

**TOWNSHIP OF SALISBURY**  
**Lehigh County, Pennsylvania**  
**MINUTES FROM THE CIVIL SERVICE COMMISSION**  
**February 19, 2019 – 3:00 PM**

A special reorganization meeting of the Township of Salisbury Police Civil Service Commission was publicly held on Tuesday, February 19, 2019 at 3:00 p.m. in the Township Municipal Building located at 2900 South Pike Avenue. Present were members Commissioners Hartzell, Darrohn and Katz. Alternate member Commissioner Wied was present. Also present were Ms. Cathy Bonaskiewich, Township Manager; Mr. Allen Stiles, Chief of Police; Attorney Jeffrey Dimmich, Counsel, Mr. Donald Sabo, Police Sergeant; Mr. Kevin Soberick, Police Sergeant, Mr. Ronald Patten, Police Sergeant and Ms. Shemaine 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.

**APPROVAL OF MINUTES** – September 24, 2018

Mr. Darrohn made a motion to approve the September 24, 2018 Civil Service Commission meeting minutes as submitted. Mr. Katz seconded the motion. The motion passed 3-0.

**NEW BUSINESS**

**Amendment of Rules and Regulations**

Atty. Dimmich explained he has drafted language as a new section to the Rules and Regulations for a consortium option allowing the Township to participate in a Civil Service Testing Consortium which would handle several steps of the civil service process at a reduced cost to participating municipalities. Candidates would then need to pass the physical agility exam through the consortium, including the written exam. Opting in to the consortium would allow the Township to have access to a greater pool of candidates as opposed to each municipality handling their own civil service testing process. The Township would get a list of candidates interested in applying with the Township and then the Township would proceed with having the written and oral examinations administered.

Ms. Bonaskiewich noted that initially there was a concern whether the Township would have to complete the list beyond the point where the Township receives a list of candidates but the Township may not be ready to hire. She had received clarification from the Consortium that no, the Township would be able to hold onto a preliminary list until a time where hiring additional officers is needed.

Atty. Dimmich stated that candidates can have their test scores sent to multiple municipalities. Mr. Hartzell inquired about potential legal issues arising for the consortium.

Mr. Wied inquired about when the tests are given, will there be ongoing tests throughout the year. Atty. Dimmich stated that the tests are currently to be held once a year, which may increase in the future. Once the municipality is in the consortium, they will remain in. He is unsure if a municipality ever decides to not continue participation if a municipality could rejoin in the future. The consortium is an unincorporated association and he is unaware whether they have bylaws and rules.

Ms. Bonaskiewich explained that she was informed by Chief Palmer of Emmaus who is part of the consortium that the fees the Township has to pay for participating in the consortium covers advertising, testing, website with webmaster. The Township's fees would be a little over \$2,000.

Atty. Dimmich recommended that within several months of receiving a list of candidates from the consortium, the Township should take action to proceed with the other testing to create an eligibility list.

Mr. Katz inquired about concerns for the Township having to compete with other municipalities when candidates have the option of selecting multiple police departments to receive their scores.

Chief Stiles commented that the Township will be competing but is not concerned. They will actively recruit, create videos about the Township's police department, and put out information for the public to understand everything that the Township's police department has done. He is optimistic that participating in the consortium will be a good thing.

There was a brief discussion on whether candidates who are on multiple lists at several municipalities and offered a conditional offer of employment would they be able to take a different municipality's offer. Atty. Dimmich noted that without an inter-municipal agreement that addresses that issue, candidates can decide to accept another municipality's employment offer even after accepting the Township's offer.

Mr. Hartzell made a motion to approve the amendment to the Civil Service Commission's Rules and Regulations to include a Consortium Option as drafted, contingent upon the Board of Commissioners approval. Motion was seconded by Mr. Darrohn and passed by a vote of 3-0.

Additional Item:

Atty. Dimmich informed the commissioners that there is new legislation which allows municipalities the option to do the background investigations AFTER creating an eligibility list as opposed to prior to creating eligibility lists. It can be even after the Township has selected an individual to hire and make a condition of employment along with the physical and psychological exams. He drafted language which can be included in the amendment of the Rules and Regulations. "The Commission shall request the Chief of Police or Chief's designee to conduct a background investigation on each applicant ...either before or after creation of the eligibility list of the eligibility list or selection of potential candidates by the Commission."

Chief Stiles prefers to continue performing the background investigations before the completion of the eligibility list.

The consensus of the Civil Service Commission was to not make any changes with respect to the background investigations process taking place.

### **Annual Report 2018**

Mr. Wied made a motion to accept the annual report for year 2018. Mr. Darrohn seconded the motion. Motion passed by a vote of 3-0.

### **OTHER BUSINESS/ROUNDTABLE DISCUSSION**

No items were presented.

### **PUBLIC COMMENT**

No public was present for comment.

### **ADJOURNMENT**

Motion to adjourn the meeting by Mr. Hartzell, seconded by Mr. Darrohn. The meeting was adjourned at 4:00 p.m.