

Forty Fort Civil Service Commission Meeting Minutes, October 15, 2015 @ Forty Fort Borough Building

Meeting called to order by Chairman at 5:01pm.

Pledge of Allegiance.

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

Minutes of the last meeting. Motion to approve by Tony Smith, Second by Sara Michaels, all in favor.

Borough web site. Secretary noted that minutes and rules are in the process of being posted to the borough web site by Chief Hunsinger.

New Borough Manager. Secretary noted that Bonnie Arnone is the new borough manager and will be our primary point of contact.

Secretary reported that he was reimbursed \$154.01 by the borough for Commission-related expenses for postage, envelopes, mailing the written tests to be scored, and Certificates of Mailing.

Barbara Fairchild resolution certificate. Secretary will request that Barbara come to our next meeting for a presentation.

Stipend for exam administrators. Secretary drafted letter for council; will request \$30 per person for the exam administrators who have served during this hiring process.

Oral examination discussion. Scoring is complete, applicants were notified. One failed to appear and was removed from the process (did not request an appeal hearing). Late applicant was notified of pending removal from list; letter was returned undeliverable, and person did not reply to email messages (action taken following physical agility exam – see below). Thank you letters sent to board members. Board Member feedback: 1) Mr. Gallagher – set a strict time limit on interview so they don't run so long. Chief Krzywicki: "I would recommend 20 minutes per applicant and suggest that the civilian have a little knowledge of police work or change the questions. I would also recommend that you conduct the interviews during the week when the chiefs are working, other than that I would not change anything."

Physical agility examination discussion. Hold harmless agreement provided by Mike Mey was used. One person failed to appear (same person who was late for orals); letter sent with a deadline of next Friday to appeal removal from list. Five applicants passed without issue and were notified via mail. Three applicants failed to complete the run as briefed by the examiners; Secretary gave verbal approval for them to complete the entire exam with the results pending review by the full Commission. There is a question about the wording of the rules, which has been referred to the solicitor for review. Pending that review, the three applicants were notified (verbally and in writing) that their status is pending, but remain eligible until a final decision is made. Discussion about one of the applicants causing a scene when told their status was pending, causing the exam administrator to intervene. (There will be further discussion about this applicant's conduct). Tony Smith disclosed that he received calls from the Chief and the Mayor following the exam inquiring about the issues that arose; Tony noted that these were general inquiries and there was no attempt to influence the results. Tony noted that the feedback from the exam administrator was that the two officers scoring the test (Forty Fort Officers Michaels and Lakkis) did a great, professional job (Tony let the Chief know this). Secretary will send thank you letters to the exam administrators and to Kingston for allowing us to use their facilities. Vote to accept the results will be delayed pending Commission solicitor input.

Discussion on Veteran's Preference. Letter sent to the one veteran applicant notifying him that his application did not contain the correct documents to receive Veteran Points; given a deadline of next Friday to provide those documents for review. Secretary noted that the documents were received today and they do contain the information needed to receive the points. However, there is a question as to whether or not the documents can be accepted since the application deadline passed. The issue was forwarded to the Commission solicitor for review and we are awaiting his guidance. Secretary noted that he spoke with this applicant and confirmed he is aware of the situation.

Civil Service Commission solicitor. Questions regarding Veteran Point and Physical Agility exams were forwarded to Mr. Todd Johns for review. Commission asked that the secretary follow up with him and ask that the review be completed by next Friday, if possible. Secretary will also notify him that the one applicant's correct military documents have been received.

Discussion that the next step is the background check. The Chief plans to do background checks on the top four (instead of just the top 3) when the time comes so that a back-up person is ready in case the Council decides to hire a second person from the list.

Next meeting will be Thursday, October 29<sup>th</sup>, at 5pm in the Council Chambers.

Motion to adjourn by Tony Smith, seconded by Rob Swaback, all in favor.

Meeting adjourned at approximately 5:30pm.

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Anthony M. Smith', with a stylized, sweeping flourish at the end.

Anthony M. Smith  
Secretary