

# **Aspinwall Civil Service Commission**

## **2023 Annual Report**

Prepared: January 28, 2024

"The Civil Service System was established to ensure the maintenance of a merit personnel system to recruit, employ, promote and retain qualified persons for employment within the Borough of Aspinwall. It is the mission of the Civil Service Commission to administer and preserve the merit system while being responsive to the principles of equal opportunity employment and sound labor-management relations."

-ACSC Mission Statement

**2023 Aspinwall Civil Service Commission**

Chairperson: Edmond Watters

Vice-Chairperson: Beth Ruff

Secretary: Tripp Clarke

Alternates: Gary Britcher & Kevin Kerr

Gary Britcher and Kevin Kerr were appointed by Borough Council, sworn in by Mayor Noro, and appointed as Alternates to the Civil Service Commission.

3/28/2023: There was a meeting of the Aspinwall Civil Service Commission. The 2022 Annual Report was reviewed and approved. It was affirmed that all Civil Service Commissioners will continue in their same roles.

10/19/2023: It was conveyed to the Aspinwall Civil Service Commission that the Aspinwall Police Department would like to begin the process of hiring an additional Full Time Police Officer.

11/16/2023: There was a meeting of the Aspinwall Civil Service Commission. The hiring process for a Full Time Police Officer was reviewed in detail. The Commission voted to approve starting the hiring process, to appoint The Allegheny County Police Academy to administer the Physical Agility Test, to engage Police Consulting Services to administer the Written Exam, and to have Police Chiefs administer the Oral Exam.

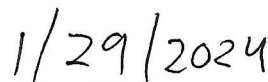
The advertisement for Full Time Police officer was placed across multiple media formats. It was posted to online police communication sites, Aspinwall social media, the Tribune Review (11/21/2023), and the Pittsburgh Post-Gazette (11/26/2023).

12/5/2023: The Allegheny County Police Academy conducted the Physical Agility Test, and Police Consulting Services conducted the Written Examination.

Signed,



Edmond M. Watters, Chairperson



Date

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**BOROUGH OF ASPINWALL 01 GENERAL FUND**  
**Vendor QuickReport**  
**January 1, 2023 through January 22, 2024**

Type	Date	Num	Memo	Credit
<b>Cafardi Ferguson Wyrick Wels &amp; Stotler</b>				
Bill	04/12/2023	410.500	Legal Fees - Civil Service Commission - #0323292	400.00
Bill Pmt -Check	04/12/2023	5299	Legal Fees - Civil Service Commission - #0323292	400.00
Bill	05/15/2023	410.500	Legal Fees - Civil Service Commission - #0423213	86.14
Bill Pmt -Check	05/23/2023	5389	Legal Fees - Civil Service Commission - #0423213	86.14
Bill	12/11/2023	410.500	Legal Fees - Civil Service Commission - #1123500	1,062.50
Bill Pmt -Check	12/13/2023	5775	Legal Fees - Civil Service Commission - #1123500	1,062.50
Bill Pmt -Check	12/31/2023	5848	Legal Fees - Civil Service Commission - #1223664	487.50
Bill	01/09/2024	410.500	Legal Fees - Civil Service Commission - #1223664	487.50

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# BOROUGH OF ASPINWALL 01 GENERAL FUND

## Vendor QuickReport

January 1, 2023 through January 22, 2024

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Type	Date	Num	Memo	Debit	Credit
Pittsburgh Post-Gazette					
Bill	12/11/2023	410.340	Police Ad - #100771		1,344.00
Bill Pmt -Check	12/13/2023	5796	Police Ad - #100771		1,344.00

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01/22/24

**BOROUGH OF ASPINWALL 01 GENERAL FUND**  
**Vendor QuickReport**  
January 1, 2023 through January 22, 2024

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Type	Date	Num	Memo	Debit	Credit
<b>Police Consulting Services, LLC</b>					
Bill	12/07/2023	410.300	Police Testing		548.00
Bill Pmt -Check	12/13/2023	5797	Police Testing		548.00