

**MINUTES OF THE MEETING OF THE
MANHEIM TOWNSHIP CIVIL SERVICE COMMISSION
MONDAY, JUNE 20, 2016 – 10:25 A.M.**

Roll Call: The meeting of the Manheim Township Civil Service Commission was held at 10:25 a.m., Monday, June 20, 2016 in the Municipal Building. Members present were: Civil Service Commissioners R.H. (Bob) Brenneman, Sr., Marsha M. DiBonaventuro and Jon A. Singer, Township Manager-Secretary Sean P. Molchany, Township Fire Chief Rick Kane, Lieutenant Wayne M. Wagner, Lieutenant Robert Baldwin, Sergeant Timothy Ponessa.

Approval of Minutes: There were no Minutes for approval this morning.

Old Business: There was no Old Business this morning.

New Business:

Administrative Positions/Organizational Official Action:

Commissioner Brenneman moved to designate specific organizational positions within the Board of the Civil Service Commission. Commissioner Singer nominated Commissioner Brenneman to be Chairman of the Commission. Nomination seconded by Commissioner DiBonaventuro. Commissioner Brenneman asked if there were any questions or comments on the nomination from the Board or the audience. There were none. Motion carried unanimously.

Commissioner Singer nominated Commissioner DiBonaventuro as Secretary. Nomination seconded by Commissioner Brenneman. Commissioner Brenneman asked if there were any questions or comments on the nomination from the Board or the audience. There were none. Motion carried unanimously.

Administrative Announcements:

Commissioner Singer provided clarification about a "quorum". He read from General Administrative Rules Resolution 1974-23 that two members of the commission shall constitute a quorum and those present may determine which member shall fulfill the duties of an absent member.

Open Meetings:

Chairman Brenneman reported that open meetings to the public held for the purpose of deliberating agency business or taking official action shall take place at the Manheim Township Administration Building on the second and fourth Tuesday of the month at 10:00 a.m. Public notice of the schedule of open meetings will be made in the month of December for the following year. Commissioner DiBonaventuro requested as a service to the public, that an announcement to check the website for any cancellation be advised when an agenda is posted. Exceptions to open meetings will be in the case of an Executive Session. In these meetings, the purpose of examining, analyzing, discussing and deliberating records for any personnel matter involving the terms and conditions of employment to the Police or Fire Department may be held.

Other Business:

Firefighter Examination List/ Report:

Fire Chief Rick Kane handed out the Resolution 2010-50 which amends the resolution 1974-23 to establish Civil Service Rules and Regulations pertaining to the firefighters/EMT personnel.

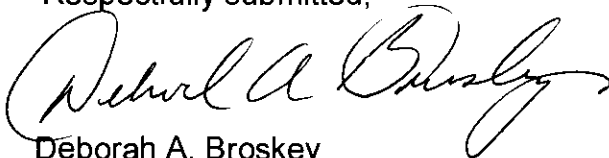
Chief Kane presented the Firefighter/EMT (Part-time) entrance examination eligibility list for certification to the Secretary of the Commission, Marsha DiBonaventuro for her signature. The list to be posted at the Administration Building.

Chairman Brenneman stated members of the Commission witnessed the agility testing made available on May 18 and 25, June 2, and 8 with final agility test given on June 17, 2016. It was noted that Commission members agreed to provide their initials to practice forms of participating candidates as evidence of Commission member observation and their agreement with reported results. This additional step in the process began May 25.

Commissioner DiBonaventuro questioned an inconsistency between Police and Fire candidacy processes, specifically, the posting of test results. While the Fire Department posts testing results with the last 4 digits of the candidates' social security numbers, the Police Department posts each candidate's full name. Commissioner DiBonaventuro suggested that, for matters of consistency and candidate privacy, the Police Department post results by the last four digits of candidates' social security number. This suggestion received positive consensus from the Board, and staff was instructed as such.

Adjournment: There being no further business before the Commission, Chairman Brenneman moved and Mr. Singer seconded that the meeting adjourn at 11:02 a.m. with all in favor.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Deborah A. Broskey". The signature is fluid and cursive, with the first name "Deborah" being more prominent.

Deborah A. Broskey

Administrative Assistant to Chief Harkins