

TOWNSHIP OF SALISBURY
Lehigh County, Pennsylvania
MINUTES FROM THE CIVIL SERVICE COMMISSION
January 18, 2023 – 5:00 PM

A meeting of the Township of Salisbury Police Civil Service Commission was publicly held on Wednesday, January 18, 2023 at 5:00 p.m. in person at the Salisbury Township Municipal Building, 2900 South Pike Ave., Allentown, PA. Present were members Commissioners Kenneth Wied, Samuel Darrohn and Russell Lande. Also present were Ms. Cathy Bonaskiewich, Township Manager; Mr. Donald Sabo, Chief of Police; Attorney Jeffrey Dimmich, Counsel and Mr. Rodney Conn, Township Commissioner. No members of the public were present.

The Civil Service Commission Meeting was called to order at 5:00 p.m.

APPROVAL OF MINUTES – November 16, 2022

Mr. Wied made a motion to approve the November 16, 2022 Civil Service Commission meeting minutes with a correction to include Township Commissioner Conn’s attendance. Mr. Lande seconded the motion. The motion passed 3-0.

NEW BUSINESS

- **Discussion regarding rank of Corporal or Detective**

Attorney Dimmich reviewed the historical context of the police department ranks and noted that the ranks are listed in an ordinance adopted by the Board of Commissioners. There was a lengthy discussing regarding clarifying the ranking order as well as the lateral interchangeability of the Detective and Corporal positions.

Ms. Bonaskiewich noted that there had been concerns raised by some of the police department personnel regarding individuals who have less seniority that get promoted to a higher rank and may be called upon to act in a supervisory role. Particularly when these individuals are on a shift that they may need to fill in as a patrol corporal in a supervisory manner, over and above individuals with higher seniority. Chief Sabo also noted that Detective/Corporal has been treated as a lateral position since the ranks were created.

Mr. Russell suggested designating “detective corporal” or “patrol corporal” in order to minimize the issues.

Atty. Dimmich explained that the ordinance does not explain in detail what the ranks duties are. He noted that the job descriptions for both the Detective and Corporal positions do contain some differences.

The conversation ensued on clarifying the rank titles and the functions of the ranks. There was a question whether the Township can arbitrarily switch detective and corporals laterally in instances where coverage is needed on a shift without an individual’s consent.

Chief Sabo noted that the contract had been opened to address duties of some of the ranks and the bargaining unit had been in agreement.

Atty. Dimmich noted that each of the ranks of Detective and Corporal have an emphasis on duties specific to their position.

Chief Sabo commented that we currently have two detectives and one corporal left.

Atty. Dimmich suggested language to include in the changes to the Ordinance.

Ultimately, the consensus of the Civil Service Commission was to recommend the Board of Commissioners amend Ordinance #09-2022-654 regarding Police Department ranks and put them in order of rank, for clarification, as follows:

- *Patrol Officer*
- *Detective/Corporal co-extant*
- *Sergeant*
- *Lieutenant*

Mr. Darrohn requested that he be provided a copy of the police department organizational chart.

OTHER BUSINESS/ROUNDTABLE DISCUSSION

A brief discussion took place on the upcoming consortium testing for entry-level patrol officers. Ms. Bonaskiewich noted that they had looked into joining with another municipality to conduct the oral interviews, but unfortunately our Rules stipulate that it must be comprised of a panel of individuals from the Salisbury Township Police Department.

Ms. Bonaskiewich inquired about job description duties and title for Police Clerks.

Mr. Wied inquired about the expiration date for the sergeant promotion list and whether we should renew it. Atty. Dimmich noted that it must be renewed prior to expiration which is in June. Mr. Wied suggested extending the list for another year. The matter will be placed on the next meeting agenda for vote.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting was adjourned at 6:20 p.m.