

**MINUTES OF THE SALARY BOARD MEETING HELD ON  
Wednesday, May 4, 2022**



The Armstrong County Salary Board Meeting was called to order by Commissioner Donald K. Myers at 9:00 a.m. in the Commissioners' Conference Room.

Roll Call:

Commissioner Myers Present  
Commissioner Renshaw Present  
Commissioner Fabian Present  
Controller Miller Absent

Also present: Chief Administrator Aaron Poole, Human Resources Manager Audrey Campbell, Deputy Warden Jessica Hicks (OBO Warden Phillip Shaffer), Domestic Relations Director Denise Brumbaugh, Judge Chase McClister, Court Administrator Brandi Benton, Sheriff Frank Pitzer, President Judge James Panchik, Executive Director Planning and Development Darin Alviano, District Attorney Katie Charlton, and Anne Cloonan, Leader Times

The Board recited the PLEDGE OF ALLEGIANCE to the Flag

There were no comments from visitors in attendance on agenda items.

It was moved by Mr. Fabian and seconded by Mr. Renshaw, to approve the minutes from the Salary Board Meeting held on April 20, 2022. Motion carried unanimously.

It was moved by Mr. Renshaw and seconded by Mr. Fabian to approve the Election Night Worker Schedule for Tuesday, May 17, 2022. See attached. Motion carried unanimously.

**COURTS – President Judge James Panchik**

**PAF 13370** was moved by Judge Panchik and seconded by Mr. Fabian, to acknowledge the appointment of Serena Shoemaker to a full-time Judicial Assistant to Judge McClister/Sr. Judge Valasek position at \$19.92 per hour effective May 4, 2022. (Created on PAF 13358) Motion carried unanimously.

**DOMESTIC RELATIONS – Denise Brumbaugh / President Judge James Panchik**

**PAF 13368** was moved by Judge Panchik and seconded by Mr. Renshaw, to recreate a full-time Secretary II position at Non-Supervisory Pay Grade 7 (\$10.23 to \$13.38 per hour) effective May 4, 2022, per the Teamsters' Collective Bargaining Agreement. (Reassignment on PAF 13362) Motion carried unanimously.

**DISTRICT ATTORNEY – Kathleen Charlton**

**PAF 13383** was moved by Ms. Charlton and seconded by Mr. Fabian, to acknowledge the appointment of Victoria Neff to a full-time Victim Witness Secretary position at \$10.33 per hour (current rate) effective May 4, 2022. (Created on PAF 13175) Motion carried unanimously.

**SHERIFF – Frank Pitzer**

**PAF 13375** was moved by Sheriff Pitzer and seconded by Mr. Renshaw, to create a full-time Paralegal position at Non-Supervisory Pay Grade 15 (\$15.13 to \$19.75 per hour) effective May 4, 2022. Motion carried unanimously.

**PAF 13375** was moved by Sheriff Pitzer and seconded by Mr. Renshaw, to acknowledge the appointment/reassignment of Tanya Yount from a full-time Department Clerk II position at \$12.87 per hour to a full-time Paralegal position at \$15.13 per hour (Step A) effective May 4, 2022. The vacated full-time Department Clerk II position will not be recreated. Motion carried unanimously.

**JAIL – Warden Shaffer**

**PAF 13377** was moved by Mr. Renshaw and seconded by Mr. Fabian, to recreate a full-time LPN Supervisor position at Supervisory Pay Grade 15 (\$19.04 to \$24.83 per hour) effective May 4, 2022. (Voluntary resignation on PAF 13372) Motion carried unanimously.

**PLANNING & DEVELOPMENT – Darin Alviano**

**PAF 13381** was moved by Mr. Renshaw and seconded by Mr. Fabian, to create a full-time Business & Recycling Manager position at Supervisory Pay Grade 15 (\$37,128.00 to \$48,418.50 per annum) effective May 4, 2022. This position will combine the previous Business Retention & Marketing Coordinator and the Business Manager positions. In addition, the individual filling the newly created position will be responsible for managing the Recycling Center and serving as the County’s designated Recycling Coordinator. Motion carried unanimously.

**PAF 13381** was moved by Mr. Renshaw and seconded by Mr. Fabian, to approve the reassignment of George Skamai from full-time Business Retention & Marketing Coordinator at \$33,657.00 per annum to full-time Business & Recycling Manager at \$48,418.50 per annum (Step J) effective May 4, 2022. Motion carried unanimously.

**OTHER BUSINESS**

*NONE*

**SALARY BOARD COMMENTS**

Mr. Fabian asked Anne Cloonan from the Leader Times to meet the Commissioners at the Recycling Center for a review of recent improvements and grant awards.

**COMMENTS FROM VISITORS**

*NONE*

**ADJOURNMENT**

There being no further business, it was moved by Mr. Fabian and seconded by Mr. Renshaw that the meeting be adjourned. Motion carried unanimously. Commissioner Myers declared the meeting adjourned at 9:20 a.m.

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Myra L. Miller, Secretary  
Armstrong County Controller

Attest: \_\_\_\_\_  
Aaron Poole, Chief Administrator  
Armstrong County Board of Commissioners