

A meeting of the Upper Pottsgrove Township Civil Service Commission was held on September 25, 2018. Roll call: members present were Martin Schreiber and Tyrone Parker. Alternates present were Ken Brown and Henry Llewelyn. Also present was Township Manager Carol R. Lewis. The meeting was called to order at 6:40 p.m. by Martin Schreiber.

Approval of Minutes – Motion by M. Schreiber seconded by T. Parker and unanimously carried to approve the minutes of April 17, 2018 as presented.

UNFINISHED BUSINESS:

- A. Creation of New Eligibility List** – C. Lewis distributed the list of 79 applicants who passed the physical agility test and scored higher than an 80% on the written exam. Motion by T. Parker second by M. Schreiber and unanimously carried to authorize letters and application be sent to these individuals instructing them to return the applications by October 31, 2018.
- B. Authorize Oral Interviewers** – Motion by T. Parker second by M. Schreiber and unanimously carried to authorize Chief Francis Wheatley, Corporal Al Werner and one other Officer of their choosing to administer the oral exams on November 7th and 8th.

Next Meeting: The next meeting will be held Wednesday, November 14, 2018 at 6:30 p.m.

ADJOURNMENT – The Board adjourned at 6:47 p.m. by unanimous consent of the members present.

Respectfully Submitted,

Carol R. Lewis, Manager/Treasurer