

**TOWNSHIP OF SALISBURY**  
**Lehigh County, Pennsylvania**  
**MINUTES FROM THE CIVIL SERVICE COMMISSION**  
**DECEMBER 19, 2012– 3:00 PM**

A special meeting of the Township of Salisbury Police Civil Service Commission was publicly held on Wednesday, December 19, 2012 at 3:00 p.m. in the Township Municipal Building located at 2900 South Pike Avenue. Present were Commissioners Hartzell and Darrohn, and Alternate Commissioner Harper. Also present were Mr. Soriano, Township Manager; Mr. Stiles, Chief of Police; Attorney Dimmich, Mrs. Wilson, Administrative Assistant; and Mr. McDermott, Seasonal Office Clerk. There were no members of the public present.

The Civil Service Commission Meeting was called to order at 3:06 p.m.

**APPROVAL OF MINUTES** – January 3, 2012

On motion of Mr. Darrohn, seconded by Mr. Hartzell, the Civil Service Commission voted unanimously to approve the Minutes of the January 3, 2012 Civil Service Commission meeting, as submitted.

**NEW BUSINESS**

**Extension of the Certified Entry Level Police Officer Eligibility List**

Atty. Dimmich noted that the eligibility list is valid for 12 months. The Commission can extend the list for another 12 months before its expiration date. The current list was created and certified on 01/03/2012.

On motion of Mr. Darrohn, seconded by Mr. Harper, the Civil Service Commission voted unanimously to approve the extension of the Certified Entry-Level Police Officer Eligibility List for another year.

Mr. Soriano noted that it is projected that the Board of Commissioners will approve the 2013 budget at their next meeting which will include the hiring of at least one new police officer.

**Annual Report (2012)**

Mr. Soriano will prepare the Civil Service Commission Annual Report. Atty. Dimmich recommended that the report contain just a brief account of the activities over the year which only consisted of two meetings (an organizational meeting in January

and this meeting). Atty. Dimmich noted that Civil Service laws for boroughs have changed in that boroughs no longer are required to include expenditures in reports.

### **OTHER BUSINESS**

Mr. Soriano noted that we will proceed to contact the individuals on the eligibility list to gauge their interest in still being on the list. A letter was recently received from one of the candidates indicating they were still interested. We will then provide the Board of Commissioners with a list of the top three (3) candidates.

Atty. Dimmich suggested that we may want to look at starting another list in 2013. He explained that the Borough Code requires a list at all times as opposed to the Township Code which isn't as specific. Atty. Dimmich noted that some communities require polygraph exams. We would have to amend the rules to require applicants to undergo such testing.

### **PUBLIC COMMENT**

No public was present for comment.

### **ADJOURNMENT**

Motion to adjourn the meeting by Mr. Darrohn, seconded by Mr. Harper. The meeting was adjourned at 3:24 p.m.