

MINUTES FOR MEETING OF THE  
MANHEIM TOWNSHIP CIVIL SERVICE COMMISSION

Tuesday, January 24, 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, January 24, 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 member, Phil Brubaker. Alternate Member(s) Tim Ponessa, and Marsha DiBonaventuro were excused.

Guest: Manheim Township Police Lieutenant, Charles Melhorn

III. Approval of Previous Minutes

Motion made by Vice Chairman Singer and seconded by Secretary Broskey to accept the previous meeting minutes dated November 22, 2022. Chairman Schmuckle asked if there were any further discussions or questions. Hearing none, motion carried unanimously.

IV. Old Business

Chairman Schmuckle acknowledged the appointment of Matthew Barnes, Daniel Braden, Richard Flinn and Justin Gernert to the rank of Lieutenant with the Manheim Township Fire Rescue on January 9, 2023.

Township News Updates:

Chairman Schmuckle acknowledged the appointment of Nicholas Nachurski to the position of Police Officer with the Manheim Township Police Department on January 23, 2023 at the Commissioners meeting.

Chairman Schmuckle commended Police Officer Kyle Carner and Officer Anthony DiClemente for the rescue of a driver trapped in their car in the pond at Valleybrook Estates on December 22, 2022.

V. New Business

Chairman Schmuckle questioned the Commission as to whether or not any member felt the need to reorganize the Commission positions. Hearing no objection to the current assigned positions being held, a motion was made to continue as is with the following positions: Chairman, Doug Schmuckle, Vice Chairman, Jon Singer and Secretary, Debbie Broskey as the voting members of the quorum and Alternate Member(s) Marsha DiBonaventuro, Tim Ponessa and Phil Brubaker as participants in all proceedings and discussions of the Commission. By unanimous vote, the motion was approved.

Chairman Schmuckle invited Police Lieutenant, Charles Melhorn to review the dates and current information for testing of candidates for Corporal Position within the Manheim Township Police Department.

1. Notice was posted to Lancaster Newspaper on January 12, 2023 and in the Police Department per sec 403 of Rules and Regulations of Civil Service Commission

2. Person recording and filing the applications will follow documentation instructions per sec 405 of the Rules and Regulations.
3. The Corporal written exams will begin on Tuesday, April 11, 2023 at the Manheim Township Police Department. Oral exam will follow on a different date to be announced soon after written test by Lt. Melhorn
4. Application deadline is February 10, 2023 at 4:00 PM
5. Tests have been ordered through Chiefs of Police for 1<sup>st</sup> line supervisor.

A motion to approve written testing to take place on April 11, 2023 and oral exam when notified by Lt. Melhorn was made by Secretary Broskey and seconded by Chairman Schmuckle. No further questions or discussions were held; the motion was approved by unanimous voice vote.

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 Vice-Chair Singer to adjourn the meeting at 5:28 p.m. Motion carried unanimously.

Respectfully Submitted,

Deborah A.Broskey

Secretary – Civil Service Commission