

## ***CHELTENHAM TOWNSHIP CIVIL SERVICE COMMISSION***

### ***Meeting Minutes – November 8, 2021***

Commission members Robert Gerhard and Sibyl Bryant were present. Stanley Smith was absent.

Mr. Gerhard called the November 8, 2021, meeting of the Cheltenham Township Civil Service Commission to order at 4:00 p.m.

Mr. Gerhard moved to approve the meeting minutes of the August 13, 2021 Civil Service Commission meeting and the motion passed 2-0.

#### **I. Consideration of Employee Certifications.**

Lou Reyes – Police Commission support staff. The Civil Service Commission considered the request of Lieutenant Slavin of the Cheltenham Township Police Department to certify Lou Reyes for hiring. The Cheltenham Township Civil Service Commission reviewed the documents which were provided to the Civil Service Commission which included an application for employment, an internal job posting and a resume for Mr. Reyes. The Cheltenham Township Civil Service Commission understood that the Police Department had not received any other applications for this internal posting. Mr. Gerhard moved to certify Mr. Reyes for the Police support staff position. Ms. Bryant seconded the motion and the motion passed unanimously.

Robert Coyle – Assistant Public Works Directors. The Cheltenham Township Civil Service Commission reviewed the documents received in support of the certification of Robert Coyle for Assistant Public Works Director. Mr. Gerhard pointed out that the Cheltenham Township Civil Service Commission only received an application for employment in this matter and did not receive any information about the method by which the job was posted nor the possibility of other applications for this position. Mr. Gerhart noted that in the past the Cheltenham Township Civil Service Commission would receive a list of applicants for a position and would certify hirings from that list. Ms. Bryant and Mr. Gerhard expressed that while they did not doubt Mr. Coyle's credentials, they wanted more information on the hiring process to assure that it was done pursuant to the Cheltenham Township Civil Service Commission requirements under the Civil Code. Mr. Gerhard moved to defer the action on Mr. Coyle's certification until such time as additional information can be obtained to assure compliance with Civil Service regulations. Ms. Bryant seconded the motion and the motion passed unanimously.

#### **II. Consideration of EMS Certification.** Mr. Oetinger explained the process in which the certification and lists must be decertified when they fall below three potential employees. Mr. Oetinger explained that his office has received correspondence from Township staff indicating that after conducting interviews for a vacant EMS position

the Cheltenham Township Civil Service Commission had certified a list at its August meeting. However, afterwards employment was offered and accepted for 2 employees. Of the 2 remaining names on the list one applicant did not have a good interview and a second applicant accepted a position elsewhere. Leaving no suitable candidates left on the certified EMS list as such Mr. Oetinger recommended that the Cheltenham Township Civil Service Commission decertify the August list pursuant to the Personnel Code. Mr. Gerhard moved to decertify the EMS list, Mr. Bryant seconded the motion and the motion passed unanimously.

- III. **New Business.** Correspondence was received from the Township for the addition of Danielle Pearson to be appointed through the Civil Service Commission from the account department to the Assistant Director of Fiscal Affairs. Ms. Pearson was not placed on the regular agenda and as such Mr. Oetinger recommended that she not be considered for Civil Service certification at this time. No action was taken on this item as Ms. Pearson's certification was not included on the Civil Service Commission's agenda.

Mr. Oetinger noted that the Civil Service Commission had previously received requests for hearings on disciplinary matters for David Dupee and Charlyn Battle. Mr. Oetinger noted that Mr. Dupee formally withdrew his request for a hearing before the Civil Service Commission and Ms. Battle had not responded to the correspondence from Mr. Oetinger's office to schedule a hearing. The Civil Service Commission considered both requests to have been withdrawn.

- IV. **Public Comment.** There was no public comment.

Ms. Bryant moved to adjourn the meeting at 4:40 p.m. Mr. Gerhard seconded the motion and the motion passed unanimously.