

**Forty Fort Borough  
Civil Service Commission  
Council Meeting  
Wednesday July 17, 2024**

The July 1, 2024, meeting for Forty Fort Borough Civil Service Commission meeting was held at the Forty Fort Borough Building, 1271 Wyoming Ave., Forty Fort, PA with Sara Michaels, Christine Kutz, William Stone Jr., and alternate Donnie Evans. Also present was Solicitor Lars Anderson.

**Call to order**

Gavel strike at 6:07PM by Sara Michaels who called tonight's meeting to order.

**Pledge of Allegiance to the Flag**

**Roll Call**

Sara Michaels, Christine Kutz and William Stone Jr. were in attendance. Alternate Donnie Edwards. Solicitor Lars Anderson.

**Public Comments**

No public comment

This meeting was advertised in the Citizen's Voice on Wednesday, July 10, 2024, and posted on the Forty Fort Brough Facebook page. The agenda was posted on the Forty Fort Borough website on Tuesday, July 16, 2024, under the Civil Service tab and posted on the door of the council chambers at the Borough Building.

Sara Michales recapped what happened at the July 1, 2024, Forty Fort Borough Council meeting which removed Robert Swaback from Chairman, Robert Craig as alternate and Anthony Smith as clerk. Forty Fort Borough Council agreed to have a clerk from the Borough to do meeting minutes. Mrs. Michaels reported that at the July 15, 2024, work session William Stone Jr. was added as a Civil Service Commission member. There are 2 vacant alternate spots available. For this meeting, Mrs. Michaels moves to Chairman from Vice Chair. At the next Civil Service Commission meeting, they will vote for chairperson.

A motion was made by William Stone Jr. to ratify all action taken at the 6/26/24 Board meeting and seconded by Christine Kutz. All were in favor. Motion passed.

A motion was made by William Stone Jr. to approve the Engagement Letter signed by Chairman Swaback on June 13, 2024, hiring Atty. Lars Anderson as Solicitor for the Forty Fort Civil Service Commission and seconded by Christine Kutz. All were in favor. Motion passed.

A motion was made Christine Kutz to revise the agenda for the 6/26/24 Civil Service Commission meeting to the one that was advertised and placed on the Forty Fort Borough

website 24 hours prior to the meeting and seconded by William Stone Jr. All were in favor. Motion passed.

A motion was made by Williams Stone Jr. to accept the minutes of the 6/17/24 Civil Service Commission meeting and seconded by Christine Kutz. All were in favor. Motion passed.

A motion was made by Christine Kutz to accept the three (3) applications received for the position of full-time police officer for Forty Fort Borough and seconded by Williams Stone Jr. All were in favor. Motion passed.

A motion was made by William Stone to approve the 6/26/24 meeting minutes and seconded by Christine Kutz. All were in favor. Motion passed.

A motion was made by Christine Kutz to re-advertise the 7-day application period for police position to end on July 26,2024 and seconded by William Stone Jr. All were in favor. Motion passed.

Sara Michaels stated that the proper communication between commission members is through use of email and only use factual information. Sara Michaels and Christine Kutz asked Borough Manager Bonnie Arnone to clean up the Civil Service list email chain.

Civil Service Training will be held on November 12, 2024, with all Commission members being welcome to attend. The Civil Service Commission is going to ask Council for permission for alternates to attend.

The next meeting of the Commission was set for July 29, 2024, at 6:00 PM

Chief Dan Hunsinger asked the Commission members to change the process of applications, delivery process and asked if a check list be added to each application to ensure all information that is needed is completed. He also asked if once the applications are reviewed by the Commission if days could be added to fix any information missing or needed. The Chief asked the Commission to promote a Sergeant and to add the term of detective position.

## **Adjournment**

A motion was made by Christine Kutz and seconded by William Stone Jr. to adjourn the meeting at 6:38 pm.

Respectfully submitted,

Michele Pascarella  
Borough Secretary