

MINUTES FOR MEETING OF THE
MANHEIM TOWNSHIP CIVIL SERVICE COMMISSION

Tuesday, February 9th, 2021

Public Session

A public session of the Manheim Township Civil Service Commission ("CSC") was held at the Manheim Township Municipal Building for the purpose of certifying test results from the MT Fire/Rescue Captain Promotional Examination Eligibility List. Written portion of this testing was held on December 21st, 2020; with the oral panel interview / assessment testing completed on January 28th, 2021.

I. Call to Order / Roll Call

Chairman Singer called the meeting to order at 10:00 A.M. with the following CSC Members and Alternate Members present: Chairman Jon Singer, Vice Chairwoman Marsha DiBonaventuro, Secretary Doug Schmuckle, and Alternate Member Deborah Broskey. Also in attendance were Manheim Township Fire/Rescue Chief Rick Kane, Deputy Fire Chief Adrian Borry, and Interim Township Manager Ben Marchant. Alternate Member Tim Ponessa was excused from the meeting.

II. Approval of Previous Minutes

Motion made by Vice Chairwoman DiBonaventuro, and seconded by Secretary Schmuckle, to accept the previous meetings' minutes as written. By unanimous voice vote, minutes of the November 24th, 2020 meeting were approved.

III. Old Business

Manheim Township Fire/ Rescue Chief Kane shared with CSC Commission Members only one candidate had expressed interest and met all the necessary qualifications for taking the Captain's Promotional Examination testing. A written test administered to the candidate was conducted on December 21st, 2020; with an oral assessment center interview conducted with the candidate on January 28th, 2021. Both testing dates had a Civil Service Commission representative present during this process.

It was reported by Chief Kane the candidate for promotion to Captain's position within the Manheim Township Fire / Rescue Department, passed both the written test and oral interview; and recommended Commission Members certify the results of those examinations. Following the guidelines as outlined in Section 7 (Paragraph 7.01) of the Civil Service Commission 'Rules and Regulations' procedures, the listing was ranked based on scores from highest to lowest.

It was moved by Secretary Schmuckle, and seconded by Vice-Chairwoman DiBonaventuro; to have the CSC Commission certify the Fire Captain Promotional Eligibility List of candidates meeting the passing criteria requirements. By unanimous voice vote, it was agreed to certify the test results.

The certification and complete listing of the Fire Captain Promotional Examination Eligibility Candidate List, will be immediately posted in the lobby at the Manheim Township Municipal Building.

IV. New Business

Chairman Singer reviewed and confirmed the length of service term for each volunteer CSC Commission Member, as well as the length of term for Alternate Members serving on the Commission.

Upon encouragement by Chairman Singer, a motion was presented by Vice-Chairwoman DiBonaventuro to have discussion regarding a 'reorganization' of the member positions on the Civil Service Commission. Member position changes to be outlined as listed below. A second to the motion was made by Secretary Schmuckle. New member positions to be as such:

Chairman	- Doug Schmuckle
Vice Chairman	- Jon Singer
Secretary	- Tim Ponessa
Alternate Member	- Deb Broskey
Alternate Member	- Marsha DiBonaventuro

Both Vice Chairwoman DiBonaventuro and Secretary Schmuckle expressed their sincere gratitude and appreciation to Chairman Singer for his many years of service as Chairman of the Manheim Township Civil Service Commission. All volunteer CSC Commission Members are excited Mr. Singer will continue working with the committee, but simply in a new position capacity.

After discussion, a call for the vote on the existing motion was expressed. By unanimous vote, the positions of the Manheim Township Civil Service Commission members were approved as stated.

V. Adjournment

Commission members were reminded future meetings will be called as necessary. Hearing no additional business to be brought before the Commission members, it was moved and seconded to adjourn the meeting. Approval by unanimous voice vote. Meeting adjourned at 10:39 A.M.

Respectfully Submitted,

Douglas L. Schmuckle

Secretary – Civil Service Commission