

LAUREN E. HAUCK
Council President

GREGORY A. SAHD
Borough Manager



DAVID T. AICHELE
Mayor

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Civil Service Commission Minutes

Committee: Civil Service Commission

Place: Millersville Borough Office – Police Department Conference Room

Date: 11-21-2022

Time: 6:00 pm

Chair: Melissa Ostrowski

Members Present: Susan Wallace, Tony Hightower, Kenny Eckert(alt)
Other attendees. Lt. Jeff Margevich

Others Present:

Old Business

A certified letter was sent to an applicant informing him that he failed the background investigation. The applicant failed to request in writing a hearing before the Millersville Civil Service Commission within 10 days of his receipt of his notice of failing background investigation letter. Therefore, he is disqualified from consideration for the position of patrol officer.

Susan Wallace made a motion to present the following to the 11/22 Millersville Borough Council:
The applicant failed to request in writing a hearing before the Millersville Civil Service Commission within 10 days of his receipt of notice of failing background investigation letter. Therefore, he will be disqualified from consideration for the position of patrol officer.

Tony Hightower seconded the motion.

A second candidate received a certified letter of his ineligibility. The Commission is awaiting the 10 days to see if the second candidate requests an appeal.

New Business

Review of qualifications for the position of Sergeant.

1. Possess all qualifications for entry level patrol officer
2. At least 5 years experience as patrol officer in the Millersville Borough Police Dept (Hired 4/29/2008)
3. Shall have been rated at least “exceeds expectations or higher” in the last 3 evaluations
4. Shall have no disciplinary suspensions in the last 3 years
5. Shall have an otherwise good disciplinary record

Upon review of Patrolman John Reynolds’ personnel file, it has been established that he has met all qualifications for position of Sergeant. The Civil Service Commission recommends waiving all testing phases with exception of the oral interview.

Melissa Ostrowski made a motion to recommend waiving all testing phases with exception of the oral interview Susan Wallace seconded. Asking council to approve the waiving of all testing and exam phases except for the interview.

General discussion about the status of police department openings

Actions out of committee: Melissa Ostrowski will attend the November 22, 2022 Millersville Borough Council meeting to present the report and requests included in these minutes.

Susan Wallace
Secretary,
Civil Service Commission