

**Upper Pottsgrove Township Civil Service Committee Minutes**

**June 11, 2020**

A meeting of the Upper Pottsgrove Township Civil Service Commission was held on Thursday, June 11, 2020.

**ROLL CALL:** Members present were Tyrone Parker and Earl Metzger. Also present was Chief James Fisher and Township Manager Michelle Reddick. The meeting was called to order at 7:05 pm by Michelle Reddick.

**REORGANIZATION** – M. Reddick opened nominations for Chairman. T. Parker nominated E. Metzger for Chairman. There being no further nominations, the ballot was cast for E. Metzger as Chairman. E. Metzger opened nominations for Secretary. E. Metzger nominated T. Parker for Secretary. There being no further nominations, the ballot was cast for T. Parker as Secretary.

**APPROVAL OF MINUTES** – Motion by T. Parker, second by E. Metzger and unanimously carried to approve the minutes of June 12, 2019 as written.

**NEW BUSINESS**

**Consider Extension of Current Eligibility List for Police Officer** ~ Chief Fisher explained that the current eligibility list expires June 12, 2020. He further explained the Civil Service rules and regulations allow for a 12-month extension and is recommending members consider extending the list. Motion by T. Parker, second by E. Metzger and unanimously carried to extend the current eligibility list for police officers until June 12, 2021. In response to a question from E. Metzger, Chief Fisher explained that candidates on the current eligibility list are not required to notify the township should they take other employment. He further explained the township would contact the candidates should a position open within the department.

Chief Fisher advised members that he would be submitting a list of recommended changes to the rules and regulations for them to review and consider. He outlined the changes which include: (1) correcting some typographical errors (2) reducing the qualifying written test score to below 80 percent; (3) eliminating the requirement that all candidates who obtain 80% or above on the written test go forward and making it that only 20-25% of candidates who score 80% or above on the written test move forward in the process; and (4) eliminating the requirement that part-time police officers have to be retired and making it part-time police officers must have 120 certification. In response to a question from E. Metzger, Chief Fisher explained that with the written test score having to be 80 percent or higher, sometimes we lose candidates to other police departments. He further explained reducing the written test score percentage would allow the possibility to have more candidates. In response to another question from E. Metzger, Chief Fisher explained the written exam is 50 percent of the overall score and the oral interview is also 50 percent of the overall score. In response to a question from T. Parker, Chief Fisher advised that he will most likely recommend 70 percent or higher for the written exam.

**ADJOURNMENT** – The Board adjourned at 7:20 p.m. by unanimous consent of the members present.

Respectfully Submitted,

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Michelle L. Reddick  
Township Manager