

A meeting of the Towanda Borough Police Civil Service Commission was held at 11:00 a.m. on January 2, 2012. The meeting was called to order by Chairperson Alec Garden. Present were members Alec Garden, and Keith Long and Solicitor Leonard Frawley. Roger Brown was not present.

Approval of Minutes

Mr. Garden made a motion, seconded by Mr. Long to pass the minutes of the December 13, 2011 meetings. This was passed.

Old Business

Certification List

The background report was reviewed for applicant Bryan Bellows. There were some questions and Officer David Lantz was contacted to clarify some of these questions. It was noted that during the background investigation there were no relatives or school employees contacted. Officer Lantz will contact the Troy School District when they start again tomorrow. He will also try to contact some of his relatives. After further discussion a motion was made by Mr. Long to submit a Certification List with Mr. Bellows' name to Towanda Borough Council tomorrow evening pending the outcome of further favorable information obtained from Mr. Lantz. Mr. Garden passed this motion and it was passed. Physical and psychological examinations as well as a drug test will be scheduled if Council approves Mr. Bellows for conditional employment at their regularly scheduled meeting on January 3, 2012.

Advertisement for Patrol Officer

It was noted that advertisements for full time patrol officer positions have been sent to The Daily Review and The Morning Times for advertising on January 3, 5, and 8 with close of accepting applications at 5:00 p.m. on January 31, 2012.

A location for a written examination was discussed briefly. Mr. Long will look into this location further. A date for a written examination was not set at this time.

New Business

Mr. Garden noted that Mr. Richard Lewis, who was on the Oral Examination Board, will be out of the country for several months so a successor will need to be appointed. Mr. Garden suggested that Mr. James Bowen, who was an alternate, be asked to be on this board with another alternate to be named later. No action was taken at this time.

Next Meeting

Another meeting was not scheduled.

Towanda Borough Police Civil Service Commission
January 2, 2012

Adjournment

As there was nothing else the meeting was adjourned on a motion made by Mr. Long and seconded by Mr. Garden at 12:25 p.m.

Respectfully,

Helen L. Wilcox
Recording Secretary

A meeting of the Towanda Borough Police Civil Service Commission was held at 11:00 a.m. on January 30, 2012. The meeting was called to order by Chairperson Alec Garden at 11:30 a.m. Present were members Alec Garden and Keith Long; Police Chief Randy Epler and Borough Solicitor Leonard Frawley. Roger Brown was not present.

Old Business

Bryan Bellows Status

It was noted that the psychological and physical testing for Mr. Bellows has been completed and both tests are passed. The drug test was given by Dr. Cama at the same time as the physical. A letter will be written to Borough Council informing them of this status and to recommend an offer of full time employment be given to Mr. Bellows in accordance with Civil Service Commission and Union Contract.

Additional Patrol Officer

The deadline for full-time patrol officer applications is tomorrow, January 31, 2012 at 5:00 p.m. At this time there are two applications. Mr. Long made a motion, seconded by Mr. Garden to conduct the written testing on Saturday, February 18 at 10:00 a.m. at the Towanda High School. The protocol will be the same as the testing given in 2011. The motion was passed. Mr. Long also made a motion to grade this test in accordance with the Rules and Regulations of the Civil Service Commission. This was seconded by Mr. Garden and passed.

There was discussion regarding the physical agility testing. It is tentatively set for March 17th and 18th with the running part being done at either Barton Hall at Cornell University or the Towanda High School track on March 17th. Weather will be the deciding factor on the place. The balance of the testing will be done at Towanda High School on March 18th. It was noted that if done inside, the track is 1/8 mile compared to the outside track of 1/4 mile and may possibly contribute to some slower times. Chief Epler spoke to Mr. Brown via telephone regarding the use of Barton Hall. At this time Mr. Brown stated he was on the highway and not able to participate in this meeting.

Approval of Minutes

Mr. Long made a motion, seconded by Mr. Garden to approve the minutes of the January 2, 2012 meeting. The motion was passed.

Adjournment

As there was nothing further, Mr. Garden made a motion to adjourn at 12:25 p.m. This was seconded by Mr. Long and passed.

Respectfully,

Helen L. Wilcox
Recording Secretary

A meeting of the Towanda Borough Police Civil Service Commission was held at 11:20 a.m. on February 21, 2012. The meeting was called to order by Chairperson Alec Garden. Present were members Alec Garden, and Keith Long, Roger Brown and Solicitor Leonard Frawley.

Approval of Minutes

Mr. Garden made a motion, seconded by Mr. Long to pass the minutes of the January 30, 2012 meetings. This was passed.

Old Business

Written Examination for Patrol Officer

The written examination for the applicants was held on Saturday, February 18, 2012. The applicants taking part in this examination were Ryan Edsell, Joshua Lake and Alexander Roberts. The scores were opened by Mr. Long and reported as follows: Mr. Edsell 97.75%; Mr. Lake 90.00% and Mr. Roberts with 87.75%. All applicants passed and are eligible for the physical agility testing. On a recommendation by Mr. Frawley, Mr. Brown made a formal motion to grade these examinations as a total of the four sections and then an average of that total. This is the way the Rules and Regulations read. The motion was seconded by Mr. Long and passed. The scores noted above are correct.

Physical Agility Testing

A discussion was held regarding the physical agility testing and if the Commission felt the times were too tough for the 1.5 mile run. Mr. Epler noted that these requirements were needed to pass the PA Police Academy and we are looking at the 50% average. After further discussion, Mr. Brown made a motion, seconded by Mr. Long to hold all the disciplines of the physical agility test, with the exception of the 300 meter run and the 1.5 mile run, on March 17, 2012 at 10:00 a.m. at the Towanda High School. The two runs will be held on March 31, 2012 at 12:00 noon in the hopes the weather will be more favorable at that time. The motion was passed. Chief Epler will contact Mr. Locke at the Towanda High School to be sure that he is available.

Oral Interview

The oral interview has been tentatively set for April 21st. Mr. Long stated that Terry McGarrity is available to sit in place of Mr. Rick Lewis.

Sergeant/Corporal

A discussion was held regarding the requirements for the Sergeant and Corporal positions. Mr. Long and Chief Epler were asked to look for companies that have examinations for these positions. It was felt that the oral examination would give more insight into the qualifications of a candidate able to handle a supervisory job than a written examination would be. Chief Epler will also contact some police departments to determine the types of questions asked for their Sergeant and Corporal positions.

Towanda Borough Police Civil Service Commission
February 21, 2012

New Business

There was no new business to discuss at this time.

Next Meeting

The next meeting has been scheduled for April 3, 2012 at 11:00 a.m.

Adjournment

As there was nothing else the meeting was adjourned on a motion made by Mr. Brown and seconded by Mr. Garden at 12:55 p.m.

Respectfully,

Helen L. Wilcox
Recording Secretary

A meeting of the Towanda Borough Police Civil Service Commission was held at 11:15 a.m. on April 3, 2012. The meeting was called to order by Chairperson Alec Garden. Present were members Alec Garden, and Roger Brown via telephone.

Approval of Minutes

Mr. Garden made a motion, seconded by Mr. Brown to pass the minutes of the February 21, 2012 meetings. This was passed.

Old Business

Conditional Offer of Employment

Mr. Garden made a motion, seconded by Mr. Brown to send the names of Ryan Edsell and Alexander Roberts to the Borough Council for the position of full time patrol officer. Background checks and physicals will follow. The motion was passed.

Sergeant/Corporal

It is hoped that the written test and oral interview would be held on the same day for the position of Sergeant. It was noted that any interested full time police officer with the Towanda Borough Police Department would have until May 22, 2012 to submit a letter of intent to the Police Chief.

New Business

There was no new business to discuss at this time.

Next Meeting

No meeting was set at this time.

Adjournment

As there was nothing else the meeting was adjourned on a motion made by Mr. Brown and seconded by Mr. Garden at 12:00 p.m.

Respectfully,

Helen L. Wilcox
Recording Secretary

A meeting of the Towanda Borough Police Civil Service Commission was held at 11:15 a.m. on June 5, 2012. The meeting was called to order by Chairperson Alec Garden. Present were members Alec Garden and Roger Brown via telephone.

Approval of Minutes

Mr. Garden made a motion, seconded by Mr. Brown to pass the minutes of the April 3, 2012 meetings. This was passed.

Old Business

Sergeant/Corporal

It was noted that Officer David Lantz was the only letter of intent received for the Sergeant position. It was decided that the written test for Officer Lantz would be held on June 23 at 10:00 a.m. followed by the oral interview.

New Business

There was no new business to discuss at this time.

Next Meeting

No meeting was set at this time.

Adjournment

As there was nothing else the meeting was adjourned on a motion made by Mr. Brown and seconded by Mr. Garden at 12:00 p.m.

Respectfully,

Helen L. Wilcox
Recording Secretary

A meeting of the Towanda Borough Police Civil Service Commission was held at 10:00 a.m. on July 3, 2012. The meeting was called to order by Chairperson Alec Garden. Present were members Alec Garden, Keith Long and Roger Brown. Also present was Chief Epler.

Old Business

Sergeant/Corporal

It was noted that Officer David Lantz took the written and oral examinations and passed them both. A motion was made by Mr. Brown and seconded by Mr. Garden to submit a certification letter to Towanda Borough Council with Officer Lantz's name. The motion was passed.

New Business

Mr. Garden had concerns regarding the physical agility testing and the length of the 1½ mile run. Mr. Long felt there should be more discretion regarding the physical agility testing due to the weather. There were also questions regarding using the same test for future officers. Chief Epler said he would contact other municipalities to see what testing they use. He has been told that our testing overall is the most arduous and most professionally run.

When asked about hiring another officer, Chief Epler said notification of the grant acquisition will be in September. This is for two years and for eight hours at the school district.

Mr. Brown reported that he anticipates being completely moved out of the borough by the end of September and the other members should begin thinking about who they would get to replace him.

Next Meeting

A meeting for August 7 at 10:00 a.m. has been scheduled to discuss possible changes to the rules and regulations and a possible replacement for Mr. Brown.

Adjournment

As there was nothing else the meeting was adjourned on a motion made by Mr. Brown and seconded by Mr. Garden at 11:55 a.m.

Respectfully,

Helen L. Wilcox
Recording Secretary

A meeting of the Towanda Borough Police Civil Service Commission was held at 11:00 a.m. on August 13, 2012. The meeting was called to order by Chairperson Alec Garden. Present were members Alec Garden, Keith Long and Roger Brown.

Minutes

Mr. Brown made a motion to approve the minutes of the June 5 and July 3, 2012 meetings. The motion was seconded by Mr. Long and passed.

Old Business

Applicants

Discussion regarding the advertising for new applicants in order to have a Certification list for Borough Council was discussed. Because there was not a great response to the last time applications were advertised, it was decided to advertise in a "block ad" on August 17, 18, 19, 24, 25, and 26. The last day to apply will be September 4 at 5:00 p.m. and the date of the written examination will be September 15 at 9:00 a.m. in the council room and the physical agility test to be held October 6th at 1:00 p.m. A meeting will be held on September 18th to review the results of the written exams.

Evaluations

Mr. Garden has mentioned previously his concern regarding evaluations and paper trails for complaints on officers in the event a problem should occur and the matter should eventually come to the Police Civil Service Commission. He would like the Police Committee to look into this matter.

Change to Rules and Regulations

As has been discussed before, the matter of the 1.5 mile run and the 300 meter run both being in the testing is a concern. It was discussed further and decided to advertise a change in the Towanda Borough Police Civil Service Commission rules be changed to have these two events in the physical agility testing to be at the discretion of the Commission depending on the weather conditions at the time to have both of these or one or the other events. This change should be advertised for approval by Borough Council.

Commission Member Replacement

With Mr. Brown leaving his borough residence soon, the names of Mark Henery and Terry McGerrity were discussed as possible replacements. No further action was taken at this time.

Next Meeting

A meeting for September 18 at 11:00 a.m. has been scheduled to discuss the results of the written tests administered.

Towanda Borough Police Civil Service Commission
August 13, 2012

Adjournment

As there was nothing else the meeting was adjourned on a motion made by Mr. Brown and seconded by Mr. Garden at 12:10 p.m.

Respectfully,

Helen L. Wilcox
Recording Secretary

A meeting of the Towanda Borough Police Civil Service Commission was held at 11:30 a.m. on August 13, 2012. The meeting was called to order by Chairperson Alec Garden. Present were members Alec Garden, and Roger Brown. Chief Epler was also present.

Minutes

Mr. Brown made a motion to approve the minutes of the August 13, 2012 meetings. The motion was seconded by Mr. Garden and passed.

Old Business

With the advertising for police officer applicants, it is hoped that there will be a certification list in place if the Borough receives a grant for the school officer in November. It was noted, however; that this person must have military status.

Mr. Garden stated he would like a letter from the State Civil Service Commission stating in writing that a member of the Commission could be a member of the borough council. It was noted that Attorney Frawley noted this previously from the state code book. Mr. Brown agreed this to be true. Mr. Garden's concern with this is that Mr. Long is also a member of the Police committee and if there is a problem with an officer it would go to the Police committee first, then to borough council and finally to the commission. He did not agree with this.

Concerns with Rules and Regulations of the Civil Service Commission that are needed to be changed are the physical agility testing to be at the discretion of the commission of whether to have the 1.5 mile run and the 300 yard dash or one or the other of these disciplines. The other concern was regarding the written test to be scored on each section at above 75% or the total of the testing to be 75%. The commission wants the total of the testing to be 75%. These changes have to be advertised and presented to Council before they can be adopted. Mr. Frawley will need to write these changes up for advertising. Mr. Brown made a motion, seconded by Mr. Garden to approve these changes for advertising. The motion was passed.

Next Meeting

A meeting for September 18 at 11:00 a.m. has been scheduled to discuss the results of the written tests administered.

Adjournment

As there was nothing else the meeting was adjourned on a motion made by Mr. Brown and seconded by Mr. Garden at 12:10 p.m.

Respectfully,

Helen L. Wilcox
Recording Secretary

A meeting of the Towanda Borough Police Civil Service Commission was held at 11:00 a.m. on September 26, 2012. The meeting was called to order by Chairperson Alec Garden. Present were members Alec Garden, and Roger Brown. Chief Epler was also present.

Minutes

Mr. Brown made a motion to approve the minutes of the September 23, 2012 meetings. The motion was seconded by Mr. Garden and passed.

Old Business

The written test scores were reviewed for applicants Alexander Roberts and Josh Lake. A letter will be sent to both stating their scores and informing them the physical agility testing will be held on October 20 at 11:00 a.m. at the Towanda High School track. Regarding the physical agility testing, it was noted that with direction from the commission, whoever gives the test will determine if both the 1.5 mile run and the 300 yard dash are to be given.

There is no information regarding the awarding of the grant being anticipated.

Mr. Brown anticipates submitting his letter of resignation before January 1, 2013. Mr. Mark Henery and Mr. Terry McGerrity will be contacted regarding being a replacement for Mr. Brown.

Next Meeting

No meeting was scheduled.

Adjournment

As there was nothing else the meeting was adjourned on a motion made by Mr. Garden and seconded by Mr. Brown at 11:50 a.m.

Respectfully,

Helen L. Wilcox
Recording Secretary