

TOWNSHIP OF SALISBURY
Lehigh County, Pennsylvania
MINUTES FROM THE CIVIL SERVICE COMMISSION
SPECIAL MEETING
April 17, 2023 – 5:00 PM

A special meeting of the Salisbury Township Police Civil Service Commission was publicly held on Monday, April 17, 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 – March 15, 2023

Mr. Wied made a motion to approve the March 15, 2023 Civil Service Commission meeting minutes as submitted. Mr. Lande seconded the motion. The motion passed 3-0.

NEW BUSINESS

Motion to disqualify seven (7) candidates from inclusion on the Entry-Level Police Officer eligibility list and send 10-day notification letters.

Chief Sabo explained that the seven candidates had either automatic disqualifiers or else had issues in their background investigations.

Mr. Wied made a motion to disqualify seven candidates (Pender, Boudreau-Ball, Segarra, Cytron, Deschler, Foster, Jimenez,) from inclusion on the Entry-Level Police Officer eligibility list and send 10-day notification letters. Mr. Lande seconded the motion. The motion passed 3-0.

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

Mr. Lande made a motion remove four candidates (Ramirez, Araujo, Franks, Peterson) from inclusion on the Entry-Level Police Officer eligibility list for failure to complete the application process, including required supplemental documentation. Mr. Wied seconded the motion. The motion passed 3-0.

Motion to acknowledge withdrawal of three (3) candidates from consideration for the Entry-Level Police Officer eligibility list and send confirmation letters

Mr. Wied made a motion to acknowledge the withdrawal of three candidates (Olimpo, Brown, Wittik) from consideration for the Entry-Level Police Officer eligibility list and send confirmation letters. Mr. Lande seconded the motion. The motion passed 3-0

Creation of Entry-Level Police Officer Eligibility List

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

Chief Sabo noted that although there a number of additional candidates who still need their backgrounds completed in order to be added to the eligibility list, the individuals listed on the eligibility list have had their background investigations completed at this time and scored at the top tier of the list. As permitted by the Township Rules and Regulations, the list can be segmented in stages for conducting the background investigations and polygraphs. He noted that the individuals on the eligibility list have completed their pre-polygraph exam packets and are scheduled to undergo the polygraph exams.

Mr. Lande expressed concerns regarding individuals being added to the list before obtaining the results of the polygraph examinations. Atty. Dimmich noted that the conditions of employment can include that the candidates must successfully pass their polygraph exams.

Mr. Lande made a motion to approve the creation of a new Entry-Level Police Officer Eligibility List as provided. Mr. Wied seconded the motion. The motion passed 3-0.

A discussion ensued where it was acknowledged that the Township is proceeding with the creation of the eligibility list in this fashion in order to expedite the potential hiring of police officers. The preliminary segmented eligibility list can be updated further as the remaining background investigations and polygraph exams are completed.

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

Mr. Lande expressed that there potentially could be officers who did not take the opportunity to take the exams to be on the current sergeant promotional eligibility list. He noted that there could be a change of circumstances where an officer may want to apply for the promotion. If the list is further extended, he suggests that it be for a shorter period such as 4 months or 6 months instead of a full year. He described his belief about the unfairness to extend the list for a year and not allowing potential candidates from having the opportunity to apply for promotion.

Atty. Dimmich noted that the list can be extended up to 1 year. If no action is taken at this time, the Eligibility List will expire.

There was a lengthy discussion about whether to extend the list for a few months or for one year. Mr. Wied inquired whether the Township anticipates any promotions in the near future.

Motion made by Mr. Lande to extend the Sergeant Promotional Eligibility List for four (4) months. No one seconded the motion. Motion died.

Motion made by Mr. Wied to approve the 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. No one seconded the motion. Motion died.

Motion made by Mr. Lande to extend the Sergeant Promotional Eligibility List for six (6) months. Mr. Darrohn seconded the motion. Motion passed 2-1, as follows: Aye – Lande, Darrohn; Nay – Wied

Ms. Bonaskiewich noted six months from this date would be October 17, 2023 when the sergeant promotional eligibility list would expire.

Discussion regarding potential changes to Civil Service Rules and Regulations regarding Ranks and Promotions

Atty. Dimmich suggested that when there is a legislative change, we should allow 30 days for input from the Chief, Township Manager, Board of Commissioners and the Civil Service Commission.

Ms. Bonaskiewich noted that this is just a topic for discussion at this time. No action. Atty. Dimmich noted that there may be other language in the Rules and Regulations that we may need to clean up including with respect to ranks and promotions.

A discussion ensued on the rough draft of the proposed changes to the Civil Service Commission Rules and Regulations prepared by Atty. Dimmich. Mr. Lande requested that another draft be provided delineating the portions of the Rules as it currently exists, showing strikethrough as well as clearly reflecting what is being changed to the new language.

Atty. Dimmich noted that the changes he proposes reflects how the Township Police Department currently functions with respect to leadership and chain of command for ranking officers.

Chief Sabo explained how the chain of command has existed within the police department but noted that the Rules and Regulations only references the sergeant rank.

OTHER BUSINESS/ROUNDTABLE DISCUSSION

Ms. Bonaskiewich noted that there may be another entry-level police officer list that will be presented for vote.

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 6:15 p.m.