

Forty Fort Civil Service Commission Meeting Minutes, May 19, 2016 @ Forty Fort Borough Building

Meeting call to order at 5:13pm by Chairman Rob Swaback. NOTE: meeting moved to Community Room in basement of municipal building due to Council Chambers being occupied.

Pledge of Allegiance.

New Member Scott Serafin introduced.

Roll Call: Present – Chairman Rob Swaback, Secretary Kathy Washko, Member Scott Serafin, Clerk Tony Smith. Absent – Vice Chair Sara Michaels, Member Joe Lynch.

Chairman appointed Scott to sit on the commission to obtain a quorum.

Tony noted the meeting was publicized in the Citizens Voice on 04/21/2016 and posted in the Borough Building.

Motion by Rob to accept minutes of the last meeting, Second by Kathy, unanimous consent.

OLD BUSINESS:

Tony noted that there is still one remaining alternate member vacancy.

Tony noted that he sent a Letter of Thanks to former member Francis Curry and that the Certificate for the Resolution of Thanks for former member Mike Mey is done, but still needs signatures from Joe and Sara before it can be presented.

Tony noted that he purchased a bulletin board for civil service items that will be hung in the 1st floor hallway.

Tony noted that the meetings for remainder of year were advertised in the Citizens Voice on 04/21/2016, per Sunshine Act requirements. The information is also on the borough website and will be posted on new bulletin board. Meetings for the remainder of the year will be the 3rd Thursday of each month.

Rob, Kathy and Tony attended the May 3rd Civil Service seminar by the PA State Association of Boroughs. Tony sent links to the documents provided at the seminar to each member of the Commission.

NEW BUSINESS:

Tony noted he was reimbursed \$54.36 by the borough for expenses.

Discussion about the excessive restrictions in the Borough Code on Civil Service Commission membership. The Commission has lost three members in the past few months due to blanket restrictions on members serving in any other appointed or elected positions at any level of government. Kathy noted that most people who are volunteer-oriented often serve the community in more than one capacity. The Commission is having a difficult time recruiting and retaining members. Motion by Rob to draft a letter to Council and the legislature regarding amending the Borough Code to ease the restrictions on Civil Service Commission membership, second by Kathy, unanimous consent. Tony will prepare the letter.

Tabled item from prior meeting – Council request for a new certified list. Tony noted that the speakers at the Civil Service seminar felt that it would be OK to certify a new list even though there isn't an actual police vacancy. They also suggested that Commissions send occasional letters to remaining applicants on the eligibility list to determine continue interest in - and availability for - filling a future police department vacancy.

Tony noted that two names on the Eligibility List recently left the Borough Police Department as part-time officers, therefore may no longer be interested in a full-time position. Another applicant was recently in the news and may be ineligible for certification per Rules 3.7 (1) (e). Motion by Rob to send a letter to the remaining applicants to confirm their continued interest and eligibility, second by Kathy, unanimous consent. Tony will send letter and will notify Council of the status of their request for a new certified list.

Tony noted that he is still working on the Police Rules draft update. Will request a copy of the current police contract to bounce those requirements off of the requirements in the Rules (current copy of police contract we have expired Dec 2015).

Tony noted that we are still awaiting a response from the Commission Solicitor regarding future Fire Fighter hiring. We also need a copy of the Kingston Fire Dept Civil Svc Rules; Kathy will follow up with Joe to see if he was able to obtain a copy.

The Commission was invited to accompany Council to a meeting requested by the Kingston Fire Department on May 16th. The purpose of the meeting was to brief Council on the current set-up and operation of the Kingston/Forty Fort Fire Departments. Rob, Scott and Tony attended. The briefing was informational only and included a tour of the Kingston Fire House; neither Council nor the Civil Service members asked any questions. Tony noted two things of interest – Kingston acknowledged in the briefing that there has been no actual “merger”, but instead what they call a “functional consolidation”, basically two independent organizations operating together. One of their goals is to “work towards a full blown merger of fire and ems service” including a “joint Civil Service Board.”

Tony noted that the Borough Secretary, Marla, recently resigned. He will send her a thank you letter for the assistance she has given us while working with the borough.

Next meeting will be June 16th.

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

Meeting adjourned at 5:42pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Anthony M. Smith', written in a cursive style.

Anthony M. Smith
Clerk, Civil Service Commission