certainly make it much easier to get started. It will be included in the updated computer disk.

HEARINGS:

NONE



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NEW BUSINESS: NONE

MOTION TO ADJOURN:

Made by: Cmnsr LEISTER
Seconded by: Alt. Bingham
All in favor: Aye Opposed:
Motion Passes! 7:55 PM

Respectfully submitted,

/s/ *Reginald Leister*

Reginald Leister, Secretary
Upper Pottsgrove Township
Civil Service Commission