

TOWNSHIP OF SALISBURY
Lehigh County, Pennsylvania
MINUTES FROM THE CIVIL SERVICE COMMISSION
ORGANIZATIONAL MEETING – 3:30 PM
MARCH 16, 2011

A special meeting of the Township of Salisbury Police Civil Service Commission was publicly held on Wednesday, March 16, 2011 at 3:30 p.m. in the Township Municipal Building located at 2900 South Pike Avenue. Present were Commissioners Walker, Hartzell and Mr. Harper, as alternate Commissioner. Excused was Commissioner Darrohn. Also present were Mr. Soriano, Township Manager; Mr. Stiles, Chief of Police; and Attorney Dimmich. There were no members of the public present.

The Civil Service Commission Meeting was called to order.

APPROVAL OF MINUTES – February 22, 2010

On motion of Mr. Walker, seconded by Mr. Hartzell, the Civil Service Commission voted unanimously to approve the Minutes from the February 22, 2010 Civil Service Commission Meeting as submitted.

NEW BUSINESS

Review of revisions to Civil Service Rules and Regulations

Attorney Dimmich briefly give an overview of the past proceedings that the Civil Service Commission discussed concerning the issues of **amending the Civil Service Rules and Regulations**. In particular, he reviewed his recent draft that he circulated for the Commissioners to review. Attorney Dimmich advised the Commission that Senate Bill No. 912 sponsored in 2009 was passed and enacted as Act 92 of 2009. Attorney Dimmich engaged in a review of the new requirements of the law that will require the Commission to amend its Rules and Regulations to bring them in conformance. Attorney Dimmich provided the Commission a copy of Senate Bill No. 912 and also the corresponding PA ST 53 P.S. Sections 55625-55650. Attorney Dimmich also handed out a proposed “Draft” Resolution that incorporated changes. The final draft will be “cleaned up” to reflect additional revisions dealing with inconsistencies between the nomenclature of job descriptions and eligibility requirement for the position of Detective.

Attorney Dimmich briefly reviewed the changes to the Certification of the List of Eligibles, the role of the Township Board of Commissioners to select a psychologists and doctor to perform the mental and physical examinations, Testing procedures, Public Notice, rejections of applicant, eligibility list and Appeal procedures.

The Commission decided that the Rules would be amended once a final draft is received.

ENTRY LEVEL ELIGIBILITY LIST/PROMOTIONAL ELIGIBILITY LIST

The Commission acknowledged the receipt of a Memo from the Township Manager transmitting the request from the Board of Commissioners pursuant to Section 7.4 of the Rules and Regulations to commence the examinations for certifying a list of eligibles for the vacancy in the positions of Detective and Entry Level Police Officer. The Commission agreed that although the Rules have yet to be amended any approval to commence the process would follow existing law.

Chief Stiles presented the Commission information concerning the testing examiners for the administration of the physical fitness, written and oral examinations. The Chief noted that the Harrisburg Area Community College will charge as follows:

Police Entry Level Examinations:

Written Test: \$20 per test/participant(\$500.00 Minimum)
Oral Examinations: \$1,250(one day) \$2,500(Two days)

Detective Promotional Examination

Written Test: \$1,250(one day)
Oral Examinations: \$1,250(one day) \$2,500(Two days)

A brief discussion ensued with regards to the position of the Detective. Mr. Soriano informed the Commission that the Township is in the process of revising the job description of the Detective and negotiating the terms with the Township Police Association. Mr. Soriano noted that as soon this is complete he will move on the Notice requirements established by the rules.

The Commission after these discussions made two separate Motion:

Mr. Walker moved to appoint Harrisburg Area Community College to act as the administrator examiners for the physical fitness, written and oral examinations for the creation of the eligibility list for entry level police officer. Mr. Hartzell seconded the motion. By a vote of 3 yeas and 0 nays, the motion was adopted.

Mr. Walker moved to appoint Harrisburg Area Community College to act as the administrator examiners for the written and oral examinations for the creation of the eligibility list for the rank of Detective. Mr. Hartzell seconded the motion. By a vote of 3 yeas and 0 nays, the motion was adopted.

Mr. Soriano and Chief Stiles noted that the staff will be compiling an Annual Report for 2010 that the Commission will review and consequent submittal to the Board of Commissioners.

PUBLIC COMMENT

No public was present for comment.

The Commission noted that all meetings are and will be publicly advertised in accordance with the Public Notice. Mr. Soriano noted that the Township does have a Police Civil Service web page on the website and will post the Agenda and other pertinent information such as minutes and Rules and Regulations.

ADJOURNMENT

On a motion by Mr. Walker and seconded by Mr. Hartzell, the meeting was adjourned at 4:55 p.m.