

A meeting of the Towanda Borough Police Civil Service Commission was held on May 21, 2025 in the Council Room of the Municipal Building located at 724 Main St, Towanda PA. The meeting was called to order at 11:35 a.m. by Commissioner Ryan Eberlin.

Present were Commissioners Alec Garden, Mark Henery, and Ryan Eberlin; Police Chief Randy Epler. Visitors in attendance: Sergeant David Lantz and Corporal Bryan Bellows.

### **Minutes**

The minutes of the May 28, 2024 meeting were approved upon a motion by Commissioner Mark Henery, seconded by Commissioner Ryan Eberlin. Motion passed to approve the minutes.

### **New Business**

#### **Patrol Officer Position**

Chief Epler stated the Borough Council has charged the Civil Service Commission with running another test for the purpose of creating another full-time position. Chief Epler invited the Sergeant and the Corporal here today, because with any kind of luck at all, this would be the last time that he will have anything to do with this hopefully. He wanted them to be an integral part in all of the Civil Service process so when he is charged with conducting a test or whatever, he is going to hand it down to these two guys to see it through and he'll supervise it taking place per the Commission's wishes and how it's been done in the past.

Chief Epler stated current part-time Officer Anthony Carpenter is very interested in applying; he is active military. Following discussion on the current shift scheduling and the Borough's budgetary standpoint to hire a full-time Patrol Officer, Commissioner Eberlin stated the Borough Council can make the budget work to eliminate single officers on a shift.

#### **Advertisement Platform & Application Period**

The Commission appointed Chief Epler to start the application and testing process. The Commission directed Laurie McGuire to publish the standard Patrol Officer Applicant Pool advertisement in The Daily Review starting May 22, 2025 with the application deadline closing on June 6, 2025, publication will include the online newspaper; and posted on the Towanda Borough website. The twenty-five dollar application fee requirement will remain in the advertisement. Upon closure of the application deadline, Ms. McGuire will order the appropriate number of POST tests.

Chief Epler anticipates that all phases of the testing can be completed in June. Mrs. Jene Conklin will be asked to conduct the written exam and be on the oral interview board as she is very fluent in the testing system.

### **Next Meeting**

Discussion on having all the testing done in time for the July 7, 2025 council meeting or just after the July 7<sup>th</sup> meeting; Commissioner Eberlin felt that might be cutting it close, otherwise we're to the August 4<sup>th</sup> council meeting. Chief Epler will update Mr. Eberlin and a date can be set. Council President Eberlin stated he is not opposed to having a special council meeting to get things approved if we get through all the testing sooner.

### **Old Business**

No business to discuss.

### **Adjournment**

Commissioner Eberlin made a motion to adjourn; Chairman Garden seconded. Meeting adjourned at 12:05 p.m.

Respectfully submitted,

*Laurie L. McGuire*

Recording Secretary