

**MINUTES OF THE MEETING OF THE  
MANHEIM TOWNSHIP CIVIL SERVICE COMMISSION  
Tuesday, October 11, 2016**

**I. Public Session**

A public session was held to discuss the promotional exam process for Sergeant of the Manheim Township Police Department.

**II. Call to order**

The Civil Service meeting was held on Tuesday, October 11, 2016 in the Township Administration Building, 1840 Municipal Drive, Lancaster, PA. Chairman R.H. Brenneman, Sr. called the meeting to order at 10:00 am.

**III. Roll call**

Civil Service Secretary, Marsha DiBonaventuro, Command Staff members of the Manheim Township Police Department and other interested parties

**IV. Approval of Minutes**

Chairman Brenneman moved and Secretary DiBonaventuro seconded, and the Board unanimously approved the minutes from the June 20, 2016 public session.

**V. Old Business**

There was no old business this morning

**VI. New Business – Discussions/Actions**

- A. The Board of Township Commissioners petitioned the Civil Service Commission to begin the promotional process for Sergeant to fill a vacancy in the Police Department. Promotion steps were reviewed and discussed. Chairman Brenneman moved and Secretary DiBonaventuro seconded and the Board unanimously approved Stanard and Associates as test vendor for the Sergeant promotional exam.
- B. Chairman Brenneman moved and Secretary DiBonaventuro seconded and the Board unanimously approved the Chief to make candidate notifications for promotion by police administrative email announcement to all sworn officers, and public notification on the Website and posted in two areas of the police department. Notification information and eligibility requirements refer to Article 27 of the current police contract and Civil Service regulations article 226.03
- C. Application date deadline was unanimously approved by the Board. Chairman Brenneman moved for the deadline date of October 26, 2016. Secretary DiBonaventuro seconded the motion.

- D. A motion by Chairman Brenneman to have an Executive Session meeting on Friday, October 28, 2016 at the police station, 1825 Municipal Drive to certify the eligibility of the candidates was seconded by Secretary DiBonaventuro and approved unanimously by the Board.
- E. A recommendation to allow the promotional exam to take place on Thursday, December 8, 2016 was motioned by Chairman Brenneman and seconded by Secretary DiBonaventuro and unanimously approved by the Board.

**VII. Adjournment**

There being no further business before the Commission, Chairman Brenneman moved and Secretary DiBonaventuro seconded the meeting adjourn at 10:45 a.m. with all in favor.

Respectfully submitted,

**MANHEIM TOWNSHIP CIVIL SERVICE COMMISSION**

Marsha M. DiBonaventuro

Secretary