

TOWNSHIP OF SALISBURY  
Lehigh County, Pennsylvania

**POLICE CIVIL SERVICE COMMISSION**

**MEETING AGENDA**

**Meeting Date: Wednesday, July 8, 2015**

**Meeting Time: 3:00 p.m.**

- 1. Meeting Called to Order**
- 2. Approval of Minutes – January 6, 2014**
- 3. New Business**
  - a. Discussion on the creation of an entry-level police officer eligibility list.
  - b. Selection of testing service(s) for written test, oral interview, and physical agility testing.
  - c. Review of 2014 Annual Report.
- 4. Public Input**
- 5. Adjournment**

**TOWNSHIP OF SALISBURY**  
**Lehigh County, Pennsylvania**  
**MINUTES FROM THE CIVIL SERVICE COMMISSION**  
**JANUARY 6, 2014– 3:00 PM**  
**Reorganization Meeting**

A special meeting of the Township of Salisbury Police Civil Service Commission was publicly held on January 6, 2014 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.

Atty. Dimmich served as President Pro Tempore until officers are elected.

**ELECTION OF OFFICERS**

**Chair** - 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. Walker nominated Archie Hartzell as Vice-Chair. Mr. Darrohn 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 Samuel 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** – Mr. Walker nominated the Township Manager to be the official recordkeeper. The motion was seconded by Mr. Darrohn. There were no other nominations.

**The Civil Service Commission voted 3-0 that the Recordkeeper shall be the Township Manager or his/her appointee. 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. There were no other nominations.

**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 19, 2012

**On motion of Mr. Walker, seconded by Mr. Darrohn, the Civil Service Commission voted 3-0 to approve the Minutes of the December 19, 2012 Civil Service Commission meeting, as submitted.**

**ROUNDTABLE DISCUSSION**

A brief discussion ensued on whether to prepare a new list. Mr. Soriano noted that usually we begin with the exam process to create an eligibility list. Atty. Dimmich noted that if there is no prospect of hiring, then we do not have to create a new list. Mr. Soriano suggested purchasing written exams from the State and possibly request that a coach from the school's basketball team could test the candidates for physical agility. The testing could be done much more inexpensively.

Atty. Dimmich gave an update on a case in which a municipality's council tried to remove its civil service commission members for not doing their job. The Township's current rules and regulations are in good condition.

It was noted that staffing is not expected to be increased for 2014. The last eligibility list has expired. We can consider creating a new list in case one is needed in the future. Atty. Dimmich noted that having two lists for both part-time and full-time officers is necessary to prevent discrimination claims. There was a brief discussion on hiring of part-time and full-time officers and the exams needed.

**REVIEW OF 2013 ANNUAL REPORT**

Mr. Walker inquired whether anyone has any questions.

**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 3:30 p.m.