

MINUTES FOR MEETING OF THE  
MANHEIM TOWNSHIP CIVIL SERVICE COMMISSION

Tuesday, September 10, 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, September 10, 2024 at 4:30 P.M. and was presided over by Chairwoman Marsha DiBonaventuro.

II. Roll Call

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

Guest: Police Sergeant Barry Waltz

III. Approval of Previous Minutes

Motion made by Chairwoman DiBoneventuro to approve the minutes of August 13, 2024, and seconded by Vice Chairman, Singer. Chairwoman DiBoneventuro asked if there were any further discussions or questions. Hearing none, motion was carried unanimously.

IV. Old Business

None

V. New Business

Chairwoman DiBoneventuro received a request for a meeting from Sergeant Waltz to present and approve the eligible applicants for promotion to the rank of Sergeant in the Department. The application close date was Friday, August 30, 2024. Officer Waltz explained that a total of seven (7) candidates were eligible. Each candidate needed to be in the Corporal position for one year, have a positive evaluation with no improvement plans on record and have completed four (4) years of service on the Manheim Township Police Department by the date of the examination per section 5.05 of the CSC Rules and Regulations. Of the seven (7) eligible applicants only six (6) applied. Each envelope was recorded with the date and time received and written on the outside of the envelope along with the application. Sergeant Waltz opened each envelope and provided the names of the applicants as follows: Corporal M. Tropp, Corporal J. Ayres, Corporal C. Lewis, Corporal M. Wiczkowski, Corporal D. Swigart and Corporal K. Carner. Sergeant Waltz verified each applicant as eligible for promotion.

Chairwoman DiBoneventuro asked for any questions or comments from the CSC. Hearing none, a motion was presented by Vice Chairman Singer and seconded by Secretary Broskey to approve the Corporals listed as eligible candidates for promotion. 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 Vice Chair Singer to adjourn the meeting at 5:00 p.m. Motion carried unanimously.

Next public meeting scheduled for Tuesday, September 24, 2024

Respectfully Submitted,

Deborah A. Broskey

Secretary – Civil Service Commission