

Borough of Souderton

Civil Service Commission Meeting

Date: March 12, 2026

Call to Order:

The March 12, 2026 meeting of the Civil Service Commission was called to order at 6:04 PM by Commission Chair Michael Pipe.

Commission members present:

Michael Pipe, Chair
Richard Gruss, Vice Chair
Timothy Boyle, Alternate

Also in attendance:

Chief Jeffrey O'Brien, Souderton Borough Police Department

Approval of minutes from January 15, 2026 meeting:

A motion was made by Commissioner Gruss and seconded by Alternate Commissioner Boyle to approve the minutes of the January 15, 2026 meeting. The minutes were approved unanimously.

Public comment:

No comments from members of the public in attendance.

Annual Report of the Civil Service Commission for 2025:

A motion was made by Alternate Commissioner Boyle and seconded by Commissioner Gruss to approve the report. The Motion was approved unanimously.

February 2025 PSAB Police Civil Service Procedures Training:

Commissioner Pipe attended online training presented by the Pennsylvania Association of Boroughs (PSAB) in three two-hour sessions in February. The online sessions were recorded and those videos made available to training attendees for 1 year. Commissioner Pipe played a 2 minute, 10 second portion of the video from Session 1 in which the instructor explained the origins of civil service in the US. A technical difficulty in connecting to the internet prevented playing of additional videos.

Other business:

Statement of Financial Interest form for 2025

All commission members have filed their Statement of Financial Interest form for 2025 with the Borough Secretary.

Chief OBrien notified the commission – on behalf of Borough Council – that Borough Council would like to move forward with the process of appointment to the police force.

Commission Chair Pipe responded that the process could either continue under the current Rules & Regulations that were approved by Council in late-2023, or the process could begin after the current effort to update the Rules & Regulations has completed. Chief OBrien stated that waiting for the update process to complete was his preferred option.

Executive Session to interview candidate for Commission Solicitor:

The commission was in executive session from approximately 6:15 until 6:55. Commissioner Dagostino joined the executive session at 6:20.

Setting of Date for Next Meeting:

The next meeting of the commission was set for Thursday, April 2, 2026 at 6:00 PM.

February 2025 PSAB Police Civil Service Procedures Training, continued:

Having resolved the technical difficulty, Commissioner Pipe played three additional video snippets from the PSAB training:

Session 2, beginning at 44 seconds into the session, a 2 minute snippet in which Commissioner Pipe's question regarding the lateral candidate is answered by the instructor.

Session 3, beginning at 7 minutes 2 seconds into the session, 2 minutes, 9 seconds snippet in which another session attendee's question regarding lateral transfer is answered by the instructor.

Session 3, beginning at 1 hour, 40 minutes, 38 seconds into the session, a 3 minute snippet in which Commissioner Pipe's question regarding the relationship of the commission to the police department is answered by the instructor.

This was followed by a 20 minute discussion of the video contents and candidate testing.

Adjournment:

The meeting was adjourned at 7:30 PM.

Respectfully submitted by Michael Pipe and Tim Boyle