



DALLAS BOROUGH
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**DALLAS BOROUGH
CIVIL SERVICE COMMISSION
AUGUST 5, 2025
AGENDA**

ROLL CALL:

Lee Eckert Jr. _____
William Barnes _____
Claire Rupp _____
Nancy Edgerton (alt) _____
Todd Buckley (alt) _____
Solicitor Jeffrey Malak _____

APPROVAL OF MINUTES AS DISTRIBUTED:

Approval of Minutes from the Civil Service Commission meeting held July 9, 2025.

Motion: _____ Second: _____

Roll Call: _____

NEW BUSINESS:

- Discussion of the candidate scores received for the Written Exam conducted on July 21, 2025 at 10:00 am proctored by Chief Curtis. The written portion of the exam is graded on a 100 point scale with a score of 70% or higher necessary to pass. The written exam is 60% of the total exam score.

- Motion of the Dallas Borough Civil Service Commission to acknowledge Written Exam scores for the applicant.

Palermo 76% passed

Motion: _____ Second: _____

Roll Call: _____

- Discussion on the upcoming Physical Agility Test as scheduled by Chief Curtis which is recorded as a pass or fail.
 - Motion of the Dallas Borough Civil Service Commission to affirm the Physical Agility Test scheduled for August 8, 2025 at 8:30 am at Misericordia University's Anderson Center, 136 Misericordia Way, Dallas PA 18612 utilizing the Commonwealth of Pennsylvania Municipal Police Officers Education & Training Commission (MPOETC) Physical Fitness Test Battery Protocols for Graduation from the Police Academy as advertised with the hiring announcement and contained in the employment application packet.

Motion: _____ Second: _____
 Roll Call: _____

- Oral exam is scheduled for August 8, 2025 at 1:00 pm in Council Chambers at the Dallas Borough Building. Oral exam is graded on 100 point scale with a score of 70% or higher necessary to pass. The Oral Exam is 40% of the total exam score. Applicant must be sent their test results within 30 days of oral and overall scores, if passing then advised of next steps. Applicant to be questioned on how he/she would handle situations relevant to police work.

- Motion of the Dallas Borough Civil Service Commission to appoint the following individuals to the Oral Examination Panel to be conducted on August 8, 2025 commencing at 1:00 pm:
 - Police Chief Mark Liparela, Lehman Township
 - Police Chief Rich Kotchik, Kingston Borough
 - Police Chief Gerald Williams, Jackson Township

Motion: _____ Second: _____
 Roll Call: _____

- Polygraph Exam was identified as optional in the Civil Service Manual.

- Motion of the Dallas Borough Civil Service Commission to waive the Polygraph Examination Portion of this Civil Service Procedure for the current hiring cycle.

Motion: _____ Second: _____
 Roll Call: _____

- Following completion of the Physical Agility Test and scoring of the Oral Exam, Dallas Borough Civil Service Commission will need to meet for Creation of Eligibility List and to certify the list for presentation to Dallas Borough Council.

- Discussion on commencing the Civil Service hiring process once again for Police Officers due to the limited number of applicants in the current hiring cycle.
 - Motion of the Dallas Borough Civil Service Commission to commence the Process of Hiring a Full Time Officer Pursuant to the Civil Service Rules for the Dallas Borough Police Department including the updated regulations contained in Dallas Borough Council Resolution 5-2025 amending Article 3 Procedures for Appointment and Promotion, Section 3.5 General Qualifications For All Applicants and Article 4 Examination Procedure & Scoring, Section 4.7 Physical Agility Testing with applications due back to Dallas Borough by September 8, 2025.

Motion: _____ Second: _____
 Roll Call: _____

- Motion of the Dallas Borough Civil Service Commission to schedule the written exam for 9:00 am on September 15, 2025 to be held at the Dallas Borough Municipal Building, 25 Main St, Dallas PA 18612 to be proctored by Dallas Borough Police Chief Wade Curtis utilizing the written exam hereby attached.

Motion: _____ Second: _____
 Roll Call: _____

- Motion of the Dallas Borough Civil Service Commission to schedule the Physical Agility Test for 1:00 pm on September 15, 2025 at Misericordia University’s Anderson Center, 136 Misericordia Way, Dallas PA 18612 with the Police Chief designating a proctor holding a certification from the Pennsylvania Chiefs of Police Association as a Police Physical Fitness Coordinator to be the Physical Agility Test Examiner utilizing the Commonwealth of Pennsylvania Municipal Police Officers Education & Training Commission (MPOETC) Physical Skills Evaluation Protocols currently in effect.

Motion: _____ Second: _____
 Roll Call: _____

PUBLIC COMMENTS:

- Please state your name and address for the meeting record.
- Public comments are limited to five minutes per person.
- Please do not repeat comments/ questions that have already been stated.

FURTHER BUSINESS:

SCHEDULE NEXT MEETING:

ADJOURN: