

**MINUTES
OF A REGULAR MEETING OF
LAKEWOOD CIVIL SERVICE COMMISSION
MAIN AUDITORIUM
APRIL 18, 2023
5:00 P.M.**

Meeting called to order at 5:00 p.m.

I. Present: Commissioners John Mills, Nathaniel Szep, and Terry Vincent

Also present: Assistant Law Director Jennifer Swallow, Police Captain William Albrecht, and James Motylewski, Secretary.

II. Reading and disposal of the minutes from the regular meeting held on March 21, 2023.

Motion by John Mills, second by Nathaniel Szep, to approve the minutes of the regular meeting held on March 21, 2023, without the necessity of a reading.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

III. Old Business:

1. Review of Civil Service Commission Rules and Regulations, **Section 303 (C)(1)**, and **Section 502**.

Proposed rule changes for Section 303 (C)(1) and Section 502 were prepared and presented by Assistant Law Director Jennifer Swallow for review and further discussed by Captain William Albrecht. Amendments to **Section 303: Qualifications (C)(1)** were revised to list the reason(s) (one or a combination) an applicant may be disqualified. The reasons for disqualification are listed individually by small letters “a” through “j” and were discussed thoroughly with the Commission.

The following are the revisions made to the section involving reasons for disqualification. Starting with section **b)**, “except marijuana,” was placed at the end of the sentence. Secondly, the Commission suggested adding the language “with current or prior employment” at the end of section **g)**. Lastly, the Commission requested section **h)** add language inquiring if the applicant has been “asked to resign.” Furthermore, Assistant Law Director Jennifer Swallow suggested clarifying

section i) to read “under the influence of alcohol and/or drugs or abuse,” which was approved by the Commission.

The Commission had no revisions or changes for **Section 502: Term of Eligible Lists** with the addition of **Section C**. This section only pertains to the original appointment to the Division of Police.

Motion by John Mills, second by Terry Vincent, to approve Amendments made to Civil Service Commission Rules and Regulations, Section 303, and Section 502 (A).

Ayes: 3

Nays: 0

Motion: Passed unanimously.

IV. New Business: None

V. Adjournment:

Motion by Terry Vincent, second by Nathaniel Szep, to adjourn the meeting.

Ayes: 3

Nays: 0

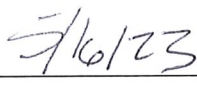
Motion: Passed unanimously.

Meeting adjourned at 5:36 p.m.

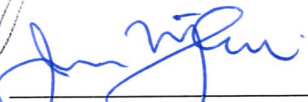
Respectfully submitted,



John Mills, President



Date



James Motylewski, Secretary