

A meeting of the Towanda Borough Police Civil Service Commission was held on August 31, 2022 in the Council Room of the Municipal Building located at 724 Main St, Towanda PA. The meeting was called to order at 5:00 p.m. by Commission Chairperson Alec Garden.

Present when the meeting was called to order were Commissioners Alec Garden, Mark Henery, Ryan Eberlin; and Chief of Police Randy Epler

### **Minutes**

A motion to approve the minutes of the February 7, 2022 as presented was made by Mr. Eberlin, seconded by Mr. Garden. Motion passed.

### **Old Business**

No old business

### **New Business**

#### ➤ Initial Procedures For The Appointment Of An Individual To Fill A Patrol Officer Position

Mr. Garden stated the purpose of the meeting is to get people on a list for hiring with the Police Department; however, it is his understanding in a discussion with Council President Mark Christini the Borough has not budgeted for a position yet. Mr. Eberlin and Chief Epler added there is some potential turn over.

Chief Epler requests a modification to the advertisement when it goes out for publication that it is for the purpose of testing to establish a hire list as opposed to testing for a full-time position because there currently is not an open spot; the Borough Council actually has to create another spot. Chief Epler stated it was actually Council that brought it to him to add a seventh position. Councilman Mr. Eberlin added that has been robust conversation about it in Council of the need to add a position to address safety issues overnight, additional coverage at night, and more training with enough people to cover shifts; it will be looked at it in October when the budget review begins.

Chief Epler stated if a list is created of viable applicants, the certification list is good for two years after they test. Chief Epler referred to the Rules and Regulations to clarify. Mr. Eberlin referenced the Rules and Regulations – “Applications for a patrol officer position in the Police Department shall remain valid as an application for a patrol officer position for a period of two (2) years from the time the application is received and accepted.”

Mr. Henery asked is the two years from the time the application is received and accepted by the Commission or by the Council? Chief Epler answered it would make more sense that it be from the date the acceptance of applications is closed so that everyone who applied would start and stop at the same time so the person who first applied within the two or three weeks of accepting applications would not terminate from the list sooner than the one who applies last.

Discussion on the length of time to run an advertisement; where to advertise; the timeframe to keep the application acceptance open; and the ordering of written tests. It was suggested by Chief Epler to keep the application acceptance open for two weeks. Motion made by Mr. Eberlin to advertise in the Morning Times, Scranton Times, The Daily Review, Mansfield/Wellsboro Gazette, and the Williamsport Sun Gazette, and online with Indeed (Mr. Eberlin to handle) from September 12, 2022 to September 30, 2022; motion seconded by Mr. Henery; all in favor. Motion passed.

Ms. McGuire will email the Commission prior ads and the verbiage will be updated by Mr. Eberlin to specify that this ad is for the creation of a list and not for an actual position.

➤ Appoint Individuals to Conduct the Following Examinations and Tests

Chief Epler suggested the Commission appoint individuals now to conduct and score the tests. Discussion followed on individuals within the School District that could be asked to conduct the Written Examination and Oral Examination.

Chief Epler can set up a room at the school for the Written Exam; Mr. Eberlin will reach out to the physical education department for the Physical Agility Test and he will give them the requirements; Mr. Henery will set up people to administer the Written Examination; Mr. Garden will make arrangements for the use of the pool. Chief Epler has usually done the Oral Examination along with Lou Altieri, former PA State Police Sergeant. Chief Epler stated he and Sergeant Lantz can do the Consumer Report because they have access to criminal background history.

Ms. McGuire will check on the ordering of the tests from the same company used in the past and will order the appropriate number after the application acceptance closes.

**Adjournment**

With no further business to discuss, a motion was made by Mr. Garden to adjourn the meeting at 5:55 p.m., seconded by Mr. Henery. Motion passed and meeting adjourned.

Respectfully,

*Laurie L. McGuire*

Laurie L. McGuire, Recording Secretary