

MINUTES FOR MEETING OF THE
MANHEIM TOWNSHIP CIVIL SERVICE COMMISSION

Tuesday, January 9, 2024

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 9, 2024 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 Ponessa. Excused were Alternate member(s) Marsha DiBonaventuro and Phil Brubaker.

Guests: Police Chief Duane Fisher and Sgt. Barry Waltz

III. Approval of Previous Minutes

Motion made by Vice Chairman Singer to approve the minutes of December 12, 2023, and seconded by Alternate Ponessa. Chairman Schmuckle asked if there were any further discussions or questions. Hearing none, motion carried unanimously.

IV. Old Business

Police Chief Fisher gave a brief review of the recent promotional testing results for the Police Lieutenant position. Announcement and swearing in of the new Lieutenant will take place during the Commissioners' meeting on February 12, 2024. Chief Fisher discussed the new restructuring over the next eighteen months in the Department to include certain specialized police units being formed and he discussed the testing for 2 new sergeant positions and the need for a review of the CSC Rules and Regulations for the possible one time exemption of the corporal positions for promotion.

Sergeant Waltz discussed the new officer testing information. The Public Announcement and Newspaper posting listed all information regarding the required documents and steps for the testing process. Last day to submit an application is March 15, 2024 and formal testing to include the written and agility test will be given on Saturday, March 24, 2024. CSC member representation for the testing resulted in Tim Ponessa covering the 8:00-12:00 shift and Jon Singer to cover the Noon to 5:00 pm position.

Chairman Schmuckle gave a review of the future testing schedule for the Manheim Township Fire Rescue Department.

1. May 1-31, 2024 the hiring period will be open for both full and part-time applicants.
2. Saturday, June 8th will be the written examination from 9am-12 pm and will need a CSC member to attend.
3. CPAT timed practice #1-A will be Wednesday, September 4, 2024 and practice #1-B will be on Thursday, September 5th. Both will need CSC member attendance.
4. Thursday, September 19th will be timed practice #2 and a CSC member will be required to attend.
5. Wednesday, October 2nd will be the final CPAT and a CSC member will be required to attend.

V. New Business

Chairman Schmuckle reminded the CSC his term has been completed and he will not continue on in a new role with the CSC. A motion was made by Vice Chair Singer and seconded by Secretary Broskey to postpone the reorganization of the CSC until all members were present. Motion carried unanimously.

VI. Additional Topics Presented by CSC Members

None

VII. Public Comment Regarding CSC Matters

None.

VIII. Adjournment

There being no further questions or comments brought before the CSC, it was moved by Chairman Schmuckle and seconded by Alternate Ponessa to adjourn the meeting at 5:00 p.m. Motion carried unanimously.

Next public meeting scheduled for Tuesday, February 13, 2023

Respectfully Submitted,

Deborah A. Broskey

Secretary – Civil Service Commission