

LEET TOWNSHIP CIVIL SERVICE COMMISSION (CSC)

Meeting Minutes

194 Ambridge Avenue, Fair Oaks, PA 15003

Special Meeting – April 27, 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

No members of the public attended

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

Approval of April 19, 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.

Search for CSC Solicitor

Having watched the Sunshine law training videos, Mr. Birnie commented that it seems even the experts don't have clear ideas on when a meeting needs to be open to the public, vs administrative meetings for information gathering or a workshop. Based on that he recommended that all our meetings for interviewing candidates should be open to the public.

Mr. Weber commented that an attorney from Campbell Durant is the Special Solicitor - Labor & Employment for Leet Township regarding current police matters, and therefore it would be a conflict for us to hire an attorney from that firm as our CSC Solicitor. There was a consensus of commissioners in agreement.

Mr. Weber reviewed several contacts he made in search of a solicitor. He contacted the Mayor of Leetsdale, Sandy Ford, to get feedback on Megan Turnbull. She made several negative comments (not reliable, slow to respond and gives bad advice). On the other hand, Mr. Bubb talked to the previous Mayor of Leetsdale, Peter Poninsky, who said Ms. Turnbull was an excellent solicitor. Mr. Birnie commented that he would find it hard to vote for Ms. Turnbull given the negative comments from Mrs. Ford. The consensus was that we would put Ms. Turnbull on the back burner and not plan to interview her at this time.

Mr. Weber had talked to two other candidates, Mr. Robert McTiernan and Mr. Harlan Stone. Mr. McTiernan spoke with Mr. Weber for 15 minutes and answered several preliminary questions. Mr. Weber felt he was very well qualified and should be interviewed by the Civil Service Commissioners. Mr. Weber also felt Mr. Stone, and or his team (Mr. Junker and Mr.

McCreary) were well qualified and should be interviewed. There was consensus on those two points.

Mr. Weber previously told Mr. Stone that we would call tonight for an interview. Mr. Birnie said he wasn't ready to do that. He felt we needed a process for selecting the solicitor that was more analytical and objective. And all commissioners should have the opportunity to prepare and ask questions during a team interview. He suggested that we could keep the process moving by using Zoom for the team to interview at least three candidates on May 4. Since we only have two remaining candidates, we should try to get one or two more qualified candidates. He brought up Bill Gamble as a possible source. We also would need to determine whether Betsy Rengers could schedule three separate meetings for next Wednesday night to potentially interview three candidates. This was well received and Mr. Birnie agreed to contact Betsy and Bill Gamble to work out the details.

Entry Level Testing for Police Officers

At the April 25 Board of Commissioners meeting the LT-CSC was tasked with developing eligibility lists for both part-time and full-time officers. Tonight, the commissioners had an extensive discussion about the "Civil Service Hiring Check list". Steps 1 thru 8 were covered. Our Civil Service Rules and Regulations are completed. The next steps include obtaining the job description and application from the Board of Commissioners/Police Chief, preparing an advertisement, and determining how physical agility, written and oral testing would be administered and reported. Action points were assigned:

1. Mr. Weber will request a job description for the entry level officer's position from the Board of Commissioners/Police Chief.
2. Mr. Weber will vet the Leet Township job application with the Board of Commissioners.
3. Mr. Weber will contact the Allegheny County Police Academy to get their testing, timing, and costs.
4. Mr. Bubb will check to see if Betsy has current Leet Twp. advertising templates and written test forms.

Appoint William Curtis Bubb Vice Chairperson of the LT-CSC

Motion: Mr. Weber made a motion that William Curtis Bubb be appointed to the position of Vice Chairperson of the Leet Township Civil Service Commission. Seconded by Mr. Birnie. Messrs. Birnie and Weber voted Yes. Mr. Bubb abstained. Motion carried.

Remote participation in LT-CSC Meetings

Motion: Mr. Weber moved that Leet Township Civil Service Commission Meetings shall normally be held in person at the Township Office Building. However, any member of the Civil Service Commission (either primary or alternate) may participate in a commission meeting remotely, via cell phone, Zoom, or any other acceptable electronic communication device, and shall be included in discussions and voting procedures as if they were present live at the meeting. Mr. Birnie seconded. Messrs., Bubb, Birnie and Weber voted Yes.

Public Participation

There was no public participation.

Mr. Bubb moved the meeting be adjourned at 8:45 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