

O'Hara Township
CIVIL SERVICE COMMISSION
Minutes of Meeting of February 9, 2009
Prepared February 10, 2009

Present: David R. Schaffner, Jr., Chairman
Kevin Courtoy, Vice Chairman
Thomas E. Bankson, Secretary
Judy Bossart
Sylvia Williams

Also present: Jim Farringer, Chief of Police

1. Chairman Schaffner opened the meeting at 7:30 p.m.
2. Commissioner Bossart moved and Commissioner Williams seconded that all Commission officers be reelected to their current positions. The motion carried unanimously.
3. The minutes of the meeting of July 1, 2008 were reviewed. It was moved by Commissioner Courtoy and seconded by Commissioner Williams that the minutes be approved. The motion carried unanimously.
4. Chairman Schaffner recognized that Patrolman Dennis Szafranski retired after 30 years, 9 months of service to the Township.
5. Superintendent Farringer was asked to relate the status of the Police Department.
 - A. Repeated attempts to contact Amanda Lauth, a candidate on the eligibility list, were made. Ms. Lauth never returned the Township's phone calls.
 - B. Jared Frum, another candidate on the eligibility list, came in for an interview. He was then currently employed by Meadville. He appeared interested. The following Monday, however, he turned the job down.
 - C. Matthew Zuccher, another candidate on the eligibility list, was contacted and asked to come in for an interview. He declined the offer.
 - D. Frank Bingi, another candidate on the eligibility list, had an initial interview. He then took and passed his MPOETC test and attended a subsequent interview. He accepted a position with the O'Hara Township Police Department. A background check was conducted. He has passed the required physical and psychological examinations. His first day on the job was February 9th.
 - E. There are no more candidates remaining on the eligibility list. A new list needs to be developed.
 - F. An opening for a second Sergeant has been posted. A date for the written examination has been set for April 22, 2009, at 7:00 p.m. The test will be provided by ICMA. Only one candidate has applied to take the test to date.

6. The issues now before the Commission of hiring and promotion were then discussed. Mr. Bankson moved that the Commission authorize the Township of O'Hara to advertise, on behalf of the Civil Service Commission, for the position of police officer where said advertisement is to include the requirement that complete applications must be submitted to the Township no later than 4:30 p.m. on Friday, April 3, 2009. Said advertisements are to appear in the Herald, the Tribune and the PG no later than the end of February, 2009. The motion was seconded by Ms. Williams. The motion carried unanimously.

7. The Commission then considered the scheduling of the process for review of the applications, testing, investigations, and other details related to the hiring and promotion processes. The Commission adopted a tentative schedule as follows:
 - A. Advertise for positions 02/10/2009 through 02/28/2009
 - B. Application submission deadline 4:30 p.m. on 04/03/2009
 - C. Commission meeting to review applications and request Township Secretary to notify candidates of the schedule for physical agility test 04/13/2009 (Monday)
 - D. Physical agility testing Week of 05/11/2009
 - E. Receive results of physical agility testing 05/26/2009
 - F. Commission meeting to review physical agility test results and to request Township Secretary to inform candidates of the test results and of the schedule for written test 06/08/2009 (Monday)
 - G. Written test Week of 06/22/2009
 - H. Receive results of written testing On or before 07/10/2009
 - I. Commission meeting to review written test results and to request Township Secretary to inform the candidates of the test results and of the schedule for the oral exam 07/13/2009 (Monday)
 - J. Oral examination Week of 08/24/2009
 - K. Receive results of oral examination 09/02/2009
 - L. Commission meeting to review oral examination results, to prepare the eligibility list, and to request Township Secretary to inform the candidates of the Test results and transmit copies of the eligibility list to the candidates. 09/14/2007 (Monday)

8. Commissioner Courtoy offered to call Mr. David MacIntire to arrange for scheduling of physical agility tests.

Mr. David MacIntire - (724) 935-5566
Allegheny County Police Academy
North Park - Kumer Road

9. Chairman Schaffner agreed to call Dr. Nelson to arrange for scheduling of written examinations.

Dr. Jack Nelson - (412) 396-6204

10. It was agreed that, until further notice, our subsequent meetings will be at 7:00 p.m. The Township staff is requested to amend advertisements for future Commission meeting accordingly.
11. The next meeting will be on March 9, 2009, at 7:00 p.m.
12. Mr. Bankson moved that the meeting be adjourned. The motion was seconded by Ms. Bossart. The motion carried unanimously.
13. The meeting was adjourned at 8:20 p.m.

Prepared by



Thomas E. Bankson, Secretary
O'Hara Township Civil Service Commission