

**LAUREN E. HAUCK**  
*Council President*

**GREGORY A. SAHD**  
*Borough Manager*



**DAVID T. AICHELE**  
*Mayor*

[www.millersvilleborough.org](http://www.millersvilleborough.org)

## **Civil Service Commission Minutes**

**Committee:** Civil Service Commission

**Place:** Millersville Borough Office

**Date:** February 21, 2023

**Time:** 6pm

**Chair:** Melissa Ostrowski

**Members Present:** Melissa Ostrowski, Anthony Hightower, Ken Eckert

**Others Present:** Greg Sahd, David Aichele, Lt. Jeff Margovich, Maryann Gerber

Melissa Ostrowski called the meeting to order at 6pm.

Approval of minutes from the December 5th, 2022 meeting will be carried over to the next meeting.

Kenneth Eckert was officially sworn in as an Alternate on the Civil Service Commission by the Mayor

Maryann Gerber gave an update from the Personnel Committee.

- Council supports Commission members attending a training from 9-4 on May 2nd in Harrisburg

- There are currently two openings for police officers based on retirements. There may be another opening if a promotion occurs within the police department.
- A MOU was signed on February 20th between Milersville Borough and the Millersville Borough Police Officers Association authorizing support for providing a \$5,000.00 hiring bonus to newly hired full time police officer employees with the stipulation that they remain working for the Borough for three years.

As a result of a recent resignation of an Alternate member The Civil Service Commission requested that Council supports approving two additional Civil Service Commission Alternates. We are encouraged to have interested borough residents provide their resume and letter of interest to the Personnel Committee by March 7th. That committee meet son March 8th and could potentially submit names for approval to the late March Borough Council meeting.

Attorney Jason Hess provided the Civil Service members with a summary of the hiring process. A discussion of the steps was held.

Ken Eckert will work to draft a posting along with Tony Hightower and Lt. Margevich. It will highlight the bonus approved in the recent MOU.

Melissa Ostrowski will request that our attorney conduct a general review of our application and the application labeled CS-1 on page 45 of the Model Hiring for PA Municipalities to determine the appropriate application.

Tony Hightower made a motion to post the posting and application on condition of a review by our attorney with a second by Ken Eckert.

The positions will be posted in the LNP, Borough website and Facebook, Police Department Facebook, and the PA Chiefs of Police posting site.

A discussion of the oral interview process was held. In the future the commission members will appoint people to conduct oral interviews instead of commission members conducting them.

A discussion of the Perfection Rating was held and our attorney indicated that we may want to amend our Rules and Regulations to remove reference to it. The Perfection Rating is not identified in the Civil Service Guide for Pennsylvania Municipalities nor was our Attorney familiar with it. Tony Hightower

made a motion (second by Melissa Ostrowski) to remove language regarding the Perfection Rating from the Millersville Borough Civil Service Rules and Regulations 2016-25.

Ken Eckert made a follow up motion to amend the scoring process for ranking purposes since the Perfection Rating is no longer included. The scoring will be determined by 60% for the oral examination and 40% for the written examination.

Melissa will work with Greg Sahd and Borough staff to remove outdated items from our website ( old postings) and post a PDF of our Civil Service Rules and Regulations.

The meeting was adjourned at 7:16

Submitted by Melissa Ostrowski