



AGENDA

1. **CALL MEETING TO ORDER** (This meeting may be recorded.)
2. **ROLL CALL** – Donald Myers, Jason Renshaw, Patrick Fabian, Acting Controller Tammie Gaff
3. **PLEDGE OF ALLEGIANCE**
4. **WELCOME VISITORS**

VISITORS ARE WELCOME TO COMMENT ON ANY AGENDA ITEMS AT THIS TIME UNDER THE DIRECTION OF THE CHAIRMAN. INDIVIDUALS WILL BE ALLOWED TO SPEAK UP TO FIVE (5) MINUTES AND GROUPS UP TO FIFTEEN (15) MINUTES TO SPEAK. COMPLETED WRITTEN FORMS WILL BE COLLECTED AS REQUIRED BY COUNTY POLICY.

5. **APPROVAL OF MINUTES** – Salary Board Meeting held on March 16, 2023.

6. **DISTRICT ATTORNEY – Kathleen Charlton**

- a. **13854** Action on the recommendation to approve a temporary salary increase of \$1,000.00 per pay from \$2,884.62 per pay to \$3,884.62 per pay for full-time First District Attorney Rebecca Lozzi effective April 20, 2023, due to one (1) employee out on leave of absence and a second vacant District Attorney position. Ms. Lozzi has temporarily assumed an increased workload. Salary adjustment to be retro to March 17, 2023 (the first date of LOA) and will end when employee returns to work.
- b. **13872** Action on the recommendation to recreate a full-time Paralegal position at Non-Supervisory Pay Grade 15 (\$15.13 to \$19.75 per hour) effective April 20, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 13871)

7. **MAGISTERIAL DISTRICT COURTS – Magisterial Judges / President Judge James Panchik**

- a. **13823** Action on the recommendation to reclassify full-time Magisterial District Court Clerk position from Non-Supervisory Pay Grade 9 (\$11.28 to \$14.72 per hour) to Non-Supervisory Pay Grade 12 (\$13.06 to \$17.04 per hour) effective April 20, 2023.

8. **MAGISTERIAL DISTRICT COURT 33-3-01 – MDJ Gary DeComo / President Judge James Panchik**

- a. **13824** Action on the recommendation to approve a salary adjustment for full-time Magisterial District Court Clerk Marcia Elwood from \$16.36 per hour to \$18.14 per hour effective April 20, 2023. Salary adjustment to be effective retro to January 1, 2023.

NOTE: During any properly scheduled public/open meeting, the Board may discuss, make motions, vote to approve or disapprove, vote to table, adopt, reject, reaffirm, rescind, rearrange the order of the agenda items, or take no action on any agenda item or matter.

- b. **13825** Action on the recommendation to approve a salary adjustment for full-time Magisterial District Court Clerk Marlene Karabin from \$16.36 per hour to \$18.14 per hour effective April 20, 2023. Salary adjustment to be effective retro to January 1, 2023.
- c. **13826** Action on the recommendation to approve a salary adjustment for full-time Magisterial District Court Clerk Beth Ann Knepshield from \$12.98 per hour to \$14.76 per hour effective April 20, 2023. Salary adjustment to be effective retro to January 1, 2023.

9. MAGISTERIAL DISTRICT COURT 33-3-02 – MDJ James Owen / President Judge James Panchik

- a. **13827** Action on the recommendation to approve a salary adjustment for full-time Magisterial District Court Clerk Melissa Cousins from \$16.92 per hour to \$18.70 per hour effective April 20, 2023. Salary adjustment to be effective retro to January 1, 2023.
- b. **13828** Action on the recommendation to approve a salary adjustment for full-time Magisterial District Court Clerk Paula Flanders from \$16.36 per hour to \$18.14 per hour effective April 20, 2023. Salary adjustment to be effective retro to January 1, 2023.
- c. **13829** Action on the recommendation to approve a salary adjustment for full-time Magisterial District Court Clerk Sheilah Davila from \$13.10 per hour to \$14.88 per hour effective April 20, 2023. Salary adjustment to be effective retro to January 1, 2023.

10. MAGISTERIAL DISTRICT COURT 33-3-03 – MDJ James Andring / President Judge James Panchik

- a. **13830** Action on the recommendation to approve a salary adjustment for full-time Magisterial District Court Clerk Laura Prinkey from \$16.11 per hour to \$17.89 per hour effective April 20, 2023. Salary adjustment to be effective retro to January 1, 2023.
- b. **13831** Action on the recommendation to approve a salary adjustment for full-time Magisterial District Court Clerk Terri Klingensmith from \$13.91 per hour to \$15.69 per hour effective April 20, 2023. Salary adjustment to be effective retro to January 1, 2023.
- c. **13832** Action on the recommendation to approve a salary adjustment for full-time Magisterial District Court Clerk Cynthia Zellefrow from \$14.49 per hour to \$16.27 per hour effective April 20, 2023. Salary adjustment to be effective retro to January 1, 2023.

11. MAGISTERIAL DISTRICT COURT 33-3-04 – MDJ Kevin McCausland / President Judge James Panchik

- a. **13833** Action on the recommendation to approve a salary adjustment for full-time Magisterial District Court Clerk Darlene DeVivo from \$17.18 per hour to \$18.96 per hour effective April 20, 2023. Salary adjustment to be effective retro to January 1, 2023.
- b. **13834** Action on the recommendation to approve a salary adjustment for full-time Magisterial District Court Clerk Pamela Nolder from \$14.60 per hour to \$16.38 per hour effective April 20, 2023. Salary adjustment to be effective retro to January 1, 2023.

The next Salary Board Meeting is scheduled for May 18, 2023.

12. DOMESTIC RELATIONS – Denise Brumbaugh / President Judge James Panchik

- a. **13851** Action on the recommendation to recreate a full-time Administrative Assistant II position at Non-Supervisory Pay Grade 11 (\$12.43 to \$16.22 per hour) effective April 20, 2023, per the Teamsters' Collective Bargaining Agreement. Funding for the position will be reimbursed 100% to the General Fund with Incentive Funds received in Domestic Relations from the Bureau of Child Support. (Voluntary resignation on PAF 13850)

13. PROBATION – Regina Himes / President Judge James Panchik

- a. **13847** Action on the recommendation to acknowledge the appointment of Amber Timko to a full-time Department Clerk III position at \$13.99 per hour (Step J) effective April 20, 2023, pending successful completion of pre-employment screenings. (Created on PAF 13697) Position start date will be April 24, 2023.

14. PROTHONOTARY / CLERK OF COURTS – Annette Bowser

- a. **13855** Action on the recommendation to recreate a full-time Legal Secretary III position at Non-Supervisory Pay Grade 10 (\$11.86 to \$15.49 per hour) effective April 20, 2023, per the Teamsters' Collective Bargaining Agreement. (Reassignment on PAF 13774)
- b. **13856** Action on the recommendation to acknowledge the appointment of Cori Bowser to a full-time Prothonotary Legal Secretary III position at \$12.86 per hour effective April 20, 2023, per the Teamsters' Collective Bargaining Agreement and pending successful completion of pre-employment screenings. (Reassignment on PAF 13855)
- c. **13856** Action on the recommendation to approve a temporary salary increase of \$2.00 per hour from \$12.86 per hour to \$14.86 per hour for full-time Legal Secretary III Cori Bowser effective April 20, 2023, due to one (1) vacancy and one (1) employee out on LOA in the office of the Prothonotary/ Clerk of Courts. Employees have assumed additional duties due to the inability to fill vacant positions. Adjustments to this salary increase will be made as vacant positions are filled.

15. SHERIFF – Frank Pitzer

- a. **13846** Action on the recommendation to recreate a full-time Deputy Sheriff position at \$16.00 per hour effective April 20, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 13845)
- b. **13853** Action on the recommendation to recreate a full-time Department Clerk II position at \$10.25 per hour effective April 20, 2023, per the Teamsters' Collective Bargaining Agreement. (Termination on PAF 13852)

16. TREASURER – Amanda C. Hiles

- a. **13873** Action on the recommendation to correct the position start date on PAF 13755 from February 26, 2023, to February 16, 2023, and provide retro pay of \$0.25 per hour for this period due to the appointment of Kristina Peters, full-time Administrative Assistant I, as 2nd Deputy Treasurer, effective April 20, 2023.

The next Salary Board Meeting is scheduled for May 18, 2023.

17. ASSESSMENT – Aaron Poole

- a. **13808** Action on the recommendation to recreate a full-time Chief Assessor position at Supervisory Pay Grade 14 (\$35,373.00 to \$46,137.00 per annum) effective April 20, 2023. (Voluntary resignation on PAF 13807)

18. BELMONT – Gary Montebell

- a. **13857** Action on the recommendation to reclassify the temporary/seasonal casual part-time Belmont Worker block of (45) positions crated on PAF 10777 from Non-Supervisory Pay Grade 1 (\$7.25 to \$9.67 per hour) to Non-Supervisory Pay Grade 2 (\$8.01 to \$10.46 per hour) effective April 20, 2023. This change will better accommodate returning Belmont Workers' rates within the range.
- b. **13858** Action on the recommendation to create (3) temporary/seasonal casual part-time Assistant Head Lifeguard positions at \$11.00 per hour effective April 20, 2023, for the 2023 Pool Season.
- c. **13859** Action on the recommendation to create a temporary/seasonal casual part-time Head Lifeguard position at \$13.00 per hour effective April 20, 2023, for the 2023 Pool Season.
- d. **13860** Action on the recommendation to approve the hiring/reassignment per the attached list of temporary/seasonal casual part-time Belmont Workers effective April 20, 2023, for the 2023 Pool Season, pending successful completion of pre-employment screenings.

19. CHILDREN, YOUTH AND FAMILIES – Paula McClure

- a. **13839** Action on the recommendation to recreate a full-time Fiscal Technician (TANF/Title IV-E) position at Non-Supervisory Pay Grade 9 (\$11.28 to \$14.72 per hour) effective April 20, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation/retirement on PAF 13838)
- b. **13866** Action on the recommendation to recreate a full-time Casework Supervisor position at Supervisory Pay Grade 13 (\$33,676.50 to \$43,953.00 per annum) effective April 20, 2023. (Voluntary resignation/retirement on PAF 13865)

20. JAIL – Warden Hicks

- a. **13822** Action on the recommendation to recreate a full-time Corrections Officer position at \$16.00 per hour effective April 20, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary Resignation on PAF 13821)
- b. **13863** Action on the recommendation to create a part-time Co-Op Corrections Officer position at \$15.00 per hour effective April 20, 2023. This position is being created in conjunction with the Lenape Vo-Tech Co-Op Program.

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21. PUBLIC DEFENDER – James Spriestersbach

- a. **13861** Action on the recommendation to create a full-time Paralegal position at Non-Supervisory Pay Grade 15 (\$15.13 to \$19.75 per hour) effective April 20, 2023, in lieu of recreating the recently vacated Legal Secretary II position. (Voluntary resignation on PAF 13813) This action will also abolish the action taken on PAF 13348.

22. OTHER BUSINESS

23. SALARY BOARD – CONCERNS OR COMMENTS

24. PUBLIC COMMENT

VISITORS ARE WELCOME TO COMMENT ON ANY AGENDA OR NON-AGENDA ITEMS AT THIS TIME UNDER THE DIRECTION OF THE CHAIRMAN. INDIVIDUALS WILL BE ALLOWED TO SPEAK UP TO FIVE (5) MINUTES AND GROUPS UP TO FIFTEEN (15) MINUTES TO SPEAK. COMPLETED WRITTEN FORMS WILL BE COLLECTED AS REQUIRED BY COUNTY POLICY.

25. ADJOURNMENT

Pool 2023 Applications Lifeguard

	Returning Guards	Payrate	Guard Year
1	Ben Webb	\$10.00	3rd yr.
2	Nathaniel Kimmel	\$9.00	1st yr.
3	Alexander Damore	\$9.50	2nd yr.
4	Sebastian Alden	\$10.00	3rd yr.
5	Ava Smathers	\$10.00	3rd yr.
6	Parker Weigel	\$9.50	2nd yr.
7			
8			
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11			
12			
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14			
15			
16			

Transfer Ice to Pool

Ticket Booth/Concession

1	Kiley Held	\$8.01	
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