

LEET TOWNSHIP CIVIL SERVICE COMMISSION (CSC)

Meeting Minutes

194 Ambridge Avenue, Fair Oaks, PA 15003

Special Meeting – April 19, 2022

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

Others Present:

Bill Gamble – Civil Service Consultant

No members of the public chose to attend

Mr. Weber called the meeting to order at 6:54 pm.

Approval of April 12, 2022 Minutes

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

Review of the Second Draft of proposed updated Leet Twp Civil Service Rules and Regulations

Mr. William Gamble, Civil Service Consultant (Police), presented the second draft of the proposed Leet Township Civil Service Rules and Regulations. All commissioners reviewed it thoroughly before the meeting and had no questions on substance. Some additional edits were requested on grammar, punctuation and formatting. Additionally, the label “Second / Final Draft” should be removed. Mr. Gamble will send the clean, edited copy to Mr. Weber tomorrow (April 20).

Mr. Bubb moved that the commission pass the proposed rules and forward them to the Board of Commissioners for their approval, contingent on receiving a clean copy from Mr. Gamble. Motion seconded, by Mr. Birnie. Messrs. Bubb, Birnie and Weber voted in favor. The motion passed unanimously.

Messrs. Bubb, Birnie and Weber will sign the final approved Rules and Regulations tomorrow. Mr. Weber will then forward the signed copy to the Leet Township Board of Commissioners.

Additionally, Mr. Gamble distributed several recommended working documents, which support routine Civil Service processes. They include Civil Service Hiring Check List, an application form

to apply for a job as a police officer, ADA guidelines for mitigating issues that would interfere with an applicant performing the tasks of an officer, Veterans Preference Act among others. The cost of these documents was included in his agreed fee.

Mr. Gamble and Mr. Mook left the meeting at this point.

Discussion on Sunshine Act

Mr. Weber indicated that Mr. McDaniel, President of the Leet Board of Commissioners, would forward a video and slide presentations on social media, the Sunshine Act, and the Freedom of Information Act for training the Civil Service Commissioners' training.

Civil Service Training Discussion

Upcoming Civil Service Training scheduled for May 5,2022 was discussed. All Commissioners present are interested in attending, but most are not able to attend on that date. We will continue to look for alternate dates for a training session close to Leet Twp.

Search for a Solicitor for Leet Township Civil Service

Mr. Birnie shared information on candidates for our open solicitor position. In addition to Robert L. McTiernan suggested by Ms. Longwell previously, he nominated Nathaniel Boring, Harlan S. Stone, and Megan Turnbull. This information was summarized in a table attached (attachment 1). The table lists the following information for all four candidates; name, law firm, relevant field of experience, hourly rate, solicitor positions held, education, and the source of nomination.

After discussion, the commissioners came to consensus that Mr. Nathaniel Boring should be dropped from the list because he did not have relevant experience in the field of labor or employment.

Mr. Weber volunteered to get comments about of Ms. Turnbull's performance as Leetsdale's solicitor from Leetsdale Mayor, Ms. Sandy Ford.

Mr. Weber had also identified Harlan S. Stone as a possible candidate. In a one-on-one discussion Mr. Stone recommended to Mr. Weber that the Civil Service Commission hire a team of three attorneys from Babst Calland (Mr. Stone, Mr. Max Junker and Mr. John McCreary). Mr. Weber indicated he felt this would be an attractive option, however, Mr. Bubb, Ms. Longwell and Mr. Birnie had concerns about this approach. Mr. Weber suggested we attempt to have a

Zoom meeting with Mr. Stone to gather information on the concept, conditioned on advice from Leet Twp.'s solicitor, Mr. Chesney. Mr. Bubb will send a request for clarification of this point from Mr. Chesney. The next step depends on this advice.

Action Points:

1. Mr. Weber will put together a candidate list.
2. All commissioners will circulate questions for future interviews with all candidates.
3. Mr. Bubb will pose Sunshine Act questions to Mr. Chesney.
4. Mr. Birnie will discuss method of setting up Zoom Meetings with Betsy Rengers.
5. Messrs. Bubb, Birnie and Weber will sign the final draft of the LT-CSC Rules and Regulations at the township office on the afternoon of April 20.
6. Mr. Weber will contact Ms. Ford about Ms. Turnbull
7. Mr. Weber will produce 6 copies of all documents received from Mr. Gamble.
8. Mr. Birnie will provide bios for Mr. Junker and Mr. McCreary.

Public Participation

There was no public participation.

Mr. Bubb moved the meeting be adjourned at 9:07 pm. Seconded by Mr. Birnie with all in favor.

/s/Donald S. Birnie

Donald S. Birnie, Secretary

/s/Thomas P. Weber

Thomas P. Weber, Chairperson