

# LEET TOWNSHIP CIVIL SERVICE COMMISSION

## MEETING MINUTES

Special Meeting of March 20, 2024

**Members Present:** Tom Weber, Chairman (via telephone); Martin Zimmel, Vice-Chairman; W. Curtis Bubb, Secretary; Robert Gulish, First Alternate

**Member of the Public:** None

### 1. Call to order

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

### 2. Pledge of Allegiance/ Roll Call

The Pledge of Allegiance was recited. All members were present.

### 3. Public Participation

There was no public participation.

### 4. Approval of the March 6, 2024 Regular Meeting Minutes

Mr. Weber asked if there were any corrections, additions, or deletions to the submitted minutes of the March 6, 2024 Regular Meeting. As there were none, Mr. Weber asked for a motion to approve those minutes.

**Motion:** Mr. Zimmel moved to approve the minutes for the March 6, 2024 Regular Meeting of the LT-CSC as written. Seconded by Mr. Bubb. A voice vote was taken and the motion to accept the minutes of the March 6, 2024 meeting as submitted was passed.

### 5. Old business

5.1. The current police department staffing was discussed.

- Mr. Zimmel reported that Officer James Lema has resigned from his full-time Leet Township police department position.
- Officer Adams, while currently a part-time officer, has stepped up to fill as much of the schedule left vacant by Officer Lema's departure.
- After consulting with the Leet Township Board of Commissioners solicitor, Steve Chesney, and in accordance with our rules, Chief Jameson posted on March 15, 2024 for an available promotion from part-time to full-time in the office of the police department in an effort to fill the vacancy left by Officer Lema's departure. This posting will be removed on March 26, 2024 and all candidates on that list will then be notified by the

Leet Township Civil Service Commission of the date and time that the required oral test will be given by the chief of police.

- A candidate who is currently on our existing part-time eligibility list from August 2023 was approached about being re-interviewed for, but there has been no response.

## 5.2. Review of Entry Level testing for new officers.

- A discussion of the timing of the testing of new officers was discussed with regards to the graduation of cadets. Chief Jameson suggested that the current staffing, with the anticipation of moving an officer from part-time to full-time, precludes us having to hire immediately and suggested that it could be pushed back until June.
- Bob Cifrulak, of the Allegheny County Police Academy suggested that we test earlier than after graduation, which is June 14, 2024, and the cadets taking the final exam.
- Mr. Weber's position is that we do not wait until June to test as many of the cadets have already been committed to a position with other departments. Mr. Weber has suggested that we test early, with the caveat that those who have passed all of the requirements cannot be hired until they have successfully completed their final Act 120 exam.
- Mr. Bubb explained that he had been undecided on allowing candidates to apply prior to receiving their full Act 120 certifications, but a recent conversation with Chief Jameson in which he laid out the reality of the timing of the actual Act 120 testing solidified his position in agreement with that of Mr. Weber.
- Mr. Zimmel produced a copy of an employment flyer from the McKees Rocks police department that contained an excellent example of the language we are seeking.
- Mr. Weber made the motion to change Section 5.4(b) of our rules to read: (candidates) Successfully completed or be currently enrolled in Act 120 training as prescribed by the Municipal Police Officers' Education and Training Commission (Act 120) The candidate will be required to successfully pass the final exam prior to hire.
- Mr. Bubb seconded the motion. A roll call vote was taken, with all parties voting in the affirmative. The motion to change Section 5.4(b) passed and will be sent to the Board of Commissioners who must vote to accept the change before it can be implemented. The township manager will be notified that the Civil Service Commission is requesting that this change be added to the agenda for the March 25, 2024 Workshop meeting of the Board of Commissioners.
- A proposed schedule of the testing is as follows:
  - 4/7/2024 – Advertisement goes into the Beaver County Times
  - 4/26/2024 – Application deadline
  - 5/1/2024 – Review of applicants
  - 5/7 or 5/14/2024 - Testing to occur at the convenience of Bob Cifrulak and the ACPA.

## **6. New Business**

### 6.1 Amendments to the LT-CSC Rules and Regulations

6.1.1 Applicant must have Act 120 certification to be hired. This item was covered as part of 5.2 above.

6.1.2 Voluntary demotion from full-time to part-time officer. May be being handled at the Board of Commissioners level. Tabled until next meeting. May not be within the purview of the civil service commission.

## **7. Public Participation**

Marty Zimmel relayed a discussion he had with Bob Cifrulak about the LT-CSC developing their own physical agility test instead of using the Cooper 30% standard. Messrs. Weber and Bubb spoke to the history of this same discussion they, along with Don Birnie, had with Solicitor Bob McTiernan who advised that any test we develop on our own should be certified by a testing body. Mr. Weber also explained that part of the reason we have used third party testing was to alleviate any concern with favoritism.

## **8. Adjournment**

Mr. Weber asked for a motion to adjourn. That motion was made by Mr. Zimmel. Mr. Bubb seconded the motion. A voice vote was taken and all members voted in the affirmative. The meeting was adjourned at 7:51 PM.