

A meeting of the Towanda Borough Police Civil Service Commission was held on January 17, 2024 in the Council Room of the Municipal Building located at 724 Main St, Towanda PA. The meeting was called to order at 11:04 a.m. by Commissioner Alec Garden.

Present were Commissioners Alec Garden and Mark Henery; Police Chief Randy Epler. No visitors in attendance.

Minutes

Noted by Mr. Henery the minutes of the November 16, 2023 meeting should read on Page 2 under Corporal Position Opening “the chain of command to be Chief – Sergeant – Corporal.” The minutes of the November 16, 2023 were approved with the noted correction upon a motion by Mr. Henery, seconded by Mr. Garden. Motion passed to approve the minutes.

Following the meeting, Recording Secretary Laurie McGuire observed a spelling error of the word “MPOETC” (Municipal Police Officer’s Education & Training Commission) on Page 3 under Physical Agility Test; the correction will be made before publishing the minutes.

New Business

- Applicants

Two applications were received by the advertised January 12, 2024 deadline. Applicant #1, Carter Michael Pries, and Applicant #2, Clint Lyle Vermilya, were reviewed and discussed by the Commission and Chief Epler. Chief Epler noted Sergeant David Lantz does the background checks and will charge him to the task now to help expedite the hiring process.

Chief Epler stated Trevor Wills was the lone applicant remaining from the prior applicant pool list and he has been hired part-time based upon his recommendation for the purposes of training, working 40 hours plus per week. It is his intention to recommend Council have Mr. Wills start full-time in February; the Commission can certify the Chiefs recommendation by letter for inclusion at the February 5, 2024 Towanda Borough Council meeting.

- Test Dates

Chief Epler would like to schedule all aspects of the testing in one day since there are only two applicants and to speed up the hiring process. The order would be Written; Oral; Physical Fitness, with the swim first followed by the remaining assessments; depending upon snow on the track, the run would possibly have to be conducted inside. Commissioner Henery expressed some

concerns and would like to have input from gym people as to their suggestion of conducting the swim and run on the same day. Chief Epler suggested to set it up this way but if either applicant has an objection to completing the swim, the other aspects, and the run all on the same day then the run would be scrubbed for another day; both applicants would have to be in agreement.

Ms. McGuire confirmed the Written Test Exams were ordered on Monday, January 15, 2024 and anticipates they would be received within seven to ten days. A test date of Saturday, February 3, 2024 was established with an alternate date of Saturday, February 10, 2024. Testing will begin at 9:00 a.m.

Chief Epler agreed to reach out to Mr. Lou Alteri for the Oral Interview Board; Commissioner Eberlin had sent an email that he was willing to contact Keith Brown for the Physical Fitness testing; and Commissioner Henery will contact Mrs. Jene Conklin if the dates will work for her to proctor the Written Exam and contact Mr. Mark Vail and Reverend Tim Geiger for availability to serve as interviewers. Chief Epler mentioned Mrs. Conklin could also be used on the Oral Interview Board; Oral interviewers would be needed at approximately 11:00 a.m.

- Corporal Position Interview Board

Chief Epler stated five is the normal number of persons used to form the interview board; however, less can be used. This board will be allowed to ask police related questions unlike the Oral Interview Board to hire a Patrol Officer. Following discussion of possible persons to be asked, it was agreed by Commissioners Henery and Garden that Chief Epler can select people to form the Corporal Interview Board.

Chief Epler stated Officers Bryan Bellows, John Hennessy, and Josh Lake all meet the standards to apply for the Corporal position; he will post the position and ask for a letter of intent to apply. Chief Epler will follow up with securing a written exam to be used and report back to the Commission with a recommendation on approved written testing standards.

Old Business

- Physical Agility Testing Standards

The new Towanda Police Department Physical Fitness Assessment Standards (Attachment) as presented by Chief Epler were approved on a motion by Commissioner Henery, seconded by Commissioner Garden. Motion passed. These new standards will be used in the Physical Agility Testing on February 3, 2024.

Police Civil Service Commission

January 17, 2024

Next Meeting

The next meeting of the Police Civil Service Commission will be Thursday, February 22, 2024 at 11:00 a.m.

Adjournment

Commissioner Alec Garden adjourned the meeting at 12:30 p.m.

Respectfully submitted,

Laurie L. McGuire

Laurie L. McGuire
Recording Secretary