

MINUTES FOR MEETING OF THE  
MANHEIM TOWNSHIP CIVIL SERVICE COMMISSION

Tuesday, May 9, 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, May 9, 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 and MT Fire Chief, Scott Little

III. Approval of Previous Minutes

Motion made by Vice Chairman Singer and seconded by Tim Ponessa to accept the previous meeting minutes dated April 11, 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 a status report on the Corporal testing of candidates. Written test was given on April 11 with CSC Member, Tim Ponessa witnessing for the Commission. The Oral exam was given on the 3<sup>rd</sup> and 4<sup>th</sup> of May. Mrs. Broskey witnessed the Oral exam on the 3<sup>rd</sup> and Chairman Schmuckle witnessed on the 4<sup>th</sup> for the Commission. The three proctors were from the Chief's of Police Association. A total of 15 candidates took the Oral exam. Lt. Melhorn presented a certified ranked list of the Corporal Positions of Eligibility for signatures to the Secretary and Chairman of the Commission. A motion to approve the signing of the certified list was made by Chairman Schmuckle and seconded by Mrs. Broskey. No more discussions or questions were heard, the motion was approved unanimously.

Lt. Melhorn reviewed the actions completed for the testing requirements for the position of Police Officer with the Manheim Township Police Department. On March 14, 2023, approval to proceed with the testing was given by CSC. On March 15, 2023 the application process was opened with a due date of April 21, 2023. On April 29, 2023 the physical agility and written exam were given to the applicants. Civil Service representative, Tim Ponessa, reviewed a total of 47 applications. A total of 39 applicants showed up for the test with 22 passing the physical agility. Those passing the agility were moved on to the written test. No further questions were presented on the timeline. Chairman Schmuckle asked for a motion to approve the signing of the eligibility list for Police Officer. Tim Ponessa made the motion to approve and Secretary Broskey seconded. No more discussions or questions were heard, motion carried unanimously.

V. New Business

Chairman Schmuckle asked Fire Chief Little to present the outline of testing dates for part-time firefighter positions within the Manheim Township Fire Rescue Department.

Applications will be accepted from June 1 – June 30, 2023. The written examination will be held at the Neffsville Fire Station 2<sup>nd</sup> floor training room on July 15, 2023 at 9:00 a.m. with Tim Ponessa observing for the CSC.

The Candidate Physical Abilities Test (CPAT) orientation will be held August 8 and August 10, 2023 with no CSC representation required. The first timed CPAT session will be held August 28 and August 29. This session will have representation from the CSC selected closer to the date. The second timed CPAT session will be September 18 and September 20, 2023. This session will have representation from the CSC selected closer to the date. The final timed CPAT session will be October 8, 2023. This session will have representation from the CSC closer to the date.

Upon completion of the testing, a request to certify the Eligibility List should be made at the October 10, 2023 CSC Public Meeting.

VI. Public Comment Regarding Civil Service Matters

None

VII. Additional Topics Presented by CSC Members

None

VIII. Adjournment

Without further questions or comments brought before the CSC, it was moved by Tim Ponessa and seconded by Vice Chairman Singer to adjourn the meeting at 5:14 p.m. Motion carried unanimously.

Respectfully Submitted,

Deborah A.Broskey

Secretary – Civil Service Commission