

**LEET TOWNSHIP CIVIL SERVICE COMMISSION (CSC)**  
**Meeting Minutes**  
**194 Ambridge Avenue, Fair Oaks, PA 15003**  
**Regular Meeting – January 3, 2024**

**Present:** Marty Zimmel, William C. Bubb, Robert Gulish, and Thomas P. Weber

**Voting members:** Mr. Zimmel, Mr. Bubb, Mr. Weber

**Members of the Public:** Don Birnie (past secretary)

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

**3 Public Participation**

No members of the public participated.

**4 Approval of the December 6, 2023 Regular Meeting Minutes**

**Motion:** Mr. Bubb moved to approve the minutes for the December 6, 2023 Regular Meeting of the LT-CSC as written. Seconded by Mr. Weber. Mr. Weber then announced the members attending, including new voting member Marty Zimmel, and new alternate, Robert Gulish. Mr. Weber also noted that past secretary, Don Birnie was present to transfer materials (file cabinet key, recorder and hard drive) to the incoming secretary. Mr. Weber also noted that the commission has received the properly signed and sworn Oaths of Office from Messrs. Zimmel and Gulish establishing them as members of the Leet Township Civil Service Commission

Motion unanimously approved by voice vote with all voting in favor of approval.

**5 Reorganization of Commission Officers**

Chairman:

**Motion:** Mr. Bubb moved to nominate Tom Weber. The motion is seconded by Mr. Zimmel. Mr. Weber accepts the nomination. A roll call vote is taken with all members voting “Yes”.

Vice-Chairman:

**Motion:** Mr. Bubb moves to nominate Marty Zimmel. The motion is seconded by Mr. Weber. Mr. Zimmel accepts the nomination. A roll call vote is taken with all members voting “Yes”.

Secretary:

**Motion:** Mr. Weber moves to nominate Curt Bubb. The motion is seconded by Mr. Zimmel. Mr. Bubb accepts the nomination. A roll call vote is taken with all members voting "Yes".

At this point former secretary, Don Birnie, hands over the file cabinet key, recording device, and the hard drive to Mr. Bubb, with the commission's thanks for his service.

## **6 Old Business**

6.1 Review of Acceptable Identification document supplied by Chief Jameson to Mr. Bubb. A discussion was held and Mr. Bubb stated that because of sect. 4.4 of our rules, which states that Leet Twp. Does not require a police officer to reside in Leet Twp., this issue is moot.

6.2 review of Proof of U.S. Citizenship (U.S Citizenship and Immigration Services Form A4) presented by Mr. Bubb. Mr. Weber asked how the issue was handled when he was the Chief of Police in Crescent Township. Mr. Zimmel stated that they relied on the applicant's driver's license. Mr. Zimmel presented a number of advertisements for other departments requirements. A discussion was held and it was decided that Mr. Weber would reach out to Bob Cifrulak, Deputy Director, from the Allegheny County Police Academy and Bob Mctiernan, our solicitor for guidance.

## **7 New Business**

7.1 Review the Sunshine Act and the LT-CSC Approved Rules and Regulations. Mr. Weber asked that the new members fully review the Sunshine Act and our Rules and Regulations for the next meeting. Mr. Weber spoke to the importance of following the Sunshine Act, and the ease with which it can be violated, often inadvertently. Mr. Weber also discussed our meetings, including participating via telephone, zoom, what qualifies as a quorum, and cancelling meetings.

We noted the addition of Commissioner Marty Zimmel to the civil service commission as a voting member. Having his extensive law enforcement experience on the civil service commission will prove to be a benefit

Mr. Bubb spoke to the autonomy of the civil Service Commission vis-à-vis the Board of Commissioners and their inability to interfere with the business and operation of the LT-CSC.

Mr. Zimmel asked about the hiring of the new Leet Twp. Chief of Police and whether it was done through the civil service commission. A discussion was held, and a review and discussion of our rules and regulations on the subject ensued. It was left that the hiring, testing, and dismissal of a chief of police is solely within the purview of the Board of Commissioners, unless that board tasked the LT-CSC with conducting testing for that position.

Mr. Weber then asked each of the new members of the commission, Marty Zimmel and Robert Gulish, to give a brief oral resume.

Mr. Zimmel asked about how we have handled the testing of new officers. He stated that in Crescent, he received the tests, administered the test, and returned the tests to be graded. He would return any unused tests to the company for a credit. Mr. Weber described how and why we tested as we do. He also mentioned the costs associated with that testing.

### **8 Cancellation of the scheduled January 17, 2023 LT-CSC Meeting**

A discussion was held as to whether or not to hold the January 17<sup>th</sup> meeting.

**Motion:** Mr. Bubb moved that the LT-CSC Meeting scheduled for January 17, 2024 be cancelled. Seconded by Mr. Zimmel. Motion was unanimously approved by a roll call vote of Messrs. Zimmel, Bubb and Weber. Mr. Weber to notify Betsy Rengers of the cancellation.

### **Public Participation**

No members of the public participated.

### **Adjournment**

**Motion:** Mr. Zimmel moved that the meeting be adjourned at 8:08 pm. Mr. Bubb seconded. Messrs. Zimmel, Bubb and Weber all voted in favor.

/s/Wm. Curtis Bubb

/s/Thomas P. Weber

## **Attachment to the LT-CSC Meeting Minutes of December 6, 2023**

### Advertisement of 2024 Meeting Dates

#### NOTICE

Leet Township

#### 2024 Civil Service Commission Meetings

The Leet Township Civil Service Commission will hold Regular (R) Meetings on the first Wednesday of every month and Special (S) Meetings on the third Wednesday of every month at 7:00 PM at the Leet Township Municipal Building, 194 Ambridge Avenue, Fair Oaks, PA 15003. Meeting dates for 2024 are:

January 3 (R), 17 (S)

February 7 (R), 21 (S)

March 6 (R), 20 (S)

April 3 (R), 17 (S)

May 1 (R), 15 (S)

June 5 (R), 19 (S)

July 3 (R), 17 (S)

August 7 (R), 21 (S)

September 4 (R), 18 (S)

October 2 (R), 16 (S)

November 6 (R), 20 (S)

December 4 (R), 18 (S)

The meetings are open to the public. Additional information such as meeting agendas may be obtained at the Leet Township Municipal Building, Monday to Friday, 9 AM to 4 PM, on the Leet Township website "[leettownship.org/homepage](http://leettownship.org/homepage)", or on the bulletin board outside the Leet Township Municipal Building.

Leet Township Civil Service Commission