

CIVIL SERVICE COMMISSION

July 23, 2015 Meeting Minutes

Roll Call - Members present for the meeting were Armando Johnson, Deborah Bingham, William Brogley, and Alternate France Krazlkovich. Also present were Commissioners Elwood Taylor and Martin Schrieber and Township Manager Carol R. Lewis.

Call to Order – The meeting was called to order by A. Johnson at 7:01 P.M.

Approval of Minutes – A motion by W. Brogley, seconded by D. Bingham and unanimously carried to approve the minutes of the May 27, 2015 meeting as presented.

Unfinished Business

Eligibility List Update – A. Johnson advised the Board that he got an email from the Chief that he would not be able to attend tonight's meeting but they were set up for testing in August. A. Johnson completed the Eligibility Task Aid which the Board reviewed. They discussed the appointment for polygraph and background check. A motion by W. Brogley, seconded by A. Johnson and unanimously carried to approve Resolution #15-07-01 appointing James McGowan to do the polygraph before the background check is done. The written exam will be held on August 22 and the physical exam will be held on September 18, 2015. The Board reviewed the steps that need to be done and discussed whether there were any preparations that could be done beforehand. They also discussed time and the meetings coming up. The Board discussed 4.8 of the Task Aid. W. Brogley feels that more than three (3) should go to the polygraph test. It was decided to ask the Solicitor if the Board has the discretion to weed people out based on their applications before the polygraph and background. The Board discussed looking at the applications before deciding to send people to the polygraph test. The Board next discussed Section 3.6 which are rejection of applicant and what is meant by moral turpitude. It was decided to strike the number 3 from Section 4.8 in regards to how many candidates are scheduled for polygraph and background checks. The intent is to keep the pool as large as possible in order to facilitate a certified list for the Board of Commissioners

Communications, Reports and Next Meeting Date – The Board discussed the timeframe for the application and when they need to meet. Results should be in the week of September 28th. As soon as the results are received C. Lewis will send letters to the successful applicants requesting they submit their application. Ten (10) business days will be given to have the applications received by the Township. During the week of October 12th the Board will review the applications and send people to the polygraph. They will preliminarily schedule the oral exams for the week of October 19th. They will meet the following week to review the results of the oral exam. They will tentatively schedule the polygraphs for the first week in November. C. Lewis was asked to check the availability of the polygraph tester. Once these results are received the top three (3) will be sent for background checks; the Board is allowing thirty (30) days for that process.

New Business – W. Brogley presented the Annual Report for 2014. He read the report to the Board since it was short. A motion by W. Brogley, seconded by A. Johnson and unanimously carried to attach the 2014 Annual Report condition on review with the understanding that the bills have been paid and there is no contesting the bills.

CIVIL SERVICE COMMISSION

July 23, 2015

Adjournment - A motion by D. Bingham, seconded by W. Brogley and unanimously carried to adjourn the meeting at 8:13 P.M.

Respectfully submitted,

Carol R. Lewis, Manager