

Forty Fort Civil Service Commission Meeting Minutes, October 29, 2015 @ Forty Fort Borough Building

Meeting called to order by Chairman Rob Swaback at 5pm.

Pledge of Allegiance.

Roll Call. Members Present – Rob Swaback, Tony Smith, Kathy Washko, Mike Mey. Members Absent – Sara Michaels, Charles Suppon

Kathy appointed by Chairman as a voting member to obtain a quorum.

Barbara Fairchild certificate presentation delayed due to a scheduling conflict. Tony will notify her of our next meeting date.

Minutes of the last meeting. Motion to accept by Tony, Second by Rob, all in favor.

Stipend for exam administrators. Letter of request submitted to Council. Tony will plan to attend the next council meeting in case Council has any questions.

Oral Exams. Motion to accept results by Rob, Second by Tony, all in favor.

Physical agility examination discussion. Thank you letters to the exam administrators and to Kingston for allowing us to use their facilities. Review of solicitor's recommendations. Motion to accept results by Rob, Second by Tony, all in favor. Secretary will send letters to the three applicants who were tentatively passed that their results have been accepted.

Discussion on Veteran's Preference. Review of solicitor's recommendations. Motion to accept documents provided by applicant to support veteran's preference by Rob, second by Tony, all in favor. Secretary will notify the applicant.

Discussion on prior employment history. Based on review of applications, it was determined that one applicant failed to provide a complete employment history, failing to disclose significant, recent employment. Motion to reject application on this basis by Tony, Second by Rob, all in favor. Secretary will notify the applicant. Secretary will follow-up with solicitor to obtain his input.

Discussion on Background checks. Letter will be sent to Chief Hunsinger requesting that background checks be initiated on the top four applicants on the draft certified list of names to be proposed to Council. Secretary will send the letter.

Discussion of allowing members to call in to attend meetings, when necessary. Secretary will follow up with solicitor to ensure this is permissible and can be used to obtain a quorum.

Next meeting to be November 19<sup>th</sup>, 5pm, Council Chambers.

Motion to adjourn by Tony, Second by Rob, all in favor.

Meeting adjourned at 5:15pm.

Respectfully submitted,



Anthony M. Smith  
Secretary