



**Civil Service Commission**

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

December 31, 2015

TO: Forty Fort Borough Council  
FROM: Civil Service Commission  
RE: Annual Report for 2015

Dear Honorable Members:

Attached is the Annual Report of the Civil Service Commission submitted pursuant to Section 2.12 of the Civil Service Rules of Forty Fort Borough. This is a brief summary of the work of the Commission during the 2015 calendar year and shall be available for public inspection.

Respectfully,

Anthony M. Smith  
Secretary, Civil Service Commission

Encl – 1

# Forty Fort Civil Service Commission Annual Report

January 1 - December 31, 2015

## Organization:

As of January 1, 2015:

Rob Swaback – Chairman, term ends 01/01/2020  
Sara Michaels - Vice Chair, term ends 01/01/2018  
Sheryl Sealock – Secretary, term ends 01/01/2019  
Mike Mey – Alternate Member, term ends 09/01/2020  
Anthony Smith – Alternate Member, term ends 09/01/2020  
Charles Suppon – Alternate Member, term ends 09/01/2020

*Changes: 1) Sheryl resigned; Council replaced her with Tony and the Commission assigned him as Secretary. Council appointed Kathy Washko to replace Tony as an Alternate Member. 2) Charles resigned; Council replaced with Joe Lynch. 3) Tony resigned (effective Jan 1, 2016 due to being elected Constable); assigned by Council as volunteer Clerk to the Commission. Kathy appointed by Council to replace Tony and assigned by the Commission as Secretary. Francis Curry appointed by Council to replace Kathy.*

As of December 31, 2015:

Rob Swaback – Chairman, term ends 01/01/2020  
Sara Michaels - Vice Chair, term ends 01/01/2018  
Anthony Smith – Secretary, term ends 01/01/2019  
Mike Mey – Alternate Member, term ends 09/01/2020  
Kathy Washko – Alternate Member, term ends 09/01/2021  
Vacant – Alternate Member, term ends 6 years from appointment.

As of January 1, 2016:

Rob Swaback – Chairman, term ends 01/01/2020  
Sara Michaels - Vice Chair, term ends 01/01/2018  
Kathy Washko – Secretary, term ends 01/01/2019  
Mike Mey – Alternate Member, term ends 09/01/2020 (6 years from appointment)  
Joe Lynch – Alternate Member, term ends 01/01/2022 (6 years from appointment)  
Francis Curry – Alternate Member, term ends 01/01/2022 (6 years from appointment)  
Anthony Smith – Clerk to the Commission

**Public Meetings:** 01/15/2015, 03/24/2015, 04/16/2015, 06/11/2015, 07/09/2015, 07/30/2015, 08/20/2015, 08/31/2015, 09/24/2015, 10/15/2015, 10/29/2015, 11/24/2015, 12/07/2015.

## Significant Actions:

Developed new Civil Service Rules for the police department. Adopted 07/06/2015.

Per Council request, created an eligibility list for the position of Full Time Police Officer. This included a written exam, oral exam, and physical agility exam, as well as background investigations by the Forty Fort Chief of Police. A hearing was held at the request of an applicant who was removed from consideration; removal was upheld. List certified to Council on 12/07/2015. Responded to two Right to Know requests regarding the current police eligibility list.

## 2015 Expenses: \$4522.63

General Administrative Costs: Secretary Reimbursement - \$293.03. Stenographer for hearing noted above - \$TBD (invoice not yet received). Written Exam - \$268. Examiner Stipends - \$240. Civil Service Training Seminar - \$375. Total = \$1176.03

Public notice advertisements - \$921.60.

Solicitor Costs. Allocated by Council - \$2000. Expended - \$1925. (Additional \$500 payment in January was for 2014 expenses.)

**2016 Agenda and Budget:** 1) Modify Police Civil Service Rules based on lesson-learned during 2015. 2) Develop new Fire Department Civil Service Rules. 3) Budget – Solicitor \$1000, Advertisements \$500, Miscellaneous \$1000.