

STRASBURG BOROUGH CIVIL SERVICE COMMISSION
February 5, 2024 – 7:00 P.M.
MINUTES

Members Present: Dr. H. Dale Spaulding, Chairman J. R. Johnson, Vice Chairman
John Imhof, Secretary

Others Present: Nick Ferretti, Chief of Police

Call to Order: Dr. Spaulding called the meeting to order at 7:00 p.m.

Public Comment: None

Reorganization:

A motion was made by Dr. Spaulding, seconded by J. R. Johnson, and passed unanimously to elect John Imhof as Chairman.

A motion was made by John Imhof, seconded by Dr. Spaulding, and passed unanimously to elect J. R. Johnson as Vice Chairman.

A motion was made by John Imhof, seconded by J.R. Johnson, and passed unanimously to elect Dr. Spaulding as Secretary.

A motion was made by Dr. Spaulding, seconded by John Imhof, and passed unanimously to elect Kayla Garver as Clerk.

Minutes: A motion was made by J.R. Johnson, seconded by John Imhof, and passed to approve the minutes of the September 12, 2022 meeting as printed. Dr. Spaulding abstained from voting.

2022 Year-End Report to Council: A motion was made by Dr. Spaulding, seconded by John Imhof, and passed unanimously to approve the Civil Service 2022 Year-End Report to Council as printed.

2023 Year-End Report to Council: A motion was made by J. R. Johnson, seconded by Dr. Spaulding, and passed unanimously to approve the Civil Service 2023 Year-End Report to Council as printed.

Unfinished Business: None

New Business: A motion was made by J.R. Johnson, seconded by Dr. Spaulding, and passed unanimously to approve the 2024 meeting schedule as printed below.

2024 Meeting Schedule All Meetings Start at 7:00 PM

- i. February 5, 2024 (required)
- ii. March 4, 2024 (Dr. Spaulding unavailable)
- iii. April 1, 2024
- iv. May 6, 2024 (J. R. Johnson unavailable)
- v. June 3, 2024
- vi. July 1, 2024
- vii. August 5, 2024
- viii. September 9, 2024

- ix. October 7, 2024
- x. November 4, 2024
- xi. December 2, 2024

Civil Service Rules and Regulations: Civil Service Rules and Regulations changes were presented to the Commission. The revisions were as follows;

§ 3.6 General Qualification – Applicants for Promotional Positions.

- (a) In addition to meeting the qualifications in Subsection 3.5 above, all Applicants for a promotional position, except Chief, shall not have been suspended without pay for more than ~~two (2)~~ ~~four (4)~~ days (based on a 10-hour workday) in the ~~two (2)~~ ~~three (3)~~ years prior to the deadline for submitting applications and shall have received at least a grade of “satisfactory” on the latest service rating. Any Suspension from which the Applicant has timely appealed pursuant to a grievance procedure, or these Rules and Regulations shall be disregarded unless a final order is issued upholding a Suspension of at least two (2) ~~four (4)~~ days prior to the creation of the Eligibility List.
- (b) All Applicants for a promotional position shall meet the following requirements.
~~have continuous prior service with the Police Department of Strasburg as follows.~~
 - (1) An applicant for the position of Sergeant shall have at least five (5) years of continuous service as a Police Officer with a Pennsylvania Municipal Police Department or the Pennsylvania State Police.
~~experience as a patrolman or senior patrol within the Police Department, per contract.~~
 - (2) Must have a minimum of two (2) years of continuous service with the Police Department of Strasburg.

A motion was made by John Imhof, seconded by J. R. Johnson, and passed unanimously to approve the revised Civil Service Rules and Regulations.

Other Business: None

Public Comment: None

Adjournment: A motion was made by Dr. Spaulding, seconded by J. r. Johnson, and passed unanimously to adjourn the meeting at 7:37 p.m.

Respectfully submitted,

Kayla Garver, Clerk

STRASBURG BOROUGH CIVIL SERVICE COMMISSION

April 1, 2024 – 7:00 P.M.

MINUTES

Members Present: John Imhof, Chairman J. R. Johnson, Vice Chairman
David L. Carson,

Others Present: Nick Ferretti, Chief of Police
Bruce Ryder, Mayor

Call to Order: Chairman Imhof called the meeting to order at 7:00 p.m.

Public Comment: None

Reorganization:

Swearing in of David L. Carson, by Mayor Ryder, to the commission

A motion was made by John Imhof, seconded by J. R. Johnson, and passed unanimously to elect David L. Carson as Secretary.

Minutes: A motion was made by J.R. Johnson, seconded by John Imhof, and passed to approve the minutes of the February 5, 2024 meeting as printed. Mr. Carson abstained from voting.

Public Comment: None

Other Business: Chief Ferretti reported on the status of the sergeant's promotional process. It was reported that there was only one applicant for the promotional process. The commission was informed that the process is moving forward as per the Civil Service Rules and Regulations.

New Business:

Appointment of psychological firm for hiring and promotional purposes.

A motion was made by Mr. Carson, Seconded by J.R. Johnson to appoint Wolanin Consulting and Assessment Inc. as the Public Safety assessment firm for new hires and the promotional process. Motion passes unanimously.

Appointment of oral interview board for the 2024 promotional process.

A Motion was made by Mr. Imhof, seconded by Mr. Johnson to appoint Chief Andrew Winters (Palmyra Borough), Lt. Rob Eachus (East Lampeter Twp), and Sgt. Sam Echternach (Manheim Twp) to serve as the oral review board for the promotional process in 2024. If any of the listed interviewers are unavailable, the Commission will allow Chief Ferretti to substitute with a person of equal or greater rank. Motion passed unanimously.

Other Business: None

Public Comment: None

Adjournment: A motion was made by Mr. Johnson, seconded by Mr Imhos, and passed unanimously to adjourn the meeting at 7:11 p.m.

Respectfully submitted,

Kayla Garver, Clerk

STRASBURG BOROUGH CIVIL SERVICE COMMISSION

June 3, 2024 – 7:00 P.M.

MINUTES

Members Present: John Imhof, Chairman J. R. Johnson, Vice Chairman
David L. Carson,

Others Present: Nick Ferretti, Chief of Police

Call to Order: Chairman Imhof called the meeting to order at 7:00 p.m.

Public Comment: None

Minutes: A motion was made by Mr. Imhof seconded by Mr. Johnson and passed unanimously to approve the minutes of the April 1, 2024, meeting as printed.

Unfinished Business: Chief Ferretti reported on the status of the sergeant's promotional process. It was reported that the Oral review board was conducted on May 1, at 11:30am., by Chief Andrew Winters, Palmyra Borough PD, chair; Lt. Rob Eachus, East Lampeter Township PD; and Sgt Sam Echternach, Manheim Township PD. The review produced a passing result for the single candidate, Strasburg Borough PD Officer Matthew Neidinger.

New Business:

Certification of the promotional candidate list.

A motion was made by Mr. Johnson, seconded by Mr. Carson that the Commission certify a promotional list to be forwarded to the Borough Council, Valid for one year, with Officer Neidinger as the single candidate recommended for promotion to sergeant. Motion passed unanimously.

Adjournment: A motion was made by Mr. Carson, seconded by Mr. Johnson and passed unanimously to adjourn the meeting at 7:10 p.m.

Respectfully submitted,

Kayla Garver, Clerk