

MINUTES FOR MEETING OF THE
MANHEIM TOWNSHIP CIVIL SERVICE COMMISSION

Tuesday, April 11, 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, April 11, 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, and Tim Ponessa, with Marsha DiBonaventuro, excused.

Guest: Manheim Township Police Lieutenant, Charles Melhorn

III. Approval of Previous Minutes

Motion made by Chairman Schmuckle and seconded by Vice Chairman Singer to accept the previous meeting minutes dated March 14, 2023. Chairman Schmuckle asked if there were any further discussions or questions. Hearing none, motion carried unanimously.

IV. Old Business

Chairman Schmuckle invited Lt. Melhorn to give an update on the Corporal testing of candidates. Eight positions will be filled from 16 candidates. Expectation is high for the passing on this test. Announcement of test was on January 12, 2023 and today, April 11, 2023 was the written exam date. Representation of the CSC was made by Tim Ponessa.

Chairman Schmuckle reviewed the CSC representation for the oral examination of police Corporal position. Secretary Broskey will witness the oral examination on May 3, 2023 and Chairman Schmuckle will witness the oral examination on May 4th.

V. New Business

Chairman Schmuckle announced an Executive meeting discussion did take place today prior to the public session. This meeting covered current CSC Rules and Regulations under Section 5.01 Age Requirement for applicants for the position of Police Officer.

Lt. Melhorn provided a review of the test procedure timeline for entry-level Police Officer applicants. The application deadline is April 21, 2023. There are thirty applications to date with an expectation of fifty by the time deadline approaches. The police outreach program has a number of quality candidates in the numbers with a great deal of diversity.

Chairman Schmuckle reviewed the hiring process of position of Police Officer by sharing information from police job postings on the police website, announcements and brochures from the Police Department, a copy sample of a preliminary application and written communications with Lt. Melhorn.

VI. Public Comment Regarding Civil Service Matters

Public comment by Troy Castellitto stated that he will not be age 21 until July and wanted the Commission to waive CSC age requirements in the current Rules and Regulations to be eligible to take the Police Officer test.

Chairman Schmuckle asked for a motion to entertain discussion on Mr. Castellitto's request to seek a temporary waiver of the CSC Rules and Regulations minimum age requirement to take the entry-level Police testing. The request to discuss a waiver for the timing of the 21-year-old age requirement was presented in a motion by Tim Ponessa and seconded by Chairman Schmuckle. Further discussion and a request for motion was taken to either accept or reject Mr. Castellitto's request for an exception of waiver, based on the current CSC Rules and Regulations. Chairman Schmuckle asked for a motion, and Vice Chairman Singer made the motion to not approve the waiver request, with Secretary Broskey seconding the motion. A voice vote was taken, and the motion carried.

VII. Additional Topics Presented by CSC Members

Further discussion on the matter of age requirements in the CSC Rules and Regulations resulted in an agreement by CSC members that prompt action should be taken with Legal council to discuss and possibly provide an addendum or revision to Section 5.01 Age Requirement of the CSC Rules and Regulations to align our regulations with the Municipal Police Officer's Education & Training Commission (MPOETC). The Township Board of Commissioners must first approve these changes if any are suggested. Chairman Schmuckle will further provide further information when it becomes available.

VIII. Adjournment

Without further questions or comments brought before the CSC, it was moved by Secretary Broskey and seconded by Chairman Schmuckle to adjourn the meeting at 5:32 p.m. Motion carried unanimously.

Respectfully Submitted,

Deborah A. Broskey

Secretary – Civil Service Commission