

**MINUTES OF THE MEETING OF THE
MANHEIM TOWNSHIP CIVIL SERVICE COMMISSION
Tuesday, January 10, 2017**

I. Public Session

A public session was held by the Civil Service Commission to discuss Commission reorganization for 2017 and identify 2016 Executive Session Minutes to officially place in the record.

II. Call to order

The Civil Service meeting was held on Tuesday, January 10, 2017 in the Commissioners Meeting Room of Manheim Township, 1840 Municipal Drive, Lancaster, PA. Chairman R.H. Brenneman called the meeting to order at 10:00 am.

III. Roll call

Civil Service Commission Chairman Bob Brenneman, Civil Service Secretary Marsha DiBonaventuro, and Commission member Jon Singer.

IV. Approval of Minutes

The Board unanimously approved (Singer/Brenneman) the minutes from December 20, 2016 Executive Session.

V. Old Business

There was no old business this morning

VI. New Business – Discussions/Actions

- A. The following Civil Service officers were unanimously approved (Brenneman/DiBonaventuro) for 2017:
Bob Brenneman – Chairman
Jon Singer – Vice President and Acting Secretary, when needed
Marsha DiBonaventuro - Secretary
- B. Secretary DiBonaventuro identified the following 2016 meetings as Executive Sessions: October 18, October 28, and December 20. The Board unanimously approved (Singer/DiBonaventuro) that Minutes of these Executive Meetings be permanently filed with Manheim Township with all Public Session Minutes.
- C. Chairman Brenneman requested the following meetings be entered into the Record. Although these meetings required no decisions or input from Civil Service Commission members, at least two of the three commissioners were in attendance:
 - Observing Sergeant candidate oral interviews: Brenneman and DiBonaventuro

- Performing proctor and facilitator duties during the written Sergeant Exams: DiBonaventuro and Singer
- Attending regional CPAT Meeting at the County Safety Building in Salunga: Brenneman and DiBonaventuro.

D. Secretary DiBonaventuro reminded Commission members that the administrative and governmental guidelines outlining this commission's duties and procedures have not been substantially reviewed since 1975, and that such review should be discussed in the coming months. There was positive consensus, with Chairman Brenneman suggesting that appropriateness of formally requesting the process to begin at the staff level. This topic will be revisited at a later meeting.

E. The Civil Service Commission recognized Manheim Township Police Administrative Aide Deborah Broskey for her input, guidance, and energies in supporting the efforts of this volunteer Commission.

VII. Adjournment

There being no further business before the Commission, Chairman Brenneman moved and Secretary DiBonaventuro seconded the meeting adjournment at 10:25 a.m. with all in favor.

Respectfully submitted,

MANHEIM TOWNSHIP CIVIL SERVICE COMMISSION

Marsha M. DiBonaventuro

Secretary