

**CIVIL SERVICE MEETING
February 8, 2023 Minutes**

The meeting was called to order at the Shaler Township Municipal Building Conference Room at approximately 6:02 P.M. by Ed Wesolek as follows:

PRESENT: Ed Wesolek, Gregory McDonald, Pat Murray

ALSO PRESENT: Sean Frank, Chief of Police

Possible Approval of Minutes of the Meeting of January 11, 2023

The first item on the agenda was the possible approval of the minutes of the meeting of January 11, 2023. **Mr. Murray moved, seconded by Mr. McDonald, that the meeting minutes of the Shaler Township Civil Service Commission dated January 11, 2023 be approved as received. The motion was carried.**

Possible Approval of Revisions of the Civil Service Rules and Regulations

The next item on the agenda was the possible approval of revisions to the Civil Service Rules and Regulations. **Mr. Murray moved, seconded by Mr. McDonald, that the revisions to the Civil Service Rules and Regulations be approved. The motion was carried.**

Possible Approval of the Process to Develop a New Civil Service Eligibility List

The next item on the agenda was the possible approval of the process to develop a new Civil Service Eligibility List. **Mr. Murray moved, seconded by Mr. McDonald, that the process to develop a new Civil Service Eligibility List be approved. The motion was carried.**

Possible Approval of Resolution No. 2-2023 Appoint Written Examiner

The next item on the agenda was the possible approval of Resolution No. 2-2023 Appoint Written Examiner. **Mr. McDonald moved, seconded by Mr. Murray, that pursuant to Section 2.7 of the Civil Service Rules, the Civil Service Commission adopt Resolution No. 2-2023 and the PA Chiefs of Police Association be appointed to conduct and grade the 2023 written police officer civil service examinations. The motion was carried.**

Possible Approval of Resolution No. 3-2023 Appoint Oral Examiner

The next item on the agenda was the possible approval of Resolution No. 3-2023 Appoint Oral Examiner. **Mr. Murray moved, seconded by Mr. McDonald, that pursuant to Section 2.7 of the Civil Service Rules, the Civil Service Commission adopt Resolution No. 3-2023 and that the Police Chiefs Advisory Committee of Allegheny County Chiefs of Police Association be appointed to conduct and grade the 2023 oral police officer civil service examinations. The motion was carried.**

Possible Approval of Resolution No. 4-2023 Appoint Agility Examiner

The next item on the agenda was the possible approval of Resolution No. 4-2023 Appoint Agility Examiner. **Mr. McDonald moved, seconded by Mr. Murray, that pursuant to Section 2.7 of the Civil Service Rules, the Civil Service Commission adopt Resolution No. 4-**

2023 and that the Chief of Police or his Designee be appointed to conduct the 2023 physical agility examinations. The motion was carried.

Possible Approval of Resolution No. 5-2023 Appoint Polygraph Examiner

The next item on the agenda was the possible approval of Resolution No. 5-2023 Appoint Polygraph Examiner. **Mr. McDonald moved, seconded by Mr. Murray, that pursuant to Section 2.7 of the Civil Service Rules, the Civil Service Commission adopt Resolution No. 5-2023 and that Martin Knezovich be appointed the primary polygraph examiner and that Brian Kohlhepp be appointed the alternate polygraph examiner to conduct the 2023 polygraph examinations. The motion was carried.**

Possible Approval of Resolution No. 6-2023 Appoint Drug Screen Examiner

The next item on the agenda was the possible approval of Resolution No. 6-2023 Appoint Drug Screen Examiner. **Mr. McDonald moved, second by Mr. Murray, that pursuant to Section 2.7 of the Civil Service Rules, the Civil Service Commission adopt Resolution No. 6-2023 and that WORKWELL be appointed to conduct the 2023 drug screen examinations. The motion was carried.**

Possible Approval of Resolution No. 7-2023 Appoint Background Examiner

The next item on the agenda was the possible approval of Resolution No. 7-2023 Appoint Background Examiner. **Mr. Murray moved, seconded by Mr. McDonald, that pursuant to Section 2.7 of the Civil Service Rules, the Civil Service Commission adopt Resolution No. 7-2023 and that the Chief of Police or his Designee be appointed to conduct all necessary interviews and credit checks for the Civil Service Examination Process in 2023, and CSI Corporate Security and Investigations, Inc. assist in all other aspects of the 2023 background investigations. The motion was carried.**

Possible Approval of the 2023 Civil Service Police Officer Application Package

The next item on the agenda was the possible approval of the 2023 Civil Service Police Officer Application Package. **Mr. McDonald moved, seconded by Mr. Murray, that the 2023 Civil Service Police Officer Application Package be approved and that the Township Manager be authorized to place the 2023 Police Officer Application Package on policeapp.com and on the Township Website with the Rules of the Civil Service Commission.**

Civil Service Commission: No comments

Chief Frank: No comments

There being no further business, Mr. Murray moved, seconded by Mr. McDonald that the meeting be adjourned at 6:18 P.M.

Respectfully submitted,
