

LEET TOWNSHIP CIVIL SERVICE COMMISSION (CSC)

Meeting Minutes

194 Ambridge Avenue, Fair Oaks, PA 15003

Regular Meeting – Aug 9, 2022

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

Members of the Public: Donna Adipietro, Peggy Adams, Emily Bennett, April Martin

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

Public Participation

Ms. Bennett asked us to introduce ourselves. Mr. Bubb introduced the commissioners present and our solicitor.

Confirmation of Executive Session

Mr. Bubb Confirmed that the LT-CSC, with our Solicitor Mr. Robert McTiernan, had just met in Executive Session to discuss topics related to the civil service hearing requested by Mr. Molinaro. Mr. McTiernan explained the executive session was permitted under the Pennsylvania Sunshine Act, which permits deliberation regarding litigation and quasi-judicial deliberations. Our discussion was limited to procedural issues regarding the civil service hearing requested by Mr. Molinaro. The purpose was to facilitate scheduling the hearing and to be sure the hearing is conducted appropriately.

Request for Continuance of Hearing

In an e-mail to Mr. Thomas Weber, the Leet Twp. Solicitor Mr. Stephen Chesney requested a continuance in the event Mr. Molinaro requested a hearing on the charges for his dismissal. The request was made on the behalf of the Board of Commissioners. The need for the continuance was to provide time to prepare their case, and to coordinate the many schedules of those involved. Since Mr. Molinaro subsequently requested the civil service hearing on Aug. 2, 2022, the LT-CSC must consider the Board's requested for a continuance.

Motion: Mr. Birnie moved that the Leet Twp Board of Commissioners' request for a continuance in the hearing for Mr. Molinaro be granted, and the hearing would be scheduled at

a mutually agreeable date for all parties. Mr. Bubb seconded. Messrs. Bubb, Birnie and Weber voted in favor. Motion Carried.

Approval of July 12, 2022 Minutes

Motion: Mr. Weber moved to approve the minutes for the July 12, 2022 CSC Meeting, Seconded by Mr. Birnie. Messrs. Bubb, Birnie and Weber voted in favor.

Eligibility and Certification Lists for Entry Level Police officer

In May the Board of Commissioners requested that the LT-CSC develop an Eligibility List of candidates for part-time and full-time Entry Level Police Officer positions. After advertising we received three applications. The applicants were tested as stipulated in the Leet Twp Civil Service Rules and Regulations. The physical agility testing was conducted and results reported by Allegheny County Police Academy, the written test was administered and results reported by Police Consulting Services, and an Oral Exam conducted by Chief Panormios and two other local Police Chiefs and a Police Captain. One candidate, Mr. Kenneth Battaglia, passed the physical agility and written test, as well as, the oral exam. That qualified him to be on the Eligibility List. Subsequently, he passed his background check (conducted by Chief Panormios), which was required to be placed on the Certified List of candidates. The Certified List will be presented to the Board of Commissioners for their consideration in hiring. The Board cannot hire any police officer, who hasn't been recommended on the Certified List.

Motion: Mr. Weber moved that Kenneth Battaglia, having passed all relevant tests, examinations and the background check, be placed on the requested part-time and full time Eligibility Lists, and, the Certified Lists. Seconded by Mr. Birnie. Messrs. Bubb, Birnie and Weber voted in favor. Motion Carried.

Application Form Improvements

Mr. Bubb said based on our recent experience processing applications, it was observed that a few improvements in the forms were needed.

1. No request for e-mail address.
2. Directions and questions need to be reviewed. Some of the applicants answered questions NA rather than yes or no. One applicant mentioned to Mr. Weber that he thought the directions were confusing on this point.

Mr. Bubb is reviewing the three applications that we received to identify opportunities for improvement. He will forward the result of his analysis to the LT-CSC members for review and discussion.

Advertising and Application Timeline to Improve Response Rate

Mr. Bubb is gathering information from the applicants, as well as, current Leet Twp Officers, and officers from neighboring communities regarding recommended ways to advertise for applicants in the future. He is also recommending that we lengthen the timeline for completing and submitting applications. Mr. Bubb will make recommendations for improvements to the LT-CSC, based on his findings.

Feedback on Our Testing Process

Mr. Bubb noted the candidates that went through our testing process, and other officers from neighboring communities thought it was very well done. They liked the use of third-party agencies to conduct and report on the testing. Their opinion was that it was objective and reduced the likelihood of favoritism.

Mr. Weber said that he has had feedback that our current physical agility test (Modified Coopers Test) would be difficult for middle aged applicants to pass. This pool of applicants might be very likely to apply for part-time positions. We need to work on improvements here with Interim Chief Jameson.

Public Participation

Ms. Peggy Adams asked what the requirements of a candidate to be come a police officer in Leet Township. Mr. Bubb reviewed our protocol that included passing physical agility tests, a written test, an oral exam and background check. Then the best of the candidates that pass these tests are recommended to the Board of Commissioners for their decision on hiring. The BOC would then conduct medical and psychological evaluations by qualified doctors on applicants they make an employment offer to. Mr. Weber outlined the four parts of the physical agility test being pushups, sit-ups, 300 yd. run, and a mile and a half run. Ms. Adams also stated that every candidate was required to have the MPOETC 120 Certificate, which is included in our Rules & Regulations.

Ms. Adams, who is a police officer working for Penn State – Beaver, stated that she has not been required by any of her employers to take these tests, and wondered why we required it. Mr. Bubb explained that we base our testing protocol on the requirements in the Pennsylvania First Class Township Code and our Leet Township Civil Service Rules and Regulations. All police officers must be hired under civil service procedures.

Ms. Adipietro asked why we had Leet Township officers who weren't hired under civil service rules. Mr. Bubb, Mr. Birnie, and Ms. Longwell explained that we are operating under our civil service rules that this Board of Commissioners adopted on April 29, 2022. It's unclear just what the Leet Twp Rules and Regulations were before that. And the question as to why an officer

was hired outside of civil service previously would have to be addressed to the Leet Twp officials making that hiring decision.

Ms. Bennett asked what written test was used. Mr. Weber explained that it was a national standardized test from IO Solutions in Chicago. He also stated it is the same standardized test the previous Leet Township Civil Service Commission used. Mr. Bubb stated that it was our policy to use all standardized tests rather than making any of our own tests.

MS Adams asked were we advertised. Mr. Bubb stated that we advertised in the Beaver County Times, as well as, at the Allegheny County Police Academy, on the Leet Police Department Facebook page, and on the Leet Township website. Ms. Addams also recommended we use the Beaver County Police Academy, and the Beaver County Sheriff's office. Mr. Bubb said we would also look at all the surrounding police academies. Ms. Adams further stated that in her opinion, another reason we only had three applications is the bad press Leet Twp. Is currently getting.

There being no further business, Mr. Birnie moved we adjourn at 7:37 pm. Mr. Weber seconded. Messrs. Bubb, Birnie and Weber voted in favor.

/s/Donald S. Birnie

/s/Thomas P. Weber