

MINUTES FOR MEETING OF THE  
MANHEIM TOWNSHIP CIVIL SERVICE COMMISSION

Tuesday, July 22, 2025

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, July 11, 2025 at 4:00 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 Jon Singer, Michael Zimmerman, and Philip Brubaker. Vice Chairman Jerry Tueche was excused.

Guests: MT Acting Police Chief Brian Freysz and Sgt. Barry Waltz

III. Approval of Previous Minutes

Motion made by Michael Zimmerman to approve the minutes of March 11, 2025, and seconded by Phil Brubaker. Chairwoman DiBoneventuro asked if there were any further discussions or questions. Hearing none, motion was carried unanimously.

IV. Old Business

None

V. New Business

Charwoman DiBonaventuro invited Acting Police Chief Freysz and Sgt. Waltz to speak about the promotional process for the Rank of Corporal in the Department.

Timeline for the Corporal promotion is to announce the test on July 23, 2025 for an upcoming vacancy. The deadline to accept applications will be on August 6, 2025. This begins the official thirty-day study period. Qualifying applicants will be presented at next CSC meeting August 12, 2025 for CSC approval. September 3, 2025, the thirty-day window closes and the written test and oral testing will begin on Sept 4-8, 2025. They will use the independent agent for the test as in the past.

Motion was made to accept the Police Department Corporal promotional process request by Michael Zimmerman and seconded by Jon Singer. Chairwoman DiBoneventuro asked if there were any further discussions or questions. Hearing none, motion was carried unanimously.

VI. Additional Topics Presented by CSC Members

Sgt. Waltz also brought up the need for a new officer Hiring Test to begin in order to meet the timeline for entry into the January Police Academy. The CSC Regulations were updated to include an oral score interview and this will be included in the new hire testing. Discussion took place to address the need for CSC presence during the graded interview process and was acknowledged by Chairwoman DiBonaventuro.

Chairwoman DiBonaventuro requested a motion to accept the new officer Hiring Test request by the police department for September. Motion to accept was made by Phil Brubaker and seconded by Jon

Singer. Chairwoman DiBoneventuro asked if there were any further discussions or questions. Hearing none, motion was carried unanimously.

VII. Public Comment Regarding CSC Matters

None

VIII. Adjournment

There being no further questions or comments brought before the CSC, it was moved by Mike Zimmerman to adjourn and was seconded by Phil Brubaker at 4:41 p.m. Motion carried unanimously.

Next public meeting scheduled for August 12, 2025.

Respectfully Submitted,

Deborah A. Broskey

Secretary – Civil Service Commission