

**MINUTES OF THE SALARY BOARD MEETING HELD ON  
July 21, 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 Absent  
Commissioner Fabian Present  
Controller Miller Present

Also present: Chief Administrator Aaron Poole, Human Resource Manager Audrey Campbell, Prothonotary/Clerk of Courts First Deputy Elizabeth Smith (OBO Brenda George), Domestic Relations Director Denise Brumbaugh, Court Administrator Brandi Benton, President Judge James Panchik, Belmont Director Gary Montebell, Warden Jessica Hicks, Business Retention Specialist George Skamai and Josh Shreckengost, Leader Times (recording)

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 Ms. Miller and seconded by Mr. Fabian to approve the minutes from the Salary Board Meeting held on July 6, 2022. Motion carried unanimously.

**COURTS – President Judge James Panchik**

**PAF 13502** was moved by Judge Panchik and seconded by Mr. Fabian to acknowledge the appointment of Anthony D. Ciotola to a full-time Law Clerk position at \$45,000.00 per annum effective July 21, 2022, pending successful completion of pre-employment screenings. (Created on PAF 13291) Motion carried unanimously.

**PAF 13503** was moved by Judge Panchik and seconded by Ms. Miller to recreate a full-time Senior Law Clerk position at \$55,000.00 per annum effective July 21, 2022. (Voluntary resignation on PAF 13489) Motion carried unanimously.

**PAF 13503** was moved by Judge Panchik and seconded by Ms. Miller to acknowledge the appointment of Karen D. Pressler to a full-time Senior Law Clerk position at \$55,000.00 per annum effective July 21, 2022, pending successful completion of pre-employment screenings. Motion carried unanimously.

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

**PAF 13492** was moved by Judge Panchik and seconded by Mr. Fabian to recreate a full-time Enforcement Officer position at Non-Supervisory Pay Grade 16 (\$15.88 to \$20.73 per hour) effective July 21, 2022, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation/retirement on PAF 13491) Motion carried unanimously.

## **PROTHONOTARY / CLERK OF COURTS – Brenda C. George**

**PAF 13495** was moved by Ms. Smith and seconded by Ms. Miller to create a full-time Office Manager position at Supervisory Pay Grade 9 (\$27,709.50 to \$36,153.00 per annum) effective July 21, 2022. (Voluntary resignation on PAF 13488) Motion carried unanimously.

**PAF 13496** was moved by Ms. Smith and seconded by Mr. Fabian acknowledge the appointment of Bonnie Rupp from full-time Court Clerk I at \$14.74 per hour to a full-time Office Manager position at \$35,100.00 per annum (Step I) effective July 21, 2022, Position start date will be August 1, 2022. (Created on PAF 13495) Motion carried unanimously.

**PAF 13497** was moved by Ms. Smith and seconded by Ms. Miller to acknowledge the appointment of Bonnie Rupp, full-time Office Manager, as 1<sup>st</sup> Deputy Prothonotary/Clerk of Courts and compensate with a salary adjustment of \$0.50 per hour increase for additional duties and responsibilities effective July 21, 2022. Her new rate will be \$18.50 per hour and position start date will be August 1, 2022. Motion carried unanimously.

**PAF 13498** was moved by Ms. Smith and seconded by Mr. Fabian to acknowledge the appointment of Amber Drum, full-time Legal Secretary III, as 2<sup>nd</sup> Deputy Prothonotary/Clerk of Courts and compensate with a salary adjustment of \$0.25 per hour increase for additional duties and responsibilities effective July 21, 2022. Her new rate will be \$12.72 per hour and position start date will be August 1, 2022. Motion carried unanimously.

**PAF 13507** was moved by Ms. Smith and seconded by Ms. Miller to recreate a full-time Legal Secretary III position at Non-Supervisory Pay Grade 10 (\$11.86 to \$15.49 per hour) effective July 21, 2022, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 13506) Motion carried unanimously.

## **DISTRICT COURT 33-3-01 – Gary DeComo**

**PAF 13510** was moved by Mr. Fabian and seconded by Ms. Miller to create a temporary casual part-time Magisterial District Court Clerk position at \$11.28 per hour effective July 21, 2022. Position is needed to provide support to existing staff due a medical leave of absence. Position will be abolished when full-time employee is returned to active status. Motion carried unanimously.

## **BELMONT – Gary Montebell**

**PAF 13504** was moved by Mr. Fabian and seconded by Ms. Miller to abolish action taken on PAF 13482 to recreate a full-time Maintenance Worker I position, due to the rescind of the voluntary resignation that created the vacancy. (Rescinded voluntary resignation on PAF 13493) Motion carried unanimously.

**PAF 13505** was moved by Ms. Miller and seconded by Mr. Fabian to abolish action taken on PAF 13484 to approve the hiring of Samuel Wylie to a temporary/seasonal casual part-time Maintenance Worker I position. Mr. Wylie has decided to retain his full-time Maintenance Worker I position and has rescinded his resignation. Motion carried unanimously.

**PAF 13508** was moved by Ms. Miller and seconded by Mr. Fabian to approve to abolish action taken on PAF 13508 to approve the creation of a temporary/seasonal casual part-time Maintenance Worker I position, due to the rescind of the voluntary resignation on PAF 13493. Motion carried unanimously.

**JAIL – Warden Hicks**

**PAF 13478** was moved by Ms. Miller and seconded by Mr. Fabian to recreate a full-time Corrections Counselor position at Supervisory Pay Grade 16 (\$41,600.00 to \$55,329.60 per annum) effective July 21, 2022. (Voluntary resignation on PAF 13477) Motion carried unanimously.

**PAF 13501** was moved by Mr. Fabian and seconded by Ms. Miller to approve the hiring of Matthew Prazenica to a full-time Deputy Warden position at \$56,160.00 per annum effective July 21, 2022, per recommendation of Prison Board and pending successful completion of pre-employment screenings. (Created on PAF 13405) Motion carried unanimously.

**RECYCLING CENTER – George J. Skamai**

**PAF 13499** was moved by Mr. Fabian and seconded by Ms. Miller to approve a salary adjustment for casual part-time Recycling Specialist Mark Livengood of \$1.00 per hour effective July 21, 2022, due to increased job duties such as equipment and building repairs and maintenance that provides the County an overall cost savings in lieu of using third party services. Motion carried unanimously.

**OTHER BUSINESS**

*NONE*

**SALARY BOARD COMMENTS**

*NONE*

**COMMENTS FROM VISITORS**

*NONE*

**ADJOURNMENT**

There being no further business, it was moved by Mr. Fabian and seconded by Ms. Miller that the meeting be adjourned. Motion carried unanimously. Commissioner Myers declared the meeting adjourned at 10:38 a.m.

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Myra L. Miller, Secretary  
Armstrong County Controller

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