

TOWNSHIP OF SALISBURY  
Lehigh County, Pennsylvania

**POLICE CIVIL SERVICE COMMISSION**  
**SPECIAL MEETING AGENDA**

**Meeting Date:       Monday, April 17, 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 – March 15, 2023**

**3. New Business**

- Motion to disqualify seven (7) candidates from inclusion on the Entry-Level Police Officer eligibility list and send 10-day notification letters
- Motion to remove four (4) candidates from inclusion on the Entry-Level Police Officer eligibility list for failure to complete the application process, including required supplemental documentation
- Motion to acknowledge withdrawal of three (3) candidates from consideration for the Entry-Level Police Officer eligibility list and send confirmation letters
- Creation of Entry-Level Police Officer Eligibility List
  - ❖ Review of Scores and Ranking
  - ❖ Certification of the Eligibility List
- Extension of current Sergeant Promotional Eligibility List for an additional year, subject to the Commission’s vote to void the same before the expiration of the additional year
- Discussion regarding potential changes to Civil Service Rules and Regulations regarding Ranks and Promotions
- Other business

**4. Public Input**

**5. Adjournment**

**NOTE: Next regularly scheduled Civil Service Commission meeting is  
Wednesday, May 17, 2023 at 5pm.**

**TOWNSHIP OF SALISBURY**  
**Lehigh County, Pennsylvania**  
**MINUTES FROM THE CIVIL SERVICE COMMISSION**  
**March 15, 2023 – 5:00 PM**

A meeting of the Township of Salisbury Police Civil Service Commission was publicly held on Wednesday, March 15, 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** – January 18, 2023

Mr. Wied made a motion to approve the January 18, 2023 Civil Service Commission meeting minutes as submitted. Mr. Lande seconded the motion. The motion passed 3-0.

**NEW BUSINESS**

**Creation of Detective/Corporal Promotional Eligibility List**

- ◆ **Review of Scores and Ranking**
- ◆ **Certification of the Eligibility List**

Mr. Wied inquired about the first two out of three names on the draft eligibility list. Chief Sabo explained that the first two individuals that scored in the top two are also the same individuals who were temporarily assigned to fill in the vacant detective positions as an acting rank until the positions were formally filled. He noted that they are paid at the detective rank since they have been filling in the positions beyond 120 days.

There was a brief discussion regarding ranked positions taking charge of the police department when a higher-ranking officer is absent as opposed to a police officer that may have more seniority. Chief Sabo noted that it has been the Department's practice over the years to have the highest ranked officer lead. Ms. Bonaskiewich explained that the Board of Commissioners recently passed an ordinance which put the ranks in order from lowest to highest, for clarification purposes, as well as included the Detective and Corporal ranks are co-extant. It was noted that the Civil Service Rules and Regulations will need to be updated also.

Mr. Wied made a motion to approve the Detective/Corporal Promotional Eligibility List. Mr. Lande seconded the motion. The motion passed 3-0.

**Extension of current Sergeant Promotional Eligibility List for an additional year, subject to Commission vote to void the same before the expiration of the additional year**

Ms. Bonaskiewich inquired whether the extension would begin from today's date or the date when the current list expires. Atty. Dimmich explained that the extension would begin from today.

Mr. Lande asked about whether the Township should start a new list instead of extending the current list. Chief Sabo explained that if something were to unexpectedly happen where the Township would need to pull from the list, for example, if one of the sergeants would move away or be deceased, it's easier to pull from the current list instead of having to wait for a new list to be created which takes quite some time.

Mr. Lande commented that the list should be kept current but he doesn't think it should have to be extended for a full year. Attorney Dimmich noted that the list can be voided at any time. If and when the Board of Commissioners requests a new list, then this list can be voided and the testing process for the creation of a new promotional list can be scheduled.

Mr. Lande commented that by extending the list a year, the Township could be excluding a large portion of the force from taking the opportunity to apply for promotion. Mr. Lande suggested tabling the vote on this matter.

Mr. Lande made a motion to table the vote on the Sergeant Promotional Eligibility List. Mr. Darrohn seconded the motion. The motion passed 2-1. (Aye-Lande, Darrohn) (Nay-Wied)

### **Discussion regarding scheduling of special meeting prior to May 17, 2023**

Ms. Bonaskiewich suggested several dates in the latter half of April for scheduling a special meeting in order to discuss and vote on the creation of a new hire eligibility list.

The consensus of the members was to schedule the meeting to occur on April 17, 2023.

### **OTHER BUSINESS/ROUNDTABLE DISCUSSION**

Atty. Dimmich drafted some language which he asked the members to review for potential changes for the Rules and Regulations. Ms. Bonaskiewich noted that the item will be on the next meeting agenda.

### **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 5:40p.m.