

**MINUTES OF THE SALARY BOARD MEETING HELD ON
February 16, 2023**



The Armstrong County Salary Board Meeting was called to order by Commissioner Donald K. Myers at 10:30 a.m. in the Commissioners' Conference Room.

Roll Call: Commissioner Myers Present
 Commissioner Renshaw Present
 Commissioner Fabian Present
 1st Deputy Controller Gaff Present

Also present: Chief Administrator Aaron Poole, Human Resource Director Audrey Campbell, Public Works Director Roger McMillen, Register and Recorder Marianne Hileman, Area Agency on Aging Executive Director Janet Talerico, Children, Youth and Family Services Administrator Paula McClure, Chief Assessor Troy Straitiff, Treasurer Amanda Hiles, 911 Coordinator Chad Gradwell, Assessment Sarah Green, Jail Warden Jessica Hicks, Prothonotary 2nd Deputy Annette Bowser, Sheriff Frank Pitzer, Dennis Phillips, 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 Mr. Fabian and seconded by Ms. Gaff, to approve the minutes from the Salary Board Meeting held on January 19, 2023. Motion carried unanimously.

E-911 – Chad Gradwell

PAF 13749 was moved by Mr. Fabian and seconded by Mr. Renshaw, to create a full-time Shift Supervisor position at Supervisory Pay Grade 12 (\$16.46 to \$21.48 per hour) effective February 16, 2023. Motion carried unanimously.

PAF 13749 was moved by Mr. Fabian and seconded by Ms. Gaff, to approve the reassignment of Emily Kuntz from full-time 911 Dispatcher at \$16.66 per hour to full-time Shift Supervisor at \$20.00 per hour effective February 16, 2023. Position start date will be February 26, 2023. Motion carried unanimously.

PAF 13750 was moved by Mr. Fabian and seconded by Mr. Renshaw, to create a full-time Shift Supervisor position at Supervisory Pay Grade 12 (\$16.46 to \$21.48 per hour) effective February 16, 2023. Motion carried unanimously.

PAF 13750 was moved by Mr. Fabian and seconded by Ms. Gaff, to approve the reassignment of Lacy Reedy from full-time 911 Dispatcher at \$16.66 per hour to full-time Shift Supervisor at \$20.00 per hour effective February 16, 2023. Position start date will be February 26, 2023. Motion carried unanimously.

PAF 13751 was moved by Mr. Fabian and seconded by Mr. Renshaw, to create a full-time Shift Supervisor position at Supervisory Pay Grade 12 (\$16.46 to \$21.48 per hour) effective February 16, 2023. Motion carried unanimously.

PAF 13751 was moved by Mr. Fabian and seconded by Ms. Gaff, to approve the reassignment of Lainey Kline from full-time 911 Dispatcher at \$16.66 per hour to full-time Shift Supervisor at \$20.00 per hour effective February 16, 2023. Position start date will be February 26, 2023. Motion carried unanimously.

PAF 13752 was moved by Mr. Fabian and seconded by Mr. Renshaw, to create a full-time Shift Supervisor position at Supervisory Pay Grade 12 (\$16.46 to \$21.48 per hour) effective February 16, 2023. Motion carried unanimously.

PAF 13752 was moved by Mr. Fabian and seconded by Mr. Renshaw, to approve the reassignment of Colin Kline from full-time 911 Dispatcher at \$16.66 per hour to full-time Shift Supervisor at \$20.00 per hour effective February 16, 2023. Position start date will be February 26, 2023. Motion carried unanimously.

PAF 13753 was moved by Mr. Fabian and seconded by Mr. Renshaw, to approve a salary adjustment for full-time Shift Supervisor Brandon Kilgore from \$19.07 per hour to \$22.73 per hour effective February 16, 2023. Salary adjustment will be effective February 26, 2023. Motion carried unanimously.

CONTROLLER – Board of Commissioners

PAF 13775 was moved by Ms. Gaff and seconded by Mr. Renshaw, to create a full-time Acting Controller position at \$66,463.02 per annum effective February 16, 2023. (Voluntary Resignation of Elected Official) Motion carried unanimously.

PAF 13775 was moved by Mr. Renshaw and seconded by Mr. Fabian, to approve the reassignment of full-time 1st Deputy Controller Tammie Gaff at \$48,956.70 per annum to full-time Acting Controller at \$66,463.02 per annum effective February 16, 2023. Motion carried. Ms. Gaff abstained.

PROTHONOTARY / CLERK OF COURTS – Board of Commissioners

PAF 13774 was moved by Ms. Gaff and seconded by Mr. Renshaw, to create a full-time Acting Prothonotary/Clerk of Courts position at \$71,708.00 per annum effective February 16, 2023. (Voluntary Resignation of Elected Official) Motion carried unanimously.

PAF 13774 was moved by Ms. Gaff and seconded by Mr. Renshaw, to approve the reassignment of full-time Legal Secretary III/2nd Deputy Prothonotary/Clerk of Courts Annette Bowser at \$13.89 per hour to full-time Acting Prothonotary/Clerk of Courts at \$71,708.00 per annum effective February 16, 2023. Motion carried unanimously.

PAF 13778 was moved by Mr. Fabian and seconded by Mr. Renshaw, to recreate a full-time Office Manager position at Supervisory Pay Grade 9 (\$27,709.50 to \$36,153.00 per annum) effective February 16, 2023. (Voluntary Resignation on PAF 13734) Motion carried unanimously.

PAF 13778 was moved by Ms. Gaff and seconded by Mr. Renshaw, to acknowledge the appointment/reassignment of Kathy Reich from full-time Clerk of Courts Department Clerk II at \$15.25/hour to full-time Office Manager at \$35,100.00 per annum (Step I) effective February 16, 2023. Motion carried unanimously.

PAF 13779 was moved by Mr. Renshaw and seconded by Mr. Fabian, to approve a temporary salary increase of \$2.00 per hour from \$18.00 per hour to \$20.00 per hour for full-time Office Manager Kathy Reich effective February 16, 2023, due to two (2) vacancies 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. Motion carried unanimously.

PAF 13779 was moved by Mr. Fabian and seconded by Ms. Gaff, to acknowledge the appointment of Kathy Reich, full-time Office Manager, as 1st Deputy Prothonotary/Clerk of Courts and compensate with a salary adjustment of \$0.50 per hour increase for additional duties and responsibilities effective February 16, 2023. Her new rate will be \$20.50 per hour. Motion carried unanimously.

PAF 13780 was moved by Mr. Fabian and seconded by Mr. Renshaw to recreate a full-time Clerk of Courts Department Clerk II position at Non-Supervisory Pay Grade 6 (\$9.74 to \$12.71 per hour) effective February 16, 2023, per the Teamsters' Collective Bargaining Agreement. (Appointment/ Reassignment on PAF 13778) Motion carried unanimously.

REGISTER / RECORDER – Marianne Hileman

PAF 13767 was moved by Ms. Gaff and seconded by Mr. Fabian, to recreate a casual part-time Guardian Tracking System (GTS) Clerk position at \$11.50 per hour effective February 16, 2023. (Voluntary Resignation on PAF 13765) Position is need to perform duties of the State-mandated Guardian Tracking System. Motion carried unanimously.

SHERIFF – Frank Pitzer

PAF 13771 was moved by Mr. Pitzer and seconded by Mr. Renshaw, to recreate a full-time Department Clerk II position at \$10.25 per hour effective February 16, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary Resignation on PAF 13770) Motion carried unanimously

PA 13773 was moved by Mr. Pitzer and seconded by Mr. Fabian, to recreate a full-time Deputy Sheriff position at \$16.00 per hour effective February 16, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary Resignation/Reassignment on PAF 13773) Motion carried unanimously.

TREASURER – Amanda C. Hiles

PAF 13755 was moved by Ms. Hiles and seconded by Mr. Fabian, to acknowledge the appointment of Kristina Peters, full-time Administrative Assistant I, as 2nd Deputy Treasurer and compensate with a salary adjustment of \$0.25 per hour increase for additional duties and responsibilities effective February 16, 2023. Her new rate will be \$12.08 per hour and position start date will be February 26, 2023. Motion carried unanimously.

AREA AGENCY ON AGING – Janet Talerico

PAF 13768 was moved by Ms. Gaff and seconded by Mr. Renshaw, to recreate a full-time Department Clerk I position at Non-Supervisory Pay Grade 10 (\$11.86 to \$15.49 per hour) effective February 16, 2023. (Voluntary Reassignment on PAF 13758) Motion carried unanimously.

PAF 13769 was moved by Ms. Gaff and seconded by Mr. Renshaw, to recreate a full-time Fiscal Technician position at Non-Supervisory Pay Grade 19 (\$18.38 to \$23.99 per hour) effective February 16, 2023. (Voluntary Resignation on PAF 13764) Motion carried unanimously.

ASSESSMENT – Troy Straitiff

PAF 13760 was moved by Mr. Fabian and seconded by Mr. Renshaw, to recreate a full-time Department Clerk III position at Non-Supervisory Pay Grade 8 (\$10.73 to \$13.99 per hour) effective February 16, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary Resignation/ Reassignment on PAF 13745) Motion carried unanimously.

CHILDREN, YOUTH AND FAMILIES – Paula McClure

PAF 13766 was moved by Mr. Fabian and seconded by Mr. Renshaw, to create a full-time Caseworker II position at \$33,208.50 per annum effective February 16, 2023, per the SEIU Collective Bargaining Agreement. This position will replace/abolish a full-time Caseworker I position created on PAF 13332. Motion carried unanimously.

PAF 13766 was moved by Ms. Gaff and seconded by Mr. Renshaw, to approve the hiring/reassignment of Veronica Manzanilla to a full-time Caseworker II position at \$33,208.50 per annum effective February 16, 2023, per the SEIU Collective Bargaining Agreement. Ms. Manzanilla previously worked at CYS as a Caseworker II and has the necessary training and experience to return to a Caseworker II position. The position start date will be February 23, 2023. Motion carried unanimously.

JAIL – Warden Hicks

PAF 13748 was moved by Mr. Fabian and seconded by Mr. Renshaw, to recreate a full-time Lieutenant position at \$25.75 per hour effective February 16, 2023, per the USW Collective Bargaining Agreement. (Voluntary Resignation on PAF 13747) Motion carried unanimously.

PUBLIC WORKS – Roger McMillen

PAF 13756 was moved by Ms. Gaff and seconded by Mr. Renshaw, to recreate a full-time Custodial Worker I position at \$10.00 per hour effective February 16, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary Resignation on PAF 13741) Motion carried unanimously.

TAX CLAIM – Aaron Poole

PAF 13754 was moved Mr. Fabian and seconded by Mr. Renshaw, to recreate a full-time Tax Claim Director position at Supervisory Pay Grade 11 (\$30,556.60 to \$39,858.00 per annum) effective February 16, 2023. (Voluntary Resignation/Retirement on PAF 13746) Motion carried unanimously.

SALARY BOARD COMMENTS

NONE

COMMENTS FROM VISITORS

NONE

ADJOURNMENT

There being no further business, it was moved by Mr. Renshaw and seconded by Mr. Fabian, that the meeting be adjourned. Motion carried unanimously. Commissioner Myers declared the meeting adjourned at 10:54 a.m.

Tammie Gaff
Armstrong County 1st Deputy Controller

Attest: _____
Aaron Poole, Chief Administrator

Armstrong County Board of Commissioners