

Forty Fort Civil Service Commission Meeting Agenda, January 21, 2015 @ Forty Fort Borough Building (REVISED)

Meeting called to order at 5pm by the Chairman.

Pledge of Allegiance.

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

Chairman appointed Joe Lynch as commissioner for today's meeting to establish a quorum.

Barbara Fairchild was not present to receive her appreciation certificate. Tony will notify her of our next meeting date.

Updated membership roster will be sent out by Tony.

Today's meeting was advertised in the Citizens Voice on 01/14/2016.

Motion by Rob to accept the minutes of the last meeting, second by Kathy, unanimous approval.

Motion by Rob to accept the Annual Report as submitted to Council, second by Kathy, unanimous approval.

Background check results - Tony sent letter to applicants with their results.

Final eligibility list with three certified names were sent to Council on 12/07/2015. Tony sent letter to applicants and Borough Council, and posted list in the Borough Building. Council selected #1 Candidate, Matthew Smith, on 12/07/2015, effective 01/01/2016, sworn in 01/04/2016. Council also appointed applicant David Dickson as part-time officer (non-civil service position, though Tony noted to Council at their meeting that he had successfully completed all of the Civil Service exams).

Discussion about the lack of clear-cut end to Commission oversight of hiring process. Current rules state, for example, that if an applicant fails either the medical or the psychological exam, Council must notify the Commission in writing (Section 1189d of the Borough Code). Our Rules also state, in the case of a reappointment or reinstatement, that “a physical examination as directed by the civil service commission, shall be required”. Newly hired Officer Smith isn't a reappointment or a reinstatement, but since we don't have rules for an internal appointment, we're playing it by ear and combining several different portions of the existing Rules to expedite things. We'll make it clearer in a future revision of the Rules that the Commission must be notified by Council ones their selected candidate completes all exams so that we can close out the hiring process file. We'll also have to insert language regarding appointment of someone already serving as a part-time officer who is then appointed to a full time position.

Council accepted Tony's resignation, appointed alternate member Kathy as a replacement. Council also appointed Joe Lynch and Francis Curry as alternate members. Kathy is now Secretary, per prior meeting vote. Francis was sworn in at the meeting by the Mayor, with a repeat swearing in of Kathy and Joe for the Commission record.

Mayor Tuzinski addressed the Commission and expressed the thanks and appreciation of the Borough for the Commission's work in general, and in particular the timely and efficient manner in which it developed the police eligibility list.

Discussion about having an annual internal records audit by someone other than the record keeper. For example, if the Secretary is keeping the Commission records, the Vice Chairman should do an annual review of the records. In our case, since the prior Secretary will still be maintaining the records as Clerk, the new Secretary has agreed to audit the 2015 records and will report the results back to the Commission.

Discussion about solicitor funding for 2016. Tony sent letter to Council requesting \$2000. Response letter from Borough Manager advised that the budget had already been adopted. \$1000 was allocated to Commission solicitor, \$1000 for general use, and \$500 for legal advertising. Commission decided it will submit a request for funds to Council this September for 2017 expenses, early enough in the budget process to allow Council to consider our request.

Tony reported that Sheryl Sealock returned her stipend check for her service as Written Exam Administrator. She thanked us for our consideration but insisted she just wanted to volunteer. Tony gave the check to the Borough Manager.

Discussion about upcoming Civil Service Seminars. All present would like to attend, but at a minimum the regular commissioners should be given first priority and the alternates second priority. Tony will obtain more information regarding dates and cost. The fee would come from our \$1000 miscellaneous budget. Tony will ask Borough Manager about reimbursements that may be available to send Commission members. Next local course is believed to be Apr 13th and costs \$125 p/person; Tony will follow up.

Discussion about staggered commission appointments. Rules require that the Commissioners be appointed to 2, 4, and 6 years terms. However, when the newer group of Commissioners was appointed by Council, the terms do not appear to have been appropriately staggered. Tony will coordinate with the Borough Manager to have Council address this and designate the necessary terms of service.

Motion by Rob to have solicitor provide a draft of Model Fire Fighter Civil Service Rules. Second by Kathy. Unanimous Consent.

Next meeting will be Thurs, February 25th, 5pm, Council Chambers, Borough Building

Motion to adjourn by Rob, second by Kathy, unanimous consent.

Meeting adjourned at 5:35pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Anthony M. Smith', with a stylized flourish at the end.

Anthony M. Smith
Clerk, Civil Service Commission