

Forty Fort Civil Service Commission Meeting Minutes, April 7, 2016 @ Forty Fort Borough Building

Meeting called to order at 5pm by Chairman Swaback.

Pledge of Allegiance.

Roll Call. Present – Chairman Rob Swaback, Secretary Kathy Washko, Alternate Commissioner Joe Lynch, Clerk Tony Smith. Absent – Vice Chair Sara Michaels.

Chairman appointed Joe Lynch to establish a quorum.

Tony noted that this meeting was publicized in the Citizens Voice on 04/01/2016.

Tony noted that the 03/24/2016 meeting was rescheduled to today, due to no quorum at that meeting.

Motion by Rob to accept minutes of the last meeting, second by Joe, approved unanimously.

OLD BUSINESS:

Letter from Council to the Commission dated 03/08/2016 resolved the incorrectly spaced appointment terms. Terms will now expire in 2018 for Sara Michaels, 2020 for Kathy Washko, and 2022 for Rob Swaback. Alternate member terms are unchanged.

Kathy completed an internal audit of the Commission's 2015 records and reported no discrepancies.

NEW BUSINESS:

Resignations. Alternate Members Mike May and Francis Curry resigned from the Commission. Rob verbally notified Council that we will need two replacements; Tony will submit a written request.

Motion by Rob to prepare a resolution thanking Mike for his service, and a letter doing the same for Francis; second by Kathy, approved unanimously.

May 3rd Civil Service Seminar in Towanda by the PA Association of Boroughs will be attended by Rob, Kathy and Tony. Motion by Rob for the Commission to pay the seminar fee out of the Commission's Miscellaneous Funds, Second by Kathy, approved unanimously. Tony will submit applications.

03/24/2016 letter from Council notified the Commission that a new Full Time Police Officer was hired from the recent certified eligibility list. Council requested a new certified eligibility list. Discussion about whether the Commission should certify a list “just to have handy” versus only when an actual vacancy exists. Motion by Rob to table the matter until we can bring up the question at the Civil Service Seminar in May, second by Kathy, approved unanimously. Council President was at the meeting and was advised that the Commission would revisit the request after the seminar.

General discussion on updates to the Police Rules. Suggestion that the sequence of events be changed to physical agility exam, written exam, then oral exam will be incorporated into draft revision.

Discussion on Fire Fighter rules draft. Council President submitted suggestions for revisions to the draft; Tony will incorporate them into the draft rules for further review. Fire Dept rules will be developed separately from the Police Dept rules; possible consolidation into a single, combined set of rules for Police and Fire will be considered at a future time. There was discussion about the status of the Forty Forty/Kingston Fire Department “merger”. The consensus is that the Commission will proceed with developing the Rules for a stand-alone Forty

Fort Fire Department and any future consolidation will be dealt with at that time.

Tony noted that he will put up a bulletin board on the first floor specifically for the Commission.

To meet Sunshine Act requirements, meetings for the Commission for the remainder of the year were set for the 3rd Thursday of each month at 5pm in Council Chambers. Tony will publicize the information.

Next meeting will be May 19th.

Motion to adjourn by Rob, second by Kathy, approved unanimously.

Meeting adjourned at 5:55pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Anthony M. Smith', with a long, sweeping horizontal stroke at the end.

Anthony M. Smith
Clerk, Civil Service Commission