

TOWNSHIP OF SALISBURY
Lehigh County, Pennsylvania
MINUTES FROM THE CIVIL SERVICE COMMISSION
JULY 8, 2015– 3:00 PM

A special meeting of the Township of Salisbury Police Civil Service Commission was publicly held on Wednesday, July 8, 2015 at 3:00 p.m. in the Township Municipal Building located at 2900 South Pike Avenue. Present were Commissioners Walker, Hartzell, and Alternate Commissioner Wied. Mr. Darrohn was excused. Also present were Ms. Bonaskiewich, Acting Township Manager; Mr. Stiles, Chief of Police; Attorney Dimmich, Counsel, and Mrs. Wilson, Administrative Assistant. There were no members of the public present.

The Civil Service Commission Meeting was called to order at 3:02 p.m.

APPROVAL OF MINUTES – January 6, 2014

On motion of Mr. Wied, seconded by Mr. Hartzell, the Civil Service Commission voted unanimously to approve the Minutes of the January 6, 2014 Civil Service Commission meeting, as submitted.

NEW BUSINESS

Discussion on the Creation of an Entry-Level Police Officer Eligibility List

Atty. Dimmich outlined the procedures required for the creation of an eligibility list, including the examinations required. Atty. Dimmich noted that a list is to be maintained at all times and inquired whether there are any names on the prior.

Chief Stiles noted that the prior list has expired and one police officer resigned which brought about the need to have the Board request the Civil Service Commission to create a new eligibility list.

Atty. Dimmich explained that under current laws, an eligibility list expires in one year, but can be renewed once for another year as long as it is before the date of expiration.

Mr. Walker asked Atty. Dimmich to go over the order of the testing which begins with the physical agility, written, oral exams, background investigation and physical and psychological exams. Chief Stiles noted that Harrisburg Area Community College has been the test provider for prior examinations. A brief discussion ensued regarding veterans preference.

Selection of Testing Service(s) for Written Test, Oral Interview, and Physical Agility Testing.

Mr. Wied inquired about the number of applicants and the costs. Chief stated that it would be the same price per applicant.

Atty. Dimmich stated that many municipalities use the Chief's Association to perform the testing and are also based in Harrisburg.

Ms. Wilson inquired about whether there are any locally based testing services or colleges that the Township can utilize for physical agility. Chief Stiles noted that HACC does have a complete track all set up for this type of testing.

Motion by Mr. Walker, seconded by Mr. Hartzell, the Civil Service to authorize the retention of Harrisburg Area Community College, Shoemaker Center for Public Safety, for conducting the Physical Agility, Written, and Oral Testing of candidates for the creation of an Eligibility List for Entry-Level Police Officer Position. Motion passed 3-0.

The Township's Administration will be the primary contact on behalf of the Civil Service Commission.

Authorization to Advertise for Applications to Participate in the Eligibility List Creation Process

There was a brief discussion on the application fee of \$15 and the dates for placing the ads and the submission deadlines. Advertisement date on or before July 15th. There was a consensus to have the application deadline of August 31st at 4:30 p.m. The Chief noted that they will send the Notice to the PA Chiefs of Police as well as on the Township website and Police Department Facebook Page.

Mr. Hartzell suggested advertising on the weekend.

Motion by Mr. Walker, seconded by Mr. Hartzell, the Civil Service Commission voted to authorize the advertisement of a legal notice on July 15, 2015 for the submission of applications for the entry level police officer eligibility list creation with a submission deadline of August 31, 2015 at 4:30 p.m.

Mr. Wied inquired if there is a receipt issued when applications are turned in. Atty. Dimmich noted that there should be a list retained or list.

Annual Report (2014)

There was only one meeting held in 2014 for the reorganization meeting.

Motion by Mr. Wied, seconded by Mr. Hartzell, the Civil Service Commission voted to accept the Annual Report 2014 and to submit the report to the Board of Commissioners.

Mr. Wied had a question about who will make the recommendation of the top three candidates. The Civil Service Commission will not meet with the candidates unless they would file an appeal. The Board of Commissioners has limited discretion to make a selection out of the top three candidates.

OTHER BUSINESS

Chief Stiles suggested revising the Civil Service Rules and Regulations in order to have the Act 120 certification before the applicant is hired as opposed to having Act 120 certification by the application submission deadline. Changes to the Rules and Regulations must be approved by both the Civil Service Commission and the Board of Commissioners. Atty. Dimmich recommended having a cut off time period for obtaining the Act 120 from the date an application is received. Chief Stiles suggested within 120 days of the application deadline. Mr. Walker inquired whether applicants know their completion date for Act 120 certification.

Chief Stiles also suggested revising the Civil Service Rules and Regulations in order to have candidates that make it to the background test to submit to a polygraph test. Atty. Dimmich stated that either the Rules and Regulations could be amended or the Board of Commissioners could make it an additional condition of employment. Mr. Wied asked several questions concerning the legality of using polygraph testing. Atty. Dimmich noted that if the polygraph requirement is allowed as part of the civil service background investigation, the Civil Service Commission would hear the appeals. Atty. Dimmich explained that a certified polygraph examiner would perform the polygraphs in conjunction with the Chief. Chief Stiles briefly went over the background investigation process.

Attorney Dimmich will prepare a draft of the proposed amendments to the Rules and Regulations and the Civil Service Commission can review and discuss them and vote on them at a future meeting.

PUBLIC COMMENT

No public was present for comment.

ADJOURNMENT

Motion to adjourn the meeting by Mr. Walker, seconded by Mr. Hartzell. The meeting was adjourned at 4:10 p.m.