

MINUTES FOR MEETING OF THE
MANHEIM TOWNSHIP CIVIL SERVICE COMMISSION
Tuesday, November 12, 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, November 12, 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, Secretary Debbie Broskey, and Alternate members Michael Zimmerman, Jerry Tueche and Philip Brubaker. Vice Chairman Jon Singer was excused.

Guests: MT Fire Chief, Scott Little via virtual meeting by phone, Deputy Fire Chief, Adrian Borry and Police Chief, Duane Fisher

III. Approval of Previous Minutes

Motion made by Secretary Broskey to approve the minutes of October 22, 2024, and seconded by Alternate Brubaker. Chairman DiBonaventuro asked if there were any further discussions or questions. Hearing none, motion carried unanimously.

IV. Old Business

None

V. New Business

The newest members of the CSC, Michael Zimmerman and Jerry Tueche made brief introductions and a welcome by Chairwoman DiBonaventuro was extended on behalf of all CSC members.

A meeting was requested on November 5, 2024 by MT Fire Chief Scott Little to view and approve the 2024-2025 Eligibility List for both full-time and part-time Fire Rescue applicants. Deputy Chief, Borry, provided a copy of the lists to all members of the Commission. Chief Little provided the following background information about the process.

A thirty-day hiring announcement was made in April and May. Eighty candidates responded and in June a written exam was conducted and the test scored by the Standard and Associates Company. Sixty candidates were successful out of the 80. The top thirty with a score of 84 or above moved on to the Regional Candidate Physical Ability Test (CPAT) held in August at the Lancaster County Public Training Center. The presented Eligibility list includes 17 eligible full-time candidates and the six part-time. Oral Interviews were held in October with the HR Department proctoring along with a Fire Chief from York. From this list, approximately eight full-time and all six part time applicants will be hired. Eight will be sent to the Fire Academy in January 2025. There being no more questions or comments, a motion was presented by Chairwoman DiBonaventuro to approve and certify the MT Fire Departments Eligibility List motion carried unanimously. Chairwoman DiBonaventuro signed the List.

Police Chief Fisher stated that the Sergeant selection hasn't been named yet with changes coming in the Department. He also identified the concern that the Civil Service Regulations may need to be updated for the 1st Class Township in order to better align hiring with other municipalities that aren't Civil Service. He intends to discuss information with the solicitor to especially look at the 'rule of three" regulations.

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 Secretary Broskey to adjourn and was seconded by Alternate Brubaker at 5:28 p.m. Motion carried unanimously.

Next public meeting scheduled for Tuesday, November 26, 2024 if needed.

Respectfully Submitted,

Deborah A. Broskey

Secretary – Civil Service Commission