

MINUTES FOR MEETING OF THE  
MANHEIM TOWNSHIP CIVIL SERVICE COMMISSION

Tuesday, October 25, 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, October 25, 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, Secretary Broskey, Alternate Member(s) Tim Ponessa, Phil Brubaker and Marsha DiBonaventuro. Vice Chairman Singer, was absent and Marsha DiBonaventuro was appointed as a voting member of the quorum in his absence.

Guests: Fire Rescue Chief, Scott Little

III. Approval of Previous Minutes

Motion made by CSC member, Marsha DiBonaventuro and seconded by Chairman Schmuckle to accept the previous meeting minutes dated September 27, 2022. Chairman Schmuckle asked if there were any further discussions or questions. Hearing none, motion carried unanimously.

IV. Old Business

Chairman Schmuckle acknowledged receipt of the approved changes to the CSC Rules and Regulations. The Resolution 2022-76, by the Board of Commissioners was approved during their meeting on October 10, 2022.

Members of the CSC will continue to discuss oversight responsibilities at Police and Fire Tests. This discussion will be tabled once again and discussed at a future meeting when Mr. Singer is available to participate in the discussion. Motion accepted and approved and passed unanimously.

V. New Business

Chairman Schmuckle discussed the decertification of the current Fire Rescue Department Eligibility Listing dated November 9, 2021, as this list was candidate exhausted. A motion was moved by Mrs. DiBonaventuro and seconded by Chairman Schmuckle. No further discussions or questions allowed for motion to carry unanimously to approve the decertification of the old list.

Chairman Schmuckle invited Fire Chief Little to provide information about the new eligibility listing for Fire Rescue Department candidates for the positions of full and part-time firefighter and Lieutenant. Chief Little discussed the timelines from the announcement of the testing through the CPAT and written tests. Angela Sanders of the legal team made verification of the Veteran points on behalf of the CSC. Chief Little presented the Commission members with copies of the full-time firefighters eligibility list and the part-time eligibility list. A motion was moved to approve the certification of both listings by Chairman Schmuckle and seconded by Mrs. Broskey. No further questions or discussions were held, the motion was approved by unanimous voice vote. Chairman Schmuckle signed the certified list which will be posted in the Township lobby and on the website.

The Lieutenant's eligibility list was not provided as notifications were being sent out to the candidates and response time is needed before the list can be certified.

VI. Additional Topics Presented by CSC Members

None

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