

# AMBLER BOROUGH CIVIL SERVICE COMMISSION MINUTES

Thursday, February 28, 2019

A Public Meeting of the Civil Service Commission was held Thursday, February 28<sup>th</sup> at 4:00 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.

## **New Business**

Mr. Bresnan opens the meeting by giving a summary explanation of the reason for the Civil Service Commission, primary responsibility which was:

- To hold an Annual Meeting to Organize
- Certify Test Results of eligible candidates and or to extend the List

Chief Hoffman questioned the Section 4.6 Veterans Preference Points markup as it was not in line with neighboring departments. He believed that the markup should be 10 pts and not 15% as stated. Mr. Bresnan advised that the 15% markup was as a result of a misunderstanding of the PA statue. Also, Chief Hoffman requested that in Section 3.1, the application fee be reduced from \$50 to 30 to make it competitive with neighboring departments.

Mr. Coppolella asked Mr. Bresnan for clarity on Section 2.7 concerning the Commissions' Solicitor. Mr. Bresnan stated that under the Borough code, the Commission is allowed to ask for its' own lawyer. However, he said that 99% of the time, Borough's lawyer serves as counsel to the Civil Service Commission. In the event of a hearing, he would represent the Borough, and the Commission would have to seek outside counsel.

## **Amendments to be made to the Rules and Regulation:**

- 2.1.1 Alternate Commission Members - Designation of an alternate member is on a case by case basis in rotation in order of declining seniority.
- 3.1.(a) A person who desires to apply for examination must file with the Commission a formal application in which the applicant shall provide, under oath or affirmation (referencing the penalties set forth in 18 Pa.C.S.A. 4904), the following information:

3.1 (b) As of the adoption date of these rules, the fee is \$30.00. The fee may be modified from time to time by resolution without amendment of these rules to reflect actual administrative processing costs.

3.7 Rejection of Applicant - If the Commission receives a recommendation to reject a candidate from testing for the reasons set forth in this Section 3.7, then upon the Applicant's request, a hearing shall be held within ten days.

Where the Borough utilizes consortium testing, the time for a challenge to the test score runs from the date on which the score is posted by the consortium or the applicant receives the score, whichever is sooner. If a challenge is made to the score in another municipality and such challenge is ruled upon by that municipality's civil service commission, that determination may be considered by this Commission, but is not binding.

4.1 General Examination Requirements for the Position of Patrol Officer

The testing sequence is:

Written examination;

Physical agility test;

Oral examination;

Polygraph examination and background examination for those to be certified;

Medical and psychiatric examination for those receiving a conditional offer of employment.

4.6 Veterans Preference Points – 15% markup to be changed to shall receive an additional ten points.

4.7 (d) Polygraph Examination - An applicant who passes the polygraph examination shall not be required to take another such examination during the life of that eligibility list but may be required to take a polygraph examination in connection with future examinations.

## **Old Business**

No old business to discuss

## **Public Comment**

There was no Public Comment

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

Respectfully submitted,

*Cleneth Williams II*

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**Secretary**  
**Civil Service Commission**