

Forty Fort Civil Service Commission Minutes, November 17, 2016 @ Forty Fort Borough Building

Meeting call to order at 5:03pm by the Chairman.

Pledge of Allegiance.

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

Establish a quorum. Chairman appointed Members Serafin and Sieminski to establish a quorum.

Accept minutes of last meeting. Motion by Member Sieminski, Second by Chairman Swaback, unanimous consent.

OLD BUSINESS:

Clerk noted that Member Lynch's resignation is still pending Council action. A replacement will be needed if/when Council accepts his resignation.

Clerk noted that the Borough Manager advised that she submitted our 2017 budget request to Council and she provided a recap of our remaining 2016 balance, but the Chairman noted some errors on the budget recap. Clerk will request an updated re-cap from the Borough Manager.

Clerk still working on: New copy of resolution for Mike Mey. Clerk said he is still working on a letter to request amendments to the Borough Code to ease the restrictions on Civil Service Commission membership and quorum requirement. Clerk noted that the PA Association of Boroughs has provided contact information and recommended procedures for submitting the requests once they're ready.

Clerk will prepare oath of office for new member Dave Sieminski.

Clerk noted that he distributed the updated membership roster to all members and the Borough Manager.

Clerk is working on the annual report to council.

Clerk noted that the 2017 Civil Service seminar dates have not been announced yet. He will report back to the Commission once the dates are released for those interested in attending.

NEW BUSINESS:

Clerk noted that the Commission's Solicitor submitted his resignation (copy distributed previously to Commission members). Chairman reached out to several people as potential replacements for solicitor. Chairman advised that he spoke with Lars Anderson of Hourigan, Kluger & Quinn P.C., out of Kingston. Chairman reviewed his qualifications and advised he is interested in the position. Motion by Chairman to accept Todd John's resignation and appoint Lars Anderson as the Commission Solicitor, second by Member Serafin, unanimous consent. Clerk will provide the new solicitor's information to the Borough Manager. Chairman will make arrangements for Mr. Anderson to attend the next Commission meeting.

Clerk noted that the Fire Dept documents prepared by the Chairman for the solicitor at the last meeting were scanned but not sent due to the change in solicitor. The documents will be sent to the new solicitor for review.

Budget issues. Chairman asked Clerk to determine if 2016 budget balance carries into 2017. Commission asked Clerk to discuss with Borough Manager having copies of bills provided to the Commission when funds

come out of Commission's account.

Next meeting date is December 15th.

Motion to adjourn by the Chairman, Second by Member Serafin, unanimous consent.

Meeting adjourned at 5:36pm.

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