

Forty Fort Civil Service Commission Meeting Minutes, December 7th, 2015 @ Forty Fort Borough Building

Meeting called to order at 5pm by Chairman Swaback.

Pledge of Allegiance.

Roll Call. Present – Chairman Rob Swaback, Vice Chair Sara Michaels, Secretary Tony Smith, Member Kathy Washko. Absent – Member Mike Mey.

Minutes of the last meeting. Motion to accept by Tony, Second by Rob, unanimous approval.

Barbara Fairchild unable to attend today's meeting. Tony will notify her of next meeting.

Review and vote on background check results. Motion by Rob to accept results, second by Sara, unanimous approval. Tony will send letter to applicants.

Review and vote on final eligibility list and certify top three names to Council. Motion to accept and certify by Tony, Second by Sara, unanimous approval. Tony will send letter to applicants and Borough Council, and will post list in the Borough Building. (Copy Attached).

Commission approval of Borough-contracted Concentra for Medical and Dr. Freemont for Psychological. Motion by Tony to appoint each to conduct the medical and psychological exams, respectively, Second by Rob, unanimous approval. Tony will draft appointment resolutions and coordinate with Borough Manager to get Council-selected applicant to each.

Tony reported that he sent the letter to Council asking them to accept his resignation and assign him as Commission clerk (effective Jan 1st), appoint Kathy as his replacement (effective Jan 1st), and ask Council to appoint a new Alternate Member to replace Kathy (ASAP). Kathy reported that Councilman Joe Lynch agreed to serve as an alternate member when his term on council expires on January 1st. Tony will notify Borough Manager and ask that these be addressed and voted on at tonight's Council meeting, and will follow up with a formal letter requesting Joe Lynch's appointment, if needed. Commission noted unanimous approval of Mr. Lynch's appointment to the Commission.

Pending Council approval of Kathy to replace Tony, motion by Tony to designate Kathy as Commission Secretary, Second by Rob, unanimous approval.

Replacement for Charles Suppon is still needed.

Tony reviewed draft Annual Report to Council and noted that the final version would be submitted to Council on Jan 1st. Solicited member input for the final version.

Solicitor funding for 2016 was discussed. Motion by Rob to request a funding amount of \$2000, second by Tony, unanimous approval. Tony will submit letter to Council.

Next meeting will be Thursday, January 21st, 5pm, Council Chambers.

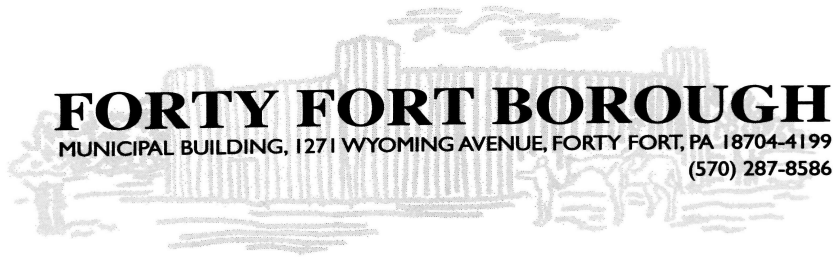
Motion to adjourn by Sara, second by Rob, unanimous approval.

Meeting adjourned at 5:15pm

Respectfully submitted,



Anthony M. Smith
Secretary



Civil Service Commission

Rob Swaback, Chairman
Sara Michaels, Vice Chair
Tony Smith, Secretary
Mike Mey
Kathy Washko

December 7, 2015

TO: Forty Fort Borough Council
FROM: Civil Service Commission
RE: Eligibility List & Certified Names for the position of Full Time Police Officer

Dear Honorable Members:

The Commission developed the following eligibility list for the position of Full Time Police Officer, in accordance with your request of July 15, 2015, and per the procedures required by the Civil Service Rules of Forty Fort Borough (dated May 2015, Rev: 2015.04.30, adopted July 6, 2015). The following applicants are ranked with #1 being the top scorer and #7 being the low scorer.

ELIGIBILITY LIST

RANK	Applicant	
1	Smith	Matthew
2	Urbanski	John
3	Bell	John
4	Byczek	Ian
5	O'Donnell	Michael
6	Pavinski	Corey
7	Dickson	David

The eligibility list is valid for one year from today's date. The commission may, at its sole discretion, before the original expiration date, by a vote of the majority of the commission at a duly authorized commission meeting, extend the list for up to an additional twelve (12) months. The commission may, at its sole discretion, void an eligibility list at any time for any reason.

The three applicants with the highest average are hereby certified to Council for appointment to the position of Full Time Police Officer. There are no applicants on the eligibility list qualified to receive veterans preference. The Council shall make a conditional appointment from the three names certified, based solely on the merits and fitness of the candidates, unless council makes objections to the commission regarding one or more of the certified persons for any of the reasons stated in section 5.2 (relating to rejection of applicant and hearing) of the Civil Service Rules of Forty Fort Borough.

CERTIFIED LIST

Applicant	
Smith	Matthew
Urbanski	John
Bell	John

Respectfully submitted,

Anthony M. Smith,
Secretary, Civil Service Commission