

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 6:52 pm.

Approval of June 14, 2022 Minutes

Motion: Mr. Bubb moved to approve the minutes for the June 14, 2022 CSC Meeting, Seconded by Mr. Weber. Messrs. Bubb, Birnie and Weber voted in favor.

Public Participation

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

Entry Level Testing for Police Officers

Chairman Thomas Weber announced that we received three applications for the Entry Level Police Officer positions, which we advertised in June (Beaver County Times, Leet Twp website, Leet Twp. Facebook page and the Allegheny County Police Academy). The sealed applications were open by Mr. Weber. Along with the applications, Mrs. Rengers, Township Manager, supplied the official record of receipt, detailing the date and time each application was received in the Township Office. The names of the applicants were read; Mr. Nicholas Vigliotti (a current Leet Twp officer hired outside Civil Service procedures), Mr. Ron Wilson, Jr., and Mr. Kenneth Batteglia.

The three applications were each reviewed by the commissioners present. It was noted that all applications contained most relevant information, and that all three applicants should take part in the Physical Agility and Written Testing scheduled for next Tuesday, July 19, 2022. There were a few instances where information was incomplete. The applicants will be asked to supply the needed information at the testing session on July 19.

A question came about whether the Veterans' Preference Points would apply to an applicant who is currently on active duty. Mr. Weber will clarify.

Another question came up about documentation needed for US Citizenship. This point needs to be clarified. Perhaps a birth certificate or a passport would be sufficient.

We agreed to the following action items:

1. Mr. Birnie will contact the applicants by telephone on July 13 to confirm the times and locations of the tests they would be taking. He will also ask each applicant for their e-mail address for future correspondence. He will also advise them that they will be asked to make needed additions and corrections to their application.
2. Mr. Weber will call Bill Gamble to clarify the applicability of the Veterans' Preference Points to an applicant currently on active duty.
3. Mr. Weber will give each applicant their application form and ask them to make needed additions and corrections at their Written Test on July 19. This would include making a photocopy of driver's license if necessary.

Motion: Mr. Bubb moved that upon receiving the results of the Physical Agility and Written Tests, Mr. Weber will notify Acting Police Chief Panormios of the names of candidates who passed the tests, and ask him to assemble his panel of regional police chiefs to conduct the Oral Examination. Mr. Weber will also ask Mrs. Rengers to send each of the candidates their test results as soon as practical, but within no more than 30 days after the testing is completed. Those that passed the tests, will be contacted by Acting Chief Panamios after they receive their scores to schedule a time and date for the Oral Examination. This exam will be completed in a timely way. Mr. Weber seconded. Messrs. Birnie, Bubb and Weber voted to approve the motion.

Public Participation

There was no public participation.

Mr. Birnie moved the meeting be adjourned at 9:20 pm. Seconded by Mr. Bubb. All voted in favor.

/s/Donald S. Birnie

/s/Thomas P. Weber

