

**MINUTES OF THE SALARY BOARD MEETING HELD ON  
Thursday, March 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  
Acting Controller Gaff Present

Also present: Chief Administrator Aaron Poole, Human Resource Director Audrey Campbell, Acting Prothonotary Annette Bowser, 1<sup>st</sup> Deputy Prothonotary Kathy Reich, Area Agency on Aging Executive Director Janet Talerico, Jail Warden Jessica Hicks, District Court Clerk Laura Prinkey, District Court Clerk Melissa Cousins, and District Court Clerk Beth Ann Kneppshield

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. Gaff and seconded by Mr. Fabian, to approve the minutes from the Salary Board Meeting held on February 16, 2023. Motion carried unanimously.

**PROTHONOTARY / CLERK OF COURTS – Annette Bowser**

**PAF 13781** was moved by Mr. Fabian and seconded by Mr. Renshaw, to acknowledge the appointment of Maria Teagarden, full-time Department Clerk III, as 2nd Deputy Prothonotary/Clerk of Courts and compensate with a salary adjustment of \$0.25 per hour increase for additional duties and responsibilities effective March 16, 2023. Her new rate will be \$17.54 per hour. Salary adjustment will be effective March 26, 2023. Motion carried unanimously.

**PAF 13805** was moved by Mr. Fabian and seconded by Mr. Renshaw, to approve a temporary salary increase of \$2.00 per hour from \$14.13 per hour to \$16.13 per hour for full-time Legal Secretary III Jill Toy effective March 16, 2023, due to two (2) vacancies 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. Motion carried unanimously.

**PAF 13806** was moved by Mr. Fabian and seconded by Mr. Renshaw, to approve a temporary salary increase of \$2.00 per hour from \$10.73 per hour to \$12.73 per hour for full-time Court Clerk I Katie Ritenbaugh effective March 16, 2023, due to two (2) vacancies 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. Motion carried unanimously.

**AREA AGENCY ON AGING – Janet Talerico**

**PAF 13802** was moved by Ms. Gaff and seconded by Mr. Renshaw, to abolish PAF 13310 (approved on 3/16/2022) and recreate a full-time Administrative Assistant position at Non-Supervisory Pay Grade 17 (\$16.68 to \$21.77 per hour) effective March 16, 2023. PAF 13310 is abolished due to aging out of the system without being filled. Motion carried unanimously.

**JAIL – Warden Hicks**

**PAF 13782** was moved by Mr. Fabian and seconded by Mr. Renshaw, to approve the reassignment of Frederick Tregaskes Jr. from full-time Corrections Officer at \$16.78 per hour to full-time Maintenance Worker III at \$13.36 per hour effective March 16, 2023. (Created on PAF 13465) Position start date will be March 20, 2023. Motion carried unanimously.

**PAF 13783** was moved by Ms. Gaff and seconded by Mr. Renshaw, to recreate a full-time Corrections Officer position at \$16.00 per hour effective March 16, 2023, per the Teamsters’ Collective Bargaining Agreement. (Reassignment on PAF 13782) Motion carried unanimously.

**PAF 13790** was moved by Ms. Gaff and seconded by Mr. Renshaw, to recreate a full-time Corrections Officer position at \$16.00 per hour effective March 16, 2023, per the Teamsters’ Collective Bargaining Agreement. (Voluntary Resignation/Reassignment on PAF 13789) Motion carried unanimously.

**PAF 13792** was moved by Mr. Renshaw and seconded by Mr. Fabian, to recreate a full-time Facilities, Systems & Maintenance Supervisor position at Supervisory Pay Grade 12 (\$34,236.80 to \$44,678.40 per annum) effective March 16, 2023. (Voluntary Resignation on PAF 13791) Motion carried unanimously.

**OTHER BUSINESS**

*NONE*

**SALARY BOARD COMMENTS**

*NONE*

**COMMENTS FROM VISITORS**

Laura Prinkey, Melissa Cousins, and Beth Ann Knepshield asked about status of MOA for CA CBA for wages. Commissioners responded they will check into it.

**ADJOURNMENT**

There being no further business, it was moved by Ms. Gaff and seconded by Mr. Fabian, that the meeting be adjourned. Motion carried unanimously. Commissioner Myers declared the meeting adjourned at 11:01 a.m.

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Tammie Gaff  
Acting Armstrong County Controller

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