MINUTES

CIVIL SERVICE COMMISSION **LOWER ALLEN TOWNSHIP**

REGULAR MEETING **October 6, 2026**

The following were in ATTENDANCE:

CIVIL SERVICE COMMISSION
Terry Lenker, Chairman
David Harman, Vice Chairman
William Laubenheimer, Member

TOWNSHIP PERSONNEL
Rebecca Davis, Township Manager
Leon G. Crone, Human Resources Director
Skylar Cohick, Human Resources Director (Newly Hired)
Douglas L. Foltz, Police Captain
Dianna Knisley, Executive Assistant

Chairman **LENKER** called the October 6, 2026, Regular Meeting of the Civil Service Commission to order at 07:58 AM. Proof of Publication for the meeting was available for review. It was noted that Secretary **PUSHART** was absent with excuse.

Chairman **LENKER** conducted Roll Call, and each attendee introduced themselves to the newly appointed Human Resources Director, Skylar Cohick.

OLD BUSINESS – APPROVAL OF MINUTES:

Chairman **LENKER** asked for a motion to approve the Civil Service Commission Meeting Minutes of the June 2, 2026, Regular Meeting. **LAUBENHEIMER** made a motion to approve the Civil Service Commission Meeting Minutes of the June 2, 2026, Regular Meeting. The motion was seconded by Vice Chairman **HARMAN**. The motion passed 3-0.

NEW BUSINESS:

Captain Foltz passed out a memo and presented to the Commission the statistics from the recent Cumberland County Police Testing Consortium that was held Sunday, September 13, 2026. The Consortium received fifty (50) applications. After all testing was complete and scores were tabulated, Lower Candidates invited twelve (12) candidates to Oral Interviews. Following the Oral Interviews, only eight (8) candidates entered the Background Investigations phase. Captain Foltz stated that the #1 candidate after the Oral Interviews and Background Investigations Phase was a Vet, but he withdrew. **HARMAN** asked for additional information about scores and Captain Foltz ran down the list of scores and shared a background of current employment for each candidate. Captain Foltz explained that several candidates withdrew before or during the Background Investigations phase, due to accepting conditional job offers from other municipalities. A discussion ensued regarding the current disqualifiers under Lower Allen Township's Civil Service Rules & Regulations. Captain Foltz stated that he would like the Civil Service Commission to review the current disqualifications list at a future meeting, which they agreed. **LAUBENHEIMER** asked Captain about the starting salary as compared to other municipalities. Captain Foltz explained that the officer receives a lower pay while attending the academy. Manager Davis stated that salary was vetted out and that Lower Allen Township is in the Top 3 in the Cumberland County.

Captain Foltz presented an eligibility list letter to Chairman **LENKER.** Due to seeking to hire two (2) officers, a list of four (4) Candidates was presented. Captain Foltz asked that the Commission approve the eligibility list for police officer(s). Captain Foltz also shared that all four (4) remaining candidates participated in a ride-a-long with Lower Allen Township

Police Officers. Chairman **LENKER** reviewed and signed the memo and made a motion to approve the current eligibility list for police officer(s). **HARMAN** seconded the motion. The motion passed 3-0.

EXECUTIVE SESSION

Manager Davis excused Captain Foltz and Dianna Knisley from the meeting to hold an **EXECUTIVE SESSION** with the Civil Service Commission and Human Resources Director(s). No action was taken and the Regular Meeting ensued.

COMMUNICATIONS AND REPORTS

Manager Davis stated that an article was placed in the Township's Newsletter in search of an alternate Civil Service member but did not receive any feedback to date.

The Commission asked for contact information for the staff members in the room, which will be provided by Executive Assistant Knisley.

Manager Davis stated that the Township is working on adding Fire under Civil Service. Additional information will be shared at a future meeting.

Manager Davis stated that the Regular Civil Service Commission Meetings may need to be held on Wednesdays to allow ample time for advertising the meeting.

ADJOURNMENT

Chairman **LENKER** made a motion to adjourn the meeting, seconded by **HARMAN.** The motion passed 3-0. The meeting was adjourned at 8:32AM.