

## **LEET TOWNSHIP CIVIL SERVICE COMMISSION (CSC)**

### **Meeting Minutes**

**194 Ambridge Avenue, Fair Oaks, PA 15003**

**Special Meeting – Aug 16, 2023**

**Present:** Donald S. Birnie, William C. Bubb, Katherine Longwell and Thomas P. Weber

**Voting members:** Mr. Birnie, Mr. Bubb, Mr. Weber **LT-CSC Solicitor:** Robert McTiernan

**Members of the Public:** Chuck Soman

Mr. Weber called the meeting to order at 7:00 pm, and began the meeting with the Pledge of Allegiance.

#### **Public Participation**

No public participation.

#### **Approval of Aug 2 Regular Meeting Minutes**

**Motion:** Mr. Bubb moved to approve the minutes for the Aug 2, 2023 Regular Meeting as presented. Seconded by Mr. Birnie. Motion unanimously approved by roll call vote. Messrs. Birnie, Bubb and Weber voted in favor.

#### **Entry Level Testing for New Officers**

Mr. Weber commented on the successful testing applicants John Adams and Celina Kelly on physical agility, written and oral tests on August 2, 2023. At the August 14 Board of Commissioners Meeting, Mr. Weber stated our recommendation that John Adams and Celina Kelly be extended conditional offers of employment, pending completion of background checks, as well as physical and mental examinations. The Board planned to discuss it in an executive session that evening.

Mr. Birnie raised two questions that came out of the application process this past July.

- 1. What documents should we accept as proof of citizenship?** Our application form asks for a Real ID or Birth Certificate. Additional suggestions from the other LT-CSC Members were a passport, naturalization documents, MPOETC Card. Mr. Birnie will ask Joel Hamilton from CCBC Municipal Police Academy if he has other recommendations.
- 2. Should we ask for a Medical Release Form signed by a medical professional?** Our candidates this summer said they didn't have access to a doctor, and it would cost \$200 to go to a clinic and have an exam that would be required for them to sign the form. Mr. McTiernan, our solicitor, said that we should continue to require a signed liability

waiver. Regarding a Medical Release Form, he said we should not require it, but we might want to recommend the applicants get one for their own protection. Mr. Bubb brought up the possibility that the organization doing the physical agility testing may require a Medical Release Form, in which case we could push back on that, or notify our applicants that the testing organization required it.

These two items were tabled to be acted on in a future meeting.

Mr. Bubb cited the higher costs we have incurred with this round of testing compared to previous testing. The biggest change being the cost \$400 for CCBC's MPOETC Certified Trainers to do the physical agility testing. Neither ACPA, or IUP/RMU charged for this service. In addition, every time we use Harry Freucht to do our written tests, the cost is about \$500.

This topic was also table to be acted on in a future meeting.

### **Public Participation**

No public participation.

There was no other business to be discussed.

**Motion:** Mr. Birnie moved we go into Executive Session to deliberate on the Mike Molinaro Appeal Hearing at 7:30 pm. Mr. Bubb seconded. The motion passed unanimously after a roll call vote. Messrs. Birnie, Bubb and Weber voted in favor.

### **Executive Session**

Mr. Weber announced that the next LT-CSC Executive Session to deliberate on the Molinaro Appeal would be held on Thursday, August 24, 2023, at 7:00 pm.

**Motion:** At 9:35 pm Mr. Bubb moved that we terminate the Executive Session and return to our Special Meeting of Aug 16, 2023. Mr. Birnie seconded. The motion passed unanimously after a roll call vote. Messrs. Birnie, Bubb and Weber voted in favor.

### **Old Business**

Ms. Longwell asked Mr. Weber if the Board had taken any action to replace John Mook as an LT-CSC Member following his recent death. Also, she asked about the status of Don Birnie's position, which will be open after Dec 31, 2023, since he is leaving the commission at the end of his current term. Mr. Weber agreed to send an e-mail to Mr. McDaniel, President of the Board of Commissions to raise those questions.

There being no further business, Mr. Weber asked for a motion to adjourn.

### **Adjournment**

**Motion:** Mr. Birnie moved that the meeting be adjourned at 9:40 pm. Mr. Bubb seconded. Messrs. Birnie, Bubb and Weber all voted in favor.

/s/Donald S. Birnie

/s/Thomas P. Weber