

**AMBLER BOROUGH
CIVIL SERVICE COMMISSION MINUTES**

October 25, 2018

A Public Meeting of the Civil Service Commission was held Thursday, October 25, 2018 at 7:00 p.m. at Borough Council Chambers located at 131 Rosemary Avenue, Ambler, Pennsylvania, 19002.

Commission Chairman Dan Coppolella called the meeting to order.

Roll Call: Present: Mr. Dan Coppolella, Mr. John Kunzier and Mr. Clent Williams.

Election of Officers: The Commissioners, motion made by Mr. Coppolella for the election of officers, with motion seconded and carried, voted as follows:

Chairperson	Dan Coppolella	3-Aye
Vice Chairperson	John Kunzier	3-Aye
Secretary	Clent Williams	3-Aye

NEW BUSINESS

Mr. Coppolella stated the Commission was meeting to consider the adoption of procedural rules. The Commission had received proposed Rules and Regulations from Ambler Borough Council and was tasked with reviewing the Rules and Regulations for adoption. He opened the floor for comment.

Mr. Kunzier discussed Section 2.2. He noted that the final sentence in that section which reads ***“One member of the Commission may also be a member of Borough Council”*** was in conflict with other sections of the document. Discussion ensued. It was stated that Borough Council had specifically discussed allowing a Council Member to serve as an Alternate, but not as a seated appointment member.

Mr. Coppolella moved that the sentence be deleted from the document. Seconded. All Ayes. Carried.

A discussion was held on Section 2.3(a). It was stated that the document refers to duties of the Vice-Chairperson, yet this Section does not allow for the election of a Vice-Chairperson. Mr. Coppolella moved that the first sentence of this Section include the phrase highlighted in bold “. . . as its chairperson, ***one as its vice-chairperson*** . . . and one as its secretary.” Seconded. All Ayes. Carried.

It was discussed that an inconsistency apparently occurred in Section 4.4 relevant to the 'highest scores' to be considered for successful applicants and for those rejected. It was stated that the second sentence in this Section should reflect that rejected applicants are those who scored less than 70% or ***“not receiving one of the top ten highest scores shall be rejected.”*** The document as written stated “top twenty highest scores.” Mr. Coppolella moved the second sentence be corrected as highlighted in **bold** to state **“top ten highest scores.”** Seconded. Carried.

In other matters, Mr. Williams made a request of Ambler Borough administration to provide a locked and secure storage unit for Civil Service Commission documents. The Commissioners discussed and agreed that should future matters necessitate the use of legal counsel by the Commission, a conflict of interest might exist by their using the Borough's Solicitor, and that the Commission would most probably asked the Borough to provide a separate legal counsel for those matters.

Mr. Coppolella made a motion that the Commission adopt the Rules and Regulations it had reviewed this evening with inclusion of the aforementioned changes which shall be made by the Borough Solicitor. Seconded. Carried.

OLD BUSINESS

There was no old business to discuss.

PUBLIC COMMENT

Councilperson Nellie DiPietro who was in attendance stated she had attended a Civil Service Commission training session. She encouraged transparency from the Commission and asked that Minutes and other all other publicly produced documents be posted on the Borough website. Additionally, she asked for a clearer information summary block of Civil Service Commission tasks and duties be prepared for inclusion on the Commission's dedicated webpage on the Borough website.

There being no further business, Mr. Coppolella stated the meeting was adjourned. Seconded, motion carried.

Respectfully submitted,

Cleneth Williams
Secretary
Civil Service Commission