

TOWNSHIP OF SALISBURY
Lehigh County, Pennsylvania
MINUTES FROM THE CIVIL SERVICE COMMISSION
JANUARY 3, 2012– 3:00 PM

A special meeting of the Township of Salisbury Police Civil Service Commission was publicly held on Tuesday, January 3, 2012 at 3:00 p.m. in the Township Municipal Building located at 2900 South Pike Avenue. Present were Commissioners Walker, Hartzell and Darrohn. Also present were Mr. Soriano, Township Manager; Mr. Stiles, Chief of Police; Attorney Dimmich, and Mrs. Wilson, Administrative Assistant. There were no members of the public present.

The Civil Service Commission Meeting was called to order at 3:00 p.m.

Election of Officers

Chair - Attorney Dimmich noted that the current Chair can make motions, then open the floor for nominations. Attorney Dimmich briefly explained the process for voting on the nominations.

Mr. Darrohn nominated Scott Walker as Chair. Mr. Hartzell seconded the nomination. There no other nominations.

The Civil Service Commission voted 3-0 to appoint Mr. Walker as Chair.

Vice-Chair – Mr. Darrohn nominated Archie Hartzell as Vice-Chair. Mr. Walker seconded the nomination. There were no other nominations.

The Civil Service Commission voted 3-0 to appoint Mr. Hartzell as Vice-Chair.

Secretary – Mr. Walker nominated Mr. Darrohn to serve as Secretary. Mr. Hartzell seconded the nomination. There were no other nominations.

The Civil Service Commission voted 3-0 to appoint Mr. Darrohn as Secretary.

Recordkeeper – **The Civil Service Commission voted 3-0 that the Recordkeeper shall be the Secretary. All records will be kept at the Township building.**

Counsel – Mr. Walker nominated the law offices of Dimmich and Dinkelacker to serve as Counsel to the Civil Service Commission. Motion seconded by Mr. Hartzell.

The Civil Service Commission voted 3-0 to appoint the Law Office of Dimmich and Dinkelacker as counsel to the Civil Service Commission.

APPROVAL OF MINUTES – December 7, 2011

On motion of Mr. Walker, seconded by Mr. Darrohn, the Civil Service Commission voted 3-0 to approve the Minutes of the December 7, 2011 Civil Service Commission meeting, as submitted.

NEW BUSINESS

Rules and Regulations Amendments (Revised)

Mr. Soriano noted that there were subsequent changes to the last revised version of the Rules and Regulations prepared by Atty. Dimmich. Atty. Dimmich noted that Mr. Soriano had taken the prior version and made some minor changes. Mr. Soriano explained that the Positions definition in the revised Rules and Regulations was modified. There was a clarification so that when the Board of Commissioners establishes the Detective as a Rank, then Detective will not be included as a Position.

Atty. Dimmich further explained that the changes were made to the positions definitions reflect an agreement that was made back around 2004 or 2006.

Mr. Soriano explained that when this process began, it was discovered that the current Civil Service Rules do not distinguish the Detective as a promotion. Back in 2003, there had been a detective promotion, but the Rules and Regulations were not amended. Recently, the Job Description was revised and signed. The Job Description included a clause which referenced that Detective will be a job promotion, subject to Civil Service Commission. It was decided to straighten out the Rules to reflect the Detective being a promotion. Mr. Soriano explained that there were substantive changes under the Definition of Position in Section 7.3.

Attorney Dimmich noted that the Board of Commissioners will need to set the ranks.

Mr. Soriano noted that he also revised the residency requirement from 10 miles to 15 miles.

On motion of Mr. Walker, seconded by Mr. Darrohn, by Resolution No. CSC-2012-001, the Civil Service Commission voted 3-0 to adopt the revised Rules and Regulations dated January 3, 2012 as amended.

Detective Promotional Eligibility List - Certification

On motion of Mr. Walker, seconded by Mr. Hartzell, the Civil Service Commission voted unanimously to certify the Detective Promotional Eligibility List.

Attorney Dimmich explained that the Civil Service Commission can vote to authorize that the Chairman, upon request from the Board of Commissioners, submit the list of the eligible candidates, since there are only two on the list, to the Board of Commissions for any available rank or entry level officer job openings.

On motion of Mr. Walker, seconded by Mr. Hartzell, the Civil Service Commission voted 3-0 to authorize the Chair, upon request from the Board of Commissioners, to submit the top 3 eligible names for promotions or initial appointments.

Entry Level Eligibility List

On motion of Mr. Walker, seconded by Mr. Hartzell, the Civil Service Commission voted 3-0 to approve the Entry Level Police Officer Eligibility List. The candidates passed the background checks.

On motion of Mr. Walker, seconded by Mr. Hartzell, the Civil Service Commission voted 3-0 to void any prior Eligibility List for Entry Level Police Officer.

Atty. Dimmich explained that the list will be good for one year and can be extended for one more year by January 3, 2013; otherwise, the list will automatically expire. The consensus was to have a meeting by December. At that time, the Civil Service Commission can make a motion to extend the list from January 3, 2013 to January 2, 2014. There was a brief discussion on the statute not being clear on the extension running from the date it's adopted or an additional year from the expiration date.

Chief Stiles noted that the Board of Commissioners will not be hiring additional officers at this time. He noted that there are very good candidates on this current list.

Annual Report

Atty. Dimmich noted that the draft annual report does not include a breakdown of legal costs. Atty. Dimmich noted that the Civil Service Commission must submit its annual report by April 15.

On motion of Mr. Walker, seconded by Mr. Hartzell, the Civil Service Commission voted 3-0 to approve the annual report. Mr. Walker will present the Annual Report at a future Board of Commissioners workshop meeting.

PUBLIC COMMENT

No public was present for comment.

ADJOURNMENT

The meeting was adjourned at 4:30 p.m.