

LEET TOWNSHIP CIVIL SERVICE COMMISSION (CSC)

Meeting Minutes

194 Ambridge Avenue, Fair Oaks, PA 15003

Regular Meeting – July 12, 2022

Present: William C. Bubb, Thomas P. Weber and Donald S. Birnie. **Voting members:** Mr. Birnie, Mr. Bubb and Mr. Weber. **Absent:** Katherine Longwell, Jack Mook

No members of the public attended

Mr. Weber called the meeting to order at 7:00 pm.

Approval of May 10, 2022 Minutes

Motion: Mr. Bubb moved to approve the minutes for the May 10, 2022 CSC Meeting, Seconded by Mr. Birnie. Messrs. Bubb, Birnie and Weber voted in favor.

Public Participation

There was no public participation, since no members of the public attended the meeting.

Search for CSC Solicitor

A letter of agreement was sent by Robert McTiernan accepting his appointment as the LT-CSC Solicitor. Chairman Thomas Weber signed it on behalf of the commission, officially making Mr. McTiernan our solicitor.

Entry Level Testing for Police Officers

On June 3, Chairman Thomas Weber sent an e-mail to Mr. Harry J. Fruecht of Police Consulting Services, confirming that the Leet Twp Board of Commissioners, and the Leet Township Civil Service Commission had voted to retain his company to do the written testing in support of our efforts to develop an Eligibility List for hiring new Entry Level Police Officers. Attached to the e-mail was a copy of PCS's Indemnification Agreement and their price quotation.

Entry Level Police Officer Job Description and Application

Mr. Weber reported that he had shared the job description, which he found on the wall in the police room, and the sample Bill Gamble gave us, with Acting Chief Panormios. He has not received a response at this point, but will follow up the Acting Chief.

Similarly, Mr. Weber gave a copy of the existing Application Packet (received from Township Manager, Betsy Rengers) to Acting Chief Panormios and asked for his feedback. Having received none, this is an open Action Item.

Additionally, Mr. Weber informed Acting Chief Panormios that the LT-CSC would like him to organize a board of a few regional police chiefs (including himself) to conduct the Oral Examinations.

Advertising for Applicants for the Entry Level Police Officer Position

The LT-CSC confirmed that we will continue to place an add in the Beaver County Times consistent with the requirements in our Rules and Regulations, but would not rely exclusively on the BCT. Mr. Bubb is investigating additional options of advertising to increase the likelihood of reaching those who would like to be a police officer. They include; 1. Police Chiefs of Pennsylvania (\$200 to advertise our position regionally, statewide or nationally), 2. Employment websites, such as Monster and Zip Recruiter, 3, Social media, including Leet Township and LT Police Facebook pages, 4. Allegheny County Police Academy (advertise locally, statewide, or nationally – request must come from our Police Chief). Mr. Weber requested that Mr. Bubb continue his investigation and make recommendations.

Mr. Weber drafted the text for an advertisement, although there were some changes recommended. There was consensus on the format. It included; 1. Deadline (TBD) for receiving applications, 2. Qualifications to apply for the position, 3. At \$25 application fee, 4. How applications can be obtained and returned, and 5. Details on testing schedule, location and type.

Motion: Mr. Bubb moved that we use the draft format to review with Mr. McDaniel, LT-BOC President, and Mrs. Rengers, Township Manager. The purpose being to finalize the dates, our technical capability to receive “pre-filled” applications, and cost. At a minimum, the age requirement would be changed to 21 years (consistent with our Rules and Regulations). Mr. Birnie seconded. Messrs. Birnie, Bubb and Weber voted to approve. Motion carried.

Mr. Weber agreed to set up a discussion with Mr. McDaniel, Mrs. Rengers, Mr. Birnie and himself for the next day.

Mr. Weber made a phone call to Mr. Mc Daniel during our meeting to confirm whether the LT-BOC had already charged us to proceed with developing an eligibility list for a part-time and full-time officer. Mr. McDaniel confirmed that the BOC passed a motion to this effect in their regular May Meeting. We should then immediately proceed to satisfy that charge.

LT-CSC Budget for Incidental Expenses

Motion: Mr. Weber moved that Mr. Birnie write a request the Board of Commissioners to approve and \$2,000 budget line item for incidental civil service expenses for the year of 2022. This line item excludes expenses for our solicitor and advertising in the Beaver County Times for police job applicants. Mr. Bubb seconded. Messrs. Birnie, Bubb and Weber voted to approve. Motion carried.

Action Items

Action Items:

1. Mr. Weber will follow up on our request for a job description for the entry level officer's position from the Board of Commissioners/Police Chief/ Bill Gamble.
2. Mr. Weber will follow up vetting the Leet Township job application with the Board of Commissioners, Acting Police Chief Panormios and Bill Gamble.
3. Mr. Bubb will continue to investigate alternative methods to advertise for applicants or our Entry Level Police Officer position.
4. Mr. Weber will organize a discussion with Mr. McDaniel and Mrs. Rengers to finalize the text and method of our advertisement for job applicants.
5. Mr. Weber communicate with the ACPA regarding an advertisement for our Entry Level Police Position.
6. Mr. Birnie will send a request to Mr. McDaniel and the BOC for approval of an incidental expense budget for 2022.

Public Participation

There was no public participation.

Mr. Birnie moved the meeting be adjourned at 9:12 pm. Seconded by Mr. Bubb. All voted in favor.

/s/Donald S. Birnie

/s/Thomas P. Weber

