

MINUTES FOR MEETING OF THE
MANHEIM TOWNSHIP CIVIL SERVICE COMMISSION

Tuesday, August 12, 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, August 12, 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, Alternate Member (s) Michael Zimmerman, and Philip Brubaker. Vice Chairman Jerry Tueche Alternate Member Jon Singer were excused.

Guests: MT Acting Police Chief Brian Freysz and Lt. Jason Myers

III. Approval of Previous Minutes

Motion made by Phil Brubaker to approve the minutes of July 22, 2025, and seconded by Chairwoman DiBoneventuro. 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 Lt. Myers to update the promotional process for the Rank of Corporal in the Department.

Lt. Myers presented the seven (7) applications received to verify eligibility and conformance with the CSC Rules and Regulations. The CSC panel reviewed the applications and determined all applicants had completed at least four (4) years of service with the Manheim Township Police Department or held a bachelor's degree or higher which will reduce the (4) year requirement to test to (2) years per Section 5 (5.05) of the CSC Rules and Regulations. The Lieutenant in charge will verify the satisfactory evaluation for the applicants. The written test and oral testing will begin during the week of September 4-8. An independent agent, T-2 (Tim Troxel) will administer the test and provide (2 or 3) Chief's of Police from outside locations to administer the oral interviews. CSC presence will be needed.

A Motion was made to accept the Police Department Corporal applications by Phil Brubaker and seconded by Michael Zimmerman. Chairwoman DiBoneventuro asked if there were any further discussions or questions. Hearing none, motion was carried unanimously.

Lt. Myers and Chief Freysz asked to confirm the date of our next meeting to review the test results and certify the final list. The next meeting date of September 9, 2025 was confirmed.

VI. Additional Topics Presented by CSC Members

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 4:30 p.m. Motion carried unanimously.

Next public meeting scheduled for September 9, 2025.

Respectfully Submitted,

Deborah A. Broskey

Secretary – Civil Service Commission