

TOWNSHIP OF SALISBURY
Lehigh County, Pennsylvania

POLICE CIVIL SERVICE COMMISSION
MEETING AGENDA

Meeting Date: Wednesday, November 15, 2023
Meeting Time: 5:00 p.m.

NOTIFICATIONS:

- All public sessions of the Salisbury Township Civil Service Commission meeting are electronically monitored and recorded for the purpose of taking the Minutes. Public comment on agenda items will be entertained at the time the item is up for vote, non-agenda related public comments will be entertained after the agenda.
- This public session of the Salisbury Township Civil Service Commission will be held in person at 2900 South Pike Avenue, Allentown, PA 18103
- Public Comment Period Policy—Three (3) Minutes Rule

1. Meeting Call to Order

2. Approval of Minutes – October 4, 2023

3. New Business

- Resolution amending Rules & Regulations regarding ranks and promotions
- Review and discuss Solicitor applications
- Other business

4. Public Input

5. Adjournment

**NOTE: Next regularly scheduled Civil Service Commission meeting is
Wednesday, January 17, 2024 at 5pm.**

TOWNSHIP OF SALISBURY
Lehigh County, Pennsylvania
MINUTES FROM THE CIVIL SERVICE COMMISSION
SPECIAL MEETING
Wednesday, October 4, 2023 – 5:00 PM

A special meeting of the Salisbury Township Police Civil Service Commission was publicly held on Wednesday, October 4, 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; and Attorney Jeffrey Dimmich (*late arrival*), Counsel. No members of the public were present.

The Civil Service Commission Meeting was called to order at 5:06 p.m.

APPROVAL OF MINUTES – May 17, 2023

Mr. Wied made a motion to approve the May 17, 2023 Civil Service Commission meeting minutes as submitted. Mr. Lande seconded the motion. The motion passed 3-0.

NEW BUSINESS

Extension of current Sergeant Promotional Eligibility List

Mr. Wied made a motion to extend the current Sergeant Promotional Eligibility List to April 17, 2024. There was no second. Motion died.

There was a discussion regarding the length of time for keeping the promotional list as opposed to creating a new list and allowing other potential candidates the opportunity to be promoted.

Ms. Bonaskiewich noted that past practice has been that the Commissioners usually wait until there is a need to hire that a new list is created.

There was a lengthy discussion in which Mr. Lande expressed that the list should be expired in order to be fair and allow other officers the opportunity to get promoted instead of waiting for an extended period of time. Mr. Wied commented that it isn't fair that the individuals that are still on the current list would have to retake the test and go through the process all over again. In discussing staffing levels of the police department, Chief Sabo noted that the department is nearly fully staffed.

Discussion regarding proposed Rules & Regs amendments regarding ranks and promotions

Atty. Dimmich noted that the ranks will be listed in an organized fashion. There was also other language put in the drafted resolution to reflect current practice within the police department.

Subsection C will be removed regarding the Lieutenant position.

There was a discussion about clarifying language where it states that names that are sent to the Commissioners for promotion but shall be returned to the list if they are not selected. The consensus was to have the wording changed to “remain on the list” as opposed to “returned to the list.”

The Lieutenant position was discussed at length with respect to being an appointed position and not a ranked position that falls under civil service.

OTHER BUSINESS/ROUNDTABLE DISCUSSION

Mr. Lande inquired about a disciplinary notification the Civil Service Commission recently received. Atty. Dimmich explained that the Commission receives such notifications in accordance with the Rules and Regulations and the collective bargaining agreement. Officers may potentially file an appeal or grievance to the Civil Service Commission in such instances.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

Mr. Wied made a motion to adjourn the meeting. Mr. Lande seconded the motion. The motion passed 3-0. The meeting was adjourned at 6:35 p.m.