

**BRISTOL TOWNSHIP  
CIVIL SERVICE COMMISSION  
MINUTES**

**FEBRUARY 4, 2008  
REORGANIZATION MEETING**

The Bristol Township Civil Service Commission Reorganization Meeting for February 4, 2008 was convened at 7:00 p.m. by Chairman Richard Sabatini. The reorganization is required pursuant to the First-Class Township Code and the applicable Rules and Regulations. The First Class Township Code and the Rules and Regulations mandate that the Civil Service Commission reorganize the first Monday in February of every even-numbered year.

Due to the reorganization requirements, Solicitor Truelove was the Temporary Chairman of the meeting. In attendance at the meeting were Chairman Sabatini, Vice-Chair Bleistein and Solicitor Truelove. Secretary Heierling was in Florida, but was available by telephone, if necessary. Four members of the public were also present.

A copy of the meeting Agenda is attached to the Minutes.

After the role call Solicitor Truelove accepted nominations for Chair. Mr. Bleistein nominated Mr. Sabatini, whose nomination was seconded by Mr. Sabatini. The vote was unanimous in favor of Mr. Sabatini as Chair for the Civil Service Commission. Thereafter, Mr. Bleistein was nominated by Mr. Sabatini to serve as Vice-Chair, and Mr. Bleistein also voted in favor. Mr. Bleistein then accepted the role as Vice-Chair. Mr. Heierling was nominated and voted unanimously to serve as the Secretary.

The only other business conducted at the meeting was a discussion of the Detective's Exam recently conducted. Solicitor Truelove reported that he and Mr. Bleistein administered the examination to 15 officer applicants on Saturday, February 2, 2008 at the Bristol Township Senior Citizen Center. One remaining examination is required to take place; that of Officer Leighton, who will take the examination on February 16, due to his military service which absented him from the Township on February 2. After Officer Leighton takes the written examination, all scores will be submitted to the testing agency, who will then report the scores to Solicitor Truelove who in turn will report same to the Commission and to other Township officials. Thereafter, those who passed the written examination will be eligible to take the oral examination, which will be scheduled and conducted soon after the written scores are received, depending on the number of individuals who passed the written examination. The list will be posted after the oral examinations are completed and selections from that list will be conducted accordingly, based on budget and departmental need issues.

Thereafter several questions were asked of the Commission by members of the public. It was noted that the Commission does not have any alternate members. It previously had alternate

members, but the three terms expired, and no successors were chosen, especially since two of the alternates had never participated or communicated with the Commission or its Solicitor. It was suggested, and the Commission accepted the suggestion, that Township officials would be notified that alternates were needed and request that alternates be chosen.

It was also suggested that the Agendas and Minutes of the meetings would be posted on the Township website. The Solicitor will contact Detective Robert Lebo, who is the Web Manager for the Township, and will request that the information be posted on the website. It was also asked as to whom prepares the Agendas for the meetings. The Solicitor reported that he prepares the Agendas, but after submission to the Commission members for review prior to each meeting. The Solicitor also prepares the Minutes, which are reviewed by the Commission members and other Township officials. The Solicitor indicated that he will include on the Agenda for each meeting an approval of the previous meeting's Minutes.

It was also requested that the Commission consider moving the times of the regular meetings from 5:30 p.m. to 7:00 p.m. The February 27 meeting will be conducted at 5:30 p.m., but a discussion will occur to consider moving the meetings to 7:00 p.m. on regular meeting nights.

Members of the public also requested that the Civil Service Commission consider including in its Agenda the Pledge of Allegiance and moments of silence where appropriate. The Commission indicated that it would include those items on its Agenda for the next meeting and all those thereafter.

It was also reported that the new-hire examination is scheduled to occur on March 16, and that the applications and other information will be housed in the Township Police Department, per the advertisements, etc.

Another discussion occurred with respect to possibly increasing the size of the Civil Service Commission from three to five members. The Solicitor will perform research in that regard, but believes that the First-Class Township Code only mandates three members, it does not permit more membership, but that will be reviewed.

With no further business was to be conducted, the meeting was adjourned at 7:25 p.m.

Respectfully submitted,

David J. Truelove, Esquire  
Solicitor for Bristol Township  
Civil Service Commission