

LEET TOWNSHIP CIVIL SERVICE COMMISSION
MEETING MINUTES

Regular Meeting of May 15, 2024

Members Present: Tom Weber, Chairman; Martin Zimmel, Vice-Chairman; W. Curtis Bubb, Secretary.

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 voting members were present. First Alternate, Bob Gulish was absent.

3. Public Participation

There was no public participation.

4. Approval of the May 1, 2024, Regular Meeting Minutes

Mr. Weber asked if there were any corrections, additions, or deletions to the submitted minutes of the May 1, 2024 Regular Meeting. Mr. Zimmel noted that a correction was needed to the first name of an applicant was Kaden Cvitkovic, not Haden. That correction being noted, and no other corrections, additions, or deletions being needed, Mr. Weber asked for a motion to approve those minutes.

Motion: Mr. Zimmel moved to approve the minutes for the May 1, 2024, Regular Meeting of the LT-CSC as written. Seconded by Mr. Weber. A roll call vote was taken and the motion to accept the minutes of the May 1, 2024, meeting as submitted was passed unanimously.

5. Old Business

5.1. Review of Entry Level Testing and Applications for New Officers – Testing occurred on May 7, 2024, at the Allegheny County Police Academy with both Tom Weber and Marty Zimmel in attendance. The PA Chiefs of Police Association exam was administered by Marty Zimmel and proctored by Tom Weber.

Mr. Bubb, who was not present, asked how Mr. Weber and Mr. Zimmel felt the testing went. Mr. Weber stated that the Physical Agility testing, conducted by Bob Cifrulak, was consistent with how it has been done when he attended two years ago. Mr. Cifrulak generated two report cards for applicant Phil Januk, who was also testing for McCandless Twp.

He also stated that Mr. Cifrulak was cooperative in making available a room for us to conduct our written testing on site and coordinating the testing of applicant Januk with each department.

Messrs. Weber and Zimmel then jointly graded the written tests. Considering how well the testing went, Mr. Weber felt that he would have no problem conducting the written test ourselves again, saving the township \$500.00.

Mr. Bubb asked if they foresaw a problem if someone from the township would take the test? Because of the way the test was administered and graded neither Mr. Weber nor Mr. Zimmel saw any problem.

Mr. Zimmel stated that the unused tests were returned and we will be billed for only the two tests we used.

5.2 Generating an Eligibility list from the May 7, 2024, testing – The list of applicants who successfully passed both the physical agility and written tests will be forwarded to Chief Jameson, who is current unavailable due to training, to complete the background checks and administer the oral examinations.

It was also noted that both candidates applied for Full-time and Part-time positions as deemed available by the Board of Commissioners.

A motion was made by Mr. Weber to create an eligibility list, conditional on the outcome of the background checks and oral examinations, to include both Phil Januk and Kaden Cvitkovic for presentation to the Leet Twp, Board of Commissioners. Mr. Zimmel seconded the motion. A roll call vote was held and the motion passed unanimously.

A brief discussion occurred about how to best schedule a new police officer that would alleviate scheduling shortfalls.

6. New Business

New business – discussion of future meeting dates and availability of commissioners.

As there is no imminent business for us to address until the completion of the background checks and oral examinations, future meetings will be held on an “as needed” basis.

7. Executive Session

As there was no reason to hold the executive session, Mr. Bubb made a motion to delete it from the agenda. Mr. Zimmel seconded the motion. A roll call vote was held and the motion passed unanimously.

8. Public Participation

There is no public participation.

9. Adjournment

Mr. Weber asked for a motion to adjourn. Mr. Zimmel made the motion to adjourn. Mr. Bubb seconded that motion. Mr. Weber called for a voice vote with all members voting in the affirmative. The meeting is adjourned at 7:40 PM.

/S/Thomas Weber

Chairman

/S/W. Curtis Bubb

Secretary