

MINUTES FOR MEETING OF THE  
MANHEIM TOWNSHIP CIVIL SERVICE COMMISSION

Tuesday, March 8, 2022

I. Call to Order

A Public Session of the Manheim Township Civil Service Commission ("CSC") was held at the Manheim Township Municipal Building on Tuesday, March 8, 2022, at 4:30 P.M. and was presided over by Chairman Doug Schmuckle

II. Roll Call

Secretary Broskey noted a quorum by confirmation of the following CSC Members and Alternate Members being present: Chairman Doug Schmuckle, Vice Chairman Jon Singer, and Alternate Member(s) Marsha DiBonaventuro, Tim Ponessa and Phil Brubaker.

Guests: Manheim Twp. Police Chief, Tom Rudzinski, Manheim Twp. Fire Chief, Scott Little and Manheim Township Labor Council Attorney, Angela Sanders

III. Approval of Previous Minutes

Motion made by Alternate Member Ponessa and seconded by Secretary Broskey to accept the previous meetings' minutes as written. By unanimous voice vote, minutes of the Tuesday, February 8, 2022 meeting were approved by all CSC members.

IV. Old Business

Tour of Fire Station #202

Chairman Schmuckle thanked Chief Little for the tour at the Richmond Square Fire Station on Monday, February 21<sup>st</sup> at 4:00 P.M. Chief Little invited those members unable to attend the tour to the Coffee with the Commissioners on Saturday, March 12, 2022 from 8:30 to 10:30 A.M at the Richmond Square Station.

V. New Business

Welcome of New Member of the Commission

Chairman Schmuckle welcomed Phil Brubaker as the most recent Alternate Member of the CSC. This now completes the regulations for 3 Alternate Members and 3 Commissioners of the CSC.

Police Consortium update and future candidate testing discussion from Police Chief, Rudzinski

Chief Rudzinski stated the intent for this presentation was to change some of the wording of CSC Regulations to offer more flexibility in relation to the Consortium and future candidate testing. He advised the challenges to find candidates are becoming increasingly difficult. At one time the Consortium covered over 400 applicants for processing for member police departments but now the most recent list of candidates numbered 38. He consulted with Attorney Sanders and asked to remove the mention of the Consortium and allow for more freedom in hiring by either having our own testing or to combine with other Civil Service Departments in hiring. Attorney Sanders added the need is to specifically reflect these current times. She reminded all that no baseline requirements are changed just in how we test.

The Civil Service Rules and Regulations for the Police and Fire Rescue Departments were discussed using copies of the Original document with updated highlighted changes as provided by Attorney Sanders. Each highlighted topic was introduced by Chairman Schmuckle and reviewed and discussed by members of the CSC and guests.

Action by the CSC was taken and a motion made to approve the changes discussed with the acceptable revisions to the Civil Service Rules and Regulations. Motion made by Chairman Schmuckle and Seconded. By unanimous voice vote, the motion was approved.

**Approval for establishment of written and CPAT testing date for positions of Fire Marshal and Fire Captain by Fire Rescue Chief Little**

Fire Chief Little requested approval for the vacant Fire Marshall position written test to take place on Wednesday, April 13, 2022 at 6:00 P.M. at the Fire Station Training Room, 200 E. Oregon Road. CPAT is not required for this position.

Motion made by Mr. Ponessa to accept the test date of April 13, 2022 for the Fire Marshall and seconded by Mr. Singer. Motion approved unanimously by voice vote.

Fire Chief Little requested approval for the vacant Fire Captain position announcement to include the written test date of Wednesday, April 13, 2022 at 6:00 P.M. The CPAT orientation will take place Monday, April 11, 2022 and on Wednesday, April 13, 2022 in the morning at the Lancaster County Public Training Center. Timed Sessions will be held on Monday, April 25, 2022 and Saturday, May 7, 2022. The final CPAT testing will be on Tuesday, May 31, 2022.

Motion made by Mr. Ponessa to accept the Fire Captain position announcement to include the written test date of April 13, 2022 and the CPAT orientation dates of April 11 and April 13, the timed CPAT session dates of April 25 and May 7 with the final CPAT testing on May 31, 2022.

**Additional Topics were Presented by CSC Members**

None

**Public Comment Regarding Civil Service Matters**

None

**VI. Adjournment**

Motion to adjourn made by Mr. Ponessa and seconded. The time was 6:10 P.M.

Respectfully Submitted,

Deborah A. Broskey

Secretary – Civil Service Commission