

**Forty Fort Borough  
Civil Service Commission  
Meeting  
Monday September 30, 2024**

The September 30, 2024, meeting for Forty Fort Borough Civil Service Commission meeting was held at the Forty Fort Borough Building, 1271 Wyoming Ave., Forty Fort, PA with Sara Michaels, Christine Kutz and William Stone Jr., and alternate Donnie Evans. Also present was Solicitor Lars Anderson. Also in attendance was Mayor Brian Thomas and Chief Daniel Hunsinger

**Call to order**

Gavel strike at 5:30 PM by Sara Michaels who called tonight's meeting to order.

**Pledge of Allegiance to the Flag**

**Roll Call**

Sara Michaels, Christine Kutz, William Stone Jr., and Donnie Evans were in attendance. Solicitor Lars Anderson.

**Public Comments**

Mayor Thomas gave Sara Michaels gratitude on behalf of himself and the community on her service, patience and commitment to the Civil Service Commission Board. The leadership that she has shown in the last few months has been amazing. Mayor Thomas asked for an update on the injunction. Solicitor Lars Anderson said the Judge denied the injunction petition and the underlying litigation is still pending. Solicitor Anderson further stated that due to the injunction petition being denied the Commission can continue to conduct business and also stated that there will be an attorney's teleconference on Monday, October 28, 2024, at 11:00 AM to discuss dates for future proceedings. This is open to the public. If anyone is interested in attending the teleconference to let him know prior.

**Re-Organization of the Commission**

A motion was made by William Stone Jr. to have Sara Michaels be Chair of the Civil Service Commission Board and was seconded by Christine Kutz. All in favor. Motion carried.

A motion was made by William Stone Jr. for Christine Kutz to be Vice Chair of the Civil Service Commission Board and was seconded by Sara Michaels. All in favor. Motion carried.

A motion was made by Sara Michaels for William Stone Jr. to serve as the Civil Service Commission Secretary and was seconded by Christine Kutz. All were in favor. Motion carried.

A motion was made by Christine Kutz to approve the 7/17/24 meeting minutes and seconded by Williams Stone Jr. All were in favor Motion carried.

The meeting minutes from 4/24/24 were not presented for voting upon advice from the Civil Service commission Solicitor.

Verify all commission members ability to attend the 11/12/24 Civil Service training in Wilkes-Barre, PA from 9AM-4PM. All members can attend. Sara Michaels will contact Borough Council and let them know.

A motion was made by Sara Michaels to accept and review the 2 new applications received from the final ad published in July and seconded by Christine Kutz. All were in favor. Motion carried. There was a total of 5 applications received by the borough throughout the entirety of the application process. Of the 5 total applications, 1 applicant withdrew his application for consideration. The total number of applications accepted was 4.

Discussion was held on the testing dates and locations. The physical part of the testing will take place at Westside CTC at 75 Evans Street Pringle, PA 18704 at 9:00 AM on Saturday October 19, 2024. The written part of the test will take place at the Forty Fort Borough Building located at 1271 Wyoming Ave. Forty Fort, PA 18704 immediately following the physical testing. Oral interviews will take place on Wednesday October 23, 2024, in Council Chambers located at 1271 Wyoming Ave. Forty Fort, PA 18704.

Discussion on alternate position availability was had and all the Board members are confident and happy with the current members and will re discuss at another time if they believe other members are needed.

The next meeting of the Commission was set for October 28, 2024, at 5:30 PM

### **Adjournment**

A motion was made by Sara Michaels and seconded by Christine Kutz to adjourn the meeting at 7:05 PM.

Respectfully submitted,

Michele Pascarella  
Borough Secretary