

MINUTES FOR MEETING OF THE  
MANHEIM TOWNSHIP CIVIL SERVICE COMMISSION  
Tuesday, August 13, 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, August 13, 2024 at 4:30 P.M. and was presided over by Vice Chairwoman Marsha DiBonaventuro.

II. Roll Call

Secretary Broskey noted a quorum by confirmation of the following CSC Members being present: Vice Chairwoman DiBonaventuro, Secretary Broskey, and Alternate members Jon Singer and, Phil Brubaker.

Guests: Police Chief Duane Fisher, Lieutenant Michael Piacentino and Sergeant Barry Waltz

III. Approval of Previous Minutes

Motion made by Vice Chairwoman DiBonaventuro to approve the minutes of February 13, 2024, and seconded by Secretary Broskey. Vice Chairman DiBonaventuro asked if there were any further discussions or questions. Hearing none, motion carried unanimously.

IV. Old Business

Voting results for the new CSC reorganization meeting on February 13, 2024 had Tim Ponessa as Chairman, Vice Chairwoman as Marsha DiBonaventuro, Secretary Debbie Broskey and Alternates as Jon Singer and Phil Brubaker.

V. New Business

A meeting was requested on August 2, 2024 by Police Lieutenant Piacentino to begin the promotional process for the rank of Sergeant in the Police Department. The Commission was asked to approve the date, and location for both the written exam and oral exam. Chairwoman DiBonaventuro asked Chief Fisher to discuss the promotion details. There are 2 openings for Sergeant in the Department. The Department has 10 Corporals currently with 7 of them qualified to take the Sergeant test. The written exam is slated for Thursday, October 3 and Friday, October 4 at 5:00-7:00 pm at the Police Department. The oral exam is scheduled for Saturday, October 12 and possibly Sunday, October 13 with the time to be determined and held at the Police Department. The proctor will be T-2 Police Management headed by Tim Troxel. Applications will be accepted for fourteen days after CSC approval. Book study materials will be handed out and a thirty-day study period allowed. A motion to accept the date and location was moved by Vice Chairwoman , Marsha DiBonaventuro and seconded by Secretary Broskey. Motion carried unanimously..

VI. Additional Topics Presented by CSC Members

Tim Ponessa resigned his position as Chairman of the CSC effective immediately on July 26, 2024 due to personal challenges. Vice Chairwoman DiBonaventuro was voted in as Chairwoman in his place by the remaining Board. She accepted the position. Jon Singer was voted in as Vice Chairman and he accepted this position. Debbie Broskey remained the Secretary of the Commission and Phil Brubaker remained an Alternate. Voting was unanimous and agreed upon by all members of the Commission. Additional applications for new Alternate members will be requested by Chairwoman DiBonaventuro to the Secretary of the Board of Commissioners.

**VII. Public Comment Regarding CSC Matters**

None

**VIII. Adjournment**

There being no further questions or comments brought before the CSC, it was moved by Mr. Singer and seconded by Vice Chairwoman DiBonaventuro to adjourn the meeting at 5:20 p.m. Motion carried unanimously.

Next public meeting scheduled for Tuesday, September 10, 2024

Respectfully Submitted,

Deborah A. Broskey

Secretary – Civil Service Commission