

MINUTES FOR MEETING OF THE
MANHEIM TOWNSHIP CIVIL SERVICE COMMISSION

Tuesday, March 14, 2023

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 14, 2023 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, and Alternate members, Phil Brubaker, Tim Ponessa, and Marsha DiBonaventuro.

Guest: Manheim Township Police Lieutenant, Charles Melhorn and Det Anthony Lombardo

III. Approval of Previous Minutes

Motion made by Vice Chairman Singer and seconded by Chairman Schmuckle to accept the previous meeting minutes dated January 24, 2023. Chairman Schmuckle asked if there were any further discussions or questions. Hearing none, motion carried unanimously.

IV. Old Business

Chairman Schmuckle prepared a written timeline for testing for position of Corporal within the Manheim Township Police Dept. A discussion was held and reviewed by all members for any questions or clarification of the timeline. Tim Ponessa will be proctoring the written exam on April 11, 2023. Secretary Broskey will witness the oral examination on May 3, 2023 and Chairman Schmuckle will witness the oral examination on May 4th.

Chairman Schmuckle reviewed the legal understanding of voiding the current candidate eligibility listing for the position of Police Officer. Section 7.01 of the Civil Service Regulations was reviewed and noted that the last line states "the Commission may, at its sole discretion, void an eligibility list at any time for any reason". Lt. Melhorn consulted with the solicitor to verify voiding the list is still permitted.

V. New Business

A Discussion and vote was taken to void the current candidate Eligibility List from September 12, 2022. Lt. Melhorn and Det. Lombardo presented the Commission with results of this list given by the Consortium to include low number of applicants and exhausted candidate selections from multiple Consortium members. Motion moved by Mr. Ponessa and seconded by Secretary Broskey to decertify the September 12, 2022 Eligibility List. By unanimous vote, the motion was approved. List removed from bulletin boards today.

Chairman Schmuckle invited Police Lieutenant, Melhorn to review the dates and current proposed information for the hiring of new police candidates by Manheim Township instead of Consortium. Lt. Melhorn selected preferred company Stanard and Associates for the written test. He secured the Manheim Township High School to conduct the physical agility test and the written test. He secured the Reading Police Academy for the Physical Fitness portion of the test and is ready to proceed on April 29th with the testing of candidates. Commission member Brubaker will witness the agility testing. Advertisement per Commission approval will happen tomorrow by contacting Linked In, Indeed, and an in-house recruiting committee. A motion to approve this new hiring format was made

by Secretary Broskey and seconded by Chairman Schmuckle. Hearing no further discussions or questions, motion carried unanimously.

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 Secretary Broskey and seconded by Commission member Ponessa to adjourn the meeting at 5:30 p.m. Motion carried unanimously.

Respectfully Submitted,

Deborah A.Broskey

Secretary – Civil Service Commission