

MINUTES FOR MEETING OF THE
MANHEIM TOWNSHIP CIVIL SERVICE COMMISSION

Tuesday, September 27, 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, September 27, 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 being present: Chairman Schmuckle, Vice Chairman Singer, Secretary Broskey, Alternate Member(s) Tim Ponessa, Phil Brubaker and Marsha DiBonaventuro.

Guests: Police Chief, Tom Rudzinski, Fire Rescue Chief, Scott Little and Police Sergeant Barry Waltz

III. Approval of Previous Minutes

Motion made by CSC member, Tim Ponessa and seconded by Vice Chairman, Jon Singer to accept the previous meeting minutes dated August 23, 2022. By unanimous voice vote, minutes were approved by all present CSC members.

IV. Old Business

Chief Rudzinski updated the CSC on proposed changes to the 2022-76 Civil Service Rules and Regulations. These changes involved adding the rank of Corporal to the Police Department and to eliminate the residency requirements from the Regulations. A motion was proposed by Mr. Singer to approve the changes as presented and was seconded by Chairman Schmuckle. There were no further discussions or questions. Motion carried unanimously.

The final approval for Resolution 2022-76 by the Board of Commissioners for the amended and revised Rules and Regulations of the Civil Service were removed from their agenda on September 27, 2022 and will be discussed at the October 10, 2022, Board of Commissioners meeting.

Chairman Schmuckle invited Fire Chief Little to give further information about date, location and time of the final CPAT test. Chief Little stated, Saturday, October 1, 2022 as the final test date from 7:30 to 8:30 a.m. for approximately 18 candidates. The CPAT test will take place at the Lancaster County Training Center. Chairman Schmuckle asked for representation by the CSC and Mr. Ponessa and Mrs. Broskey will be present for oversight.

Chief Little also noted on Monday, October 3, 2022, the Lieutenant's exam would be given at 6:00 p.m. at the Richmond Square fire station. CSC representation will be needed to assist the Bucks County Community College with the test. The interviews for the candidates haven't been scheduled but are to take place between October 10 and October 21, 2022. After the interview process, Chief Little will need the CSC to certify the entry-level list for full and part time candidates as well as the Lieutenants list. Chairman Schmuckle asked for representation by the CSC members. Mr. Singer will be present for the oversight of the Lieutenant's exam.

V. New Business

Chairman Schmuckle asked Chief Rudzinski to explain why the CSC is being asked to void the current Police candidate eligibility listing dated April 2, 2022. Chief Rudzinski explained the list of candidates was exhausted and current CSC rules allow it to be voided. Police Department is

currently short 3 officers and predicts as many as 5 early in 2023 will be needed. Chairman Schmuckle asked for a motion to approve the voiding of the current list. Mrs. Broskey made a motion to move and Mr. Ponessa Seconded. After no further discussion or questions, motion approved by voice vote of all members.

A Handout and discussion was made by Sergeant Waltz of the newly established Police eligibility listing from the September 10, 2022 Consortium test. Chairman Schmuckle asked for a motion to approve the new eligibility list dated September 27, 2022. A motion was moved by Mr. Ponessa and Seconded by Chairman Schmuckle. No further discussion allowed motion to carry unanimously. List signed by Chairman Schmuckle and Secretary Broskey.

VI. Additional Topics Presented by CSC Members

Members of the CSC discussed oversight at Police and Fire Tests. This discussion will be tabled and discussed at a future meeting.

VII. Public Comment Regarding Civil Service Matters

None

VIII. Adjournment

Without further questions or comments brought before the CSC, it was moved by Chairman Schmuckle to adjourn the meeting at 5:10 p.m. Motion carried unanimously.

Respectfully Submitted,

Deborah A. Broskey

Secretary – Civil Service Commission