

## Forty Fort Civil Service Commission Meeting Minutes, July 28, 2016 @ Forty Fort Borough Building

Meeting call to order by the Chairman at 5:04pm.

Pledge of Allegiance.

Roll Call. Present – Chairman Rob Swaback, Vice Chair Sara Michaels, Secretary Kathy Washko, Clerk Tony Smith; Member Scott Serafin arrived towards the end of the meeting. Absent – Member Joe Lynch.

Standard meeting of the 3<sup>rd</sup> Thursday of each month was publicized in the Citizens Voice on 04/21/2016 and posted in the Borough Building.

Today's meeting was rescheduled from last Thursday due to lack of a quorum; publicized in the Citizen's Voice on 07/19/2016 and posted in the Borough Building.

Motion to accept minutes of the last meeting by Rob Swaback, Second by Sara Michaels, unanimous consent.

### OLD BUSINESS:

There is still one remaining alternate member vacancy. Rob Swaback asked Commission members to poll their family, friends and associates for possible candidates. Tony Smith noted that he discussed this with the Borough Manager a few days ago and she was going to post the vacancy to the borough web site.

Signatures needed for the Certificate for the Resolution of Thanks for former member Mike Mey. Still need Joe Lynch to sign.

Civil Service bulletin board to be hung.

Letter to amend Borough Code to ease the restrictions on Civil Service Commission membership being written.

Letter to Eligibility List to determine continuing interest presented for review. Tony will mail out the letter to the remaining five applicants tomorrow with a response deadline of August 15<sup>th</sup>.

Letter was sent to former Borough Secretary, Marla Anthony, thanking her for her help during her tenure.

Tony requested a copy of current police contract from Chief Hunsinger.

Tony received a copy of Kingston Fire Civil Service Rules from our Borough Manager and distributed it to Commission members via email.

### NEW BUSINESS:

Solicitor response regarding future Fire Fighter hiring reviewed.

Fire Department Civil Service rules/merger discussion. Tony will send a letter to Council asking for clarification on whether they want the civil service rule to be written to hire a basic fire fighter, a fire fighter/EMT, or a fire fighter/paramedic.

Next meeting will be August 18th.

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

Meeting adjourned at 5:26pm.

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