

A meeting of the Towanda Borough Police Civil Service Commission was held on October 5, 2023 in the Council Room of the Municipal Building located at 724 Main St, Towanda PA. The meeting was called to order at 1:02 p.m. by Commission Chairperson Alec Garden.

Present were Commissioners Alec Garden, Mark Henery, and Ryan Eberlin. No visitors in attendance.

Minutes

The minutes of the August 21, 2023 meeting were approved upon a motion by Mr. Henery, seconded by Mr. Eberlin, all in favor. Motion passed to approve the minutes as presented.

New Business

Three applications were received within the advertised deadline and all paid the \$25.00 required fee. Approval given to Laurie McGuire, Civil Service Commission Secretary, to order three written POST (Police Officer Selection Test) exams on October 5, 2023; once ordered, the exams and self-score examiner's manual generally arrive the following day.

Mr. Henery stated he has contacted the previous examiner, Mrs. Jene Conklin, and she is very willing to administer the written testing again and has access inside the school building. Mr. Eberlin said Chief Epler is out of town and that Sergeant Lantz will be there to assist on the to be determined test date should Chief Epler not be available. Mr. Eberlin reminded the board the applicants are to be given 10-days' notice before the test date.

The written exam test date of October 21, 2023 at 10:00 a.m. in the Towanda Area High School Library was selected with a second option of October 28, 2023 should Mrs. Conklin not be available on October 21st. Mr. Henery will follow-up with Mrs. Conklin and advise Ms. McGuire so that the proper notification can be sent to the three applicants.

Mr. Eberlin discussed there is the possibility now of two patrol officer positions opening. Chief Epler informed him that Officer Garret Smith is considering entering the Pennsylvania State Police and already known Officer Ryan Edsell will be leaving to serve as an elected District Magistrate. Mr. Eberlin stated he will push for the Towanda Borough Council to offer two positions.

Following discussion of the applicants and which have Veteran's status, tentative dates of November 4th and November 11th were selected for the swim and run Physical Testing depending upon the availability of Mr. Keith Brown, lifeguard certified, to monitor. Mr. Eberlin will make

contact with Mr. Brown and advise Chief Epler and the Commission. Should Mr. Brown not be available, the Physical Testing dates would move to November 11th and November 18th, 2023.

A tentative date for the Oral Exam was discussed for the week of December 4th or December 11th, 2023. Chief Epler will assemble the five member Oral Exam Board and coordinate a suitable date. Mr. Eberlin expressed a desire to have all the scores available before year end.

The next meeting of the Civil Service Commission will be December 18, 2023 at 1:00 p.m.

Old Business

Mr. Eberlin reported the Towanda Borough Council did vote to look at the removal of Act 120 Certification with the application process. The Police Committee has teed it up over to Solicitor Fred Smith to look in the regulations and give guidance and formal documentation articulating how we would compensate somebody for sending them to the Academy, and if the course wasn't completed how would we be expected to be reimbursed. Solicitor Smith will provide a draft and Council would have to approve it and the Civil Service Commission would have to approve it before going into the Civil Service regulations. Solicitor Smith will report on the legalities to Council at a later time.

Adjournment

Mr. Eberlin motioned the meeting be adjourned at 1:40 p.m. Motion seconded by Mr. Henery. Meeting adjourned.

Respectfully submitted,

Laurie L. McGuire

Laurie L. McGuire
Recording Secretary