

CIVIL SERVICE COMMISSION

March 23, 2015 Meeting Minutes

Roll Call - Members present for the meeting were Deborah Bingham and Armando Johnson. Alternates present were Denise Bruno and France Krazlkovich. Also present were Commissioners Elwood Taylor and Martin Schrieber and Manager Carol R. Lewis. Denise Bruno will be acting as the voting delegate.

Call to Order – The meeting was called to order by A. Johnson at 6:18 P.M.

Approval of Minutes – A motion by Deb Bingham, seconded by A. Johnson and unanimously carried to approve the minutes of the March 16, 2015 as presented.

Unfinished Business

Eligibility List Generation – A. Johnson presented a letter from C. Garner to Carol R. Lewis regarding the eligibility list. The letter was forwarded by the Manager on March 18, 2015, to the members of the Civil Service Commission. The Board discussed whether there were any other veterans and there is one Brian Vena. But he was not on the list presented to the Board of Commissioners. The rest of the scores still stand. The next challenge is background checks. The Board discussed whether or not veteran points are added if the applicant does not claim veteran's preference on his application. A. Johnson explained that there are forms that go along with veteran's preference that have to prove that you are a veteran and some don't want to be bothered with that. A motion by D. Bingham, seconded by D. Bruno and unanimously carried to decertify the current list of candidates. The Board then discussed the order things are done on the action plan. The Civil Service Commission is a body that communicates with the applicants and the examiners. C. Moffett responded to a question that no background or polygraph had been done. He also informed the Commission that James McGowan only does polygraphs but he does not do background checks. A. Johnson advised the Commission that they need to find a new background investigator. He suggested that the applicants go for the polygraph prior to the background checks while they look for a background checker. A motion by A. Johnson, seconded by D. Bingham and unanimously carried to communicate to the applicant to schedule their polygraph with James McGowan. William Brogley arrived at 6:36 PM. at which time he took over voting on the Commission. The Commission asked Chief Moffett if knows of anyone that does background checks. C. Moffett responded that Robert Stanley of Inter County Investigation does them and he did the manager. He also advised the Commission that J. McGowan is out of the office this week and the reason the polygraph precedes the background check is due to the fact that 50% of the applicants wash out from the polygraph. The Commission then discussed the rules and regulations pertaining to the fact that they have to score 80 or above and be in the top 20 in order to move forward with the process. They discussed options for revisiting other candidates on the list. F. Krazlkovich advised the Commission that there is nothing in the First Class Township Code that says that there has to be three (3) names on the list. The Commission discussed changing the rules midstream and how this might be problematic. They discussed the fact that the order could change if they went back to the list and a veteran was in those twenty (20) they could come ahead of someone who already has a score. It was decided to move forward with the three (3) applicants on the list and to check with the Solicitor regarding the other questions. The Commission continued to discuss ways to expand the list. The Commission then discussed what solicitor to pose the questions to. Chuck Garner is the Township Solicitor and also would defend the Civil Service Commission if there would be

a case regarding the mechanics. Richard Linderman was appointed as the Solicitor for the Civil Service Commission in the past. W. Brogley will confer with Chuck Garner on this matter and call on Mr. Linderman if it becomes necessary. A motion by W. Brogley seconded by A. Johnson and unanimously carried to appoint Bob Stanley to do the background checks. For the present a letter will be sent to the applicants to schedule their polygraph. W. Brogley will solicit an opinion from Chuck Garner regarding how many names must be on the list and the applicants will then be sent for the background checks if they pass the polygraph. The Board decided to meet again on Tuesday, April 7, 2015, at 6:30 PM. C. Moffett volunteered to reach out to the applicants to see if they are still looking for a job and he will communicate that information to W. Brogley.

New Business – F. Krazlkovich said there was a statute in the Rules and Regulations that says the Civil Service Commission shall report to the Board of Commissioners as to how much money was spent on an annual basis. He asked if 2014 was reported on. A. Johnson advised him they would have to look at their records. F. Krazlkovich said that if it was not done this needs to be remedied.

Adjournment: A motion by A. Johnson seconded by W. Brogley and unanimously carried to adjourn the meeting at 7:42 PM.

Respectfully submitted,

Carol R. Lewis, Manager