

TOWNSHIP OF SALISBURY
Lehigh County, Pennsylvania

**POLICE CIVIL SERVICE COMMISSION
MEETING AGENDA**

Meeting Date: Wednesday, July 17, 2024
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 – May 15, 2024

3. New Business

- HEARING – Appeal of Perez, Luis
- Other business

4. Public Input

5. Adjournment

**NOTE: Next regularly scheduled Civil Service Commission meeting is
Wednesday, September 18, 2024 at 5pm.**

TOWNSHIP OF SALISBURY
Lehigh County, Pennsylvania
MINUTES FROM THE CIVIL SERVICE COMMISSION
May 15, 2024 – 5:00 PM

A regular meeting of the Township of Salisbury Police Civil Service Commission was publicly held on Wednesday, May 15, 2024 at 5:00 p.m. in the Township Municipal Building located at 2900 South Pike Avenue. Present were members Commissioners Darrohn, Lande, and Taylor. Also present were Ms. Bonaskiewich, Township Manager; Mr. Sabo, Chief of Police; Attorney Ashley, Counsel, and Township Commissioner Rodney Conn. No members of the public were present.

The Civil Service Commission Meeting was called to order at 5pm.

APPROVAL OF MINUTES – March 20, 2024

Mr. Lande made a motion to approve the March 20, 2024 Civil Service Commission meeting minutes as submitted. Mr. Taylor seconded the motion. The motion passed 3-0.

NEW BUSINESS

- **Motion to disqualify nine (9) candidates from inclusion on the eligibility list and send 10-day notification letters**

Mr. Lande inquired about the disqualifications. Atty. Ashley noted that the candidates that are being disqualified had met the automatic disqualifiers listed within the civil service rules and regulations. Chief Sabo listed the following names of the individuals that in the process of the background investigations were found to have automatic disqualifiers per the civil service guidelines: Brady Anderson, Dawson Billig, Mitchell Clinton, Luis Garcia Jr., Matthew Guindine, Spencer Knolle, Michael Newill, Luis Perez, and Zachariah Wood.

Chief Sabo noted that most of the disqualifiers either pertained to controlled substances or else for nondisclosure of incidents with the police involving a theft. Ms. Bonaskiewich and Atty. Ashley explained that letters notifying the individuals will also include the reasons for the disqualifications including the sections of the rules and regulations as well as the right to appeal.

Mr. Lande made a motion to approve the disqualification of nine (9) candidates (*specifically, Brady Anderson, Dawson Billig, Mitchell Clinton, Luis Garcia Jr., Matthew Guindine, Spencer Knolle, Michael Newill, Luis Perez, and Zachariah Wood*) from inclusion on the eligibility list and send 10-day notification letters. Mr. Taylor seconded the motion. The motion passed 3-0.

- **Motion to acknowledge the withdrawal of four (4) candidates from consideration and send confirmation letters**

Chief Sabo informed the members of the individuals who requested to withdraw from the civil service process with Salisbury. He noted that several individuals (*specifically, Sarah Boehm, Nicholas*

Bramich, Manuel Calle, and Dominick Tomaselli) had submitted written requests to withdraw from the civil service process with Salisbury Township. Some had indicated that they were hired by other municipalities within the consortium although there was an individual that not explain the reason for their withdrawal. He explained that if someone gets hired by another municipality in the consortium, then they must submit a form provided by the consortium which also notifies all the other municipalities.

Mr. Lande made a motion to acknowledge the withdrawal of four (4) candidates (*specifically, Sarah Boehm, Nicholas Bramich, Manuel Calle, and Dominick Tomaselli*) from consideration and send confirmation letters. Mr. Taylor 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**

Mr. Lande inquired about the hiring that is intended by the Township from the newly-created eligibility list. Chief Sabo noted that the Township may potentially hire two from the remaining candidates on the eligibility list. He gave a brief summary of the potential candidates that are hired and outlined that they would have to go through the academy to get Act 120 certification while being an administrative employee of the Township.

Mr. Lande made a motion to approve the creation and certification of the entry-level police officer eligibility list. Mr. Taylor seconded the motion. The motion passed 3-0.

OTHER BUSINESS/ROUNDTABLE DISCUSSION

There was a brief discussion about the remaining background investigations of remaining candidates.

PUBLIC COMMENT

No public was present for comment.

ADJOURNMENT

Motion to adjourn the meeting by Mr. Taylor, seconded by Mr. Lande. The meeting was adjourned at 5:20 p.m.