

TOWNSHIP OF SALISBURY
Lehigh County, Pennsylvania
MINUTES FROM THE CIVIL SERVICE COMMISSION
March 10, 2020 – 2:00 PM

A special meeting of the Township of Salisbury Police Civil Service Commission was publicly held on Tuesday, March 10, 2020 at 2:00 p.m. in the Township Municipal Building located at 2900 South Pike Avenue. Present were members Commissioners Wied, Katz, Darrohn and alternate member Lande. Also present were Ms. Bonaskiewich, Township Manager; Mr. Soberick, Chief of Police; Attorney Dimmich, Counsel, Mrs. Wilson, Administrative Assistant, Mr. Sabo, Police Sergeant; and Mr. Whitehead, Police Officer. No members of the public were present.

The Civil Service Commission Meeting was called to order at 2:00 p.m.

APPROVAL OF MINUTES – January 10, 2020

Mr. Wied made a motion to approve the January 10, 2020 Civil Service Commission meeting minutes as submitted. Mr. Katz seconded the motion. The motion passed 3-0.

NEW BUSINESS

CREATION OF A NEW ENTRY-LEVEL POLICE OFFICER ELIGIBILITY LIST

▪ **Review of Scores and Ranking**

Atty. Dimmich inquired about whether appropriate documentation was submitted for the veteran applicants who would then be eligible for veterans' preference. He noted that the draft list of applicants' scores and ranking included three veterans with one being in the top three. He explained that veterans are eligible to receive 10 points added to their score and also when the Board of Commissioners requests the top 3 names, the Board must select the veteran for hire first except in an extreme circumstance where something negative is found after the fact during the background investigation. Chief Soberick noted that the background checks will be done in groups of five.

Chief Soberick noted that there is a tie between two applicants and inquired about how to address the ranking order for those two since we presently do not have information on when they submitted their applications from the testing consortium. Atty. Dimmich suggested that since our rules establish that whoever submits their application would determine the ranking, a motion can be made to approve the eligibility list contingent upon positioning of applicants #22 and 23 on the list.

- **Certification of the Eligibility List**

Motion made by Mr. Katz to approve and certify the eligibility list contingent upon positioning of applicants #22 and 23 on the list. Mr. Wied seconded the motion. Motion passed by a vote of 3-0.

OTHER BUSINESS/ROUNDTABLE DISCUSSION

Atty. Dimmich inquired whether the Board of Commissioners had acted on the changes to the Rules and Regulations. Ms. Bonaskiewich informed him that the Board had already approved some changes back in February but will be acting on the changes regarding sergeant promotions at their upcoming meeting on Thursday, March 12th.

Chief Soberick asked for input from the Civil Service Commission on a list that the department had compiled of “disqualifiers” which can be a useful tool when performing background checks on applicants. The list was shared amongst the Civil Service Commission members. Atty. Dimmich recommended some changes that should be made to the terminology that the list be referred as “**recommended**” **disqualifiers** as opposed to “automatic” disqualifiers and should be added as an Appendix to the Civil Service Rules & Regulations. Only the Civil Service Commission can disqualify someone from the eligibility list.

Officer Whitehead recalled that there have been occasions where individuals have inquired when picking up their background packets about whether certain issues in their background would disqualify them from being eligible to be hired. He explained that having a list approved by the civil service commission can make it clear for not only the department but also to the applicants on whether they should apply or continue in the background check process. He suggested that the disqualifiers will help to streamline the process.

There was a lengthy discussion on a number of the disqualifiers on the list. Mr. Lande recommended that the list could potentially be more stringent than how it currently is proposed.

Atty. Dimmich noted that although the police could potentially recommend to the Civil Service Commission to disqualify someone based on the list and other issues that come out in the background, only the Civil Service Commission can disqualify someone from the eligibility list.

Sergeant Sabo explained some of the contents of the background investigation packet. He will share the packet with the Civil Service Commission members.

Chief Soberick noted that the disqualifiers can also be included in the application process with the testing consortium as well as the background check.

Mr. Wied made a motion to approve the list of Recommended Disqualifications as compiled by the Police Department. The motion was seconded by Mr. Katz. Motion passed by a vote of 3-0.

Chief Soberick asked Atty. Dimmich looked into Act 89 of 2013 which he believes authorizes funding to reimburse municipalities 75% of tuition and 45% of the hourly wage paid for attending and graduating the academy. Atty. Dimmich initially couldn't locate the language within the statute or appropriation bill that mandated the funding, but will take another look.

PUBLIC COMMENT

No public was present for comment.

ADJOURNMENT

Motion to adjourn the meeting by Mr. Wied, seconded by Mr. Katz. The meeting was adjourned at 2:40 p.m.