

**MINUTES OF THE SALARY BOARD MEETING HELD ON  
Thursday, April 20, 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, Armstrong County Jail Warden Jessica Hicks, Acting Prothonotary Annette Bowser, Chief Deputy Sheriff Terry Bish (OBO Sheriff Frank Pitzer), CYFS Administrator Paula McClure, Executive Director Probation Regina Himes, District Attorney Katie Charlton, Domestic Relations Director Denise Brumbaugh, Belmont Director Gary Montebell, MDJ Gary DeComo, MDJ Kevin McCausland, MDJ James Owen, MDJ James Andring, Judge Chase McClister (OBO President James Panchik), Public Defender James Spriestersbach, 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 March 16, 2022. Motion carried unanimously.

**DISTRICT ATTORNEY – Kathleen Charlton**

**PAF 13854** was moved by Ms. Charlton and seconded by Mr. Fabian, 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. Motion carried unanimously.

**PAF 13872** was moved by Ms. Charlton and seconded by Ms. Gaff, 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) Motion carried unanimously.

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

**PAF 13823** was moved by Judge McClister and seconded by Mr. Fabian, 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. Motion carried unanimously.

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

**PAF 13824** was moved by Judge McClister and seconded by Mr. Renshaw, 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. Motion carried unanimously.

**PAF 13825** was moved by Judge McClister and seconded by Mr. Renshaw, 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. Motion carried unanimously.

**PAF 13826** was moved by Judge McClister and seconded by Mr. Renshaw, to approve a salary adjustment for full-time Magisterial District Court Clerk Beth Ann Kneppshield from \$12.98 per hour to \$14.76 per hour effective April 20, 2023. Salary adjustment to be effective retro to January 1, 2023. Motion carried unanimously.

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

**PAF 13827** was moved by Judge McClister and seconded by Mr. Fabian, 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. Motion carried unanimously.

**PAF 13828** was moved by Judge McClister and seconded by Mr. Fabian, 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. Motion carried unanimously.

**PAF 13829** was moved by Judge McClister and seconded by Mr. Fabian, 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. Motion carried unanimously.

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

**PAF 13830** was moved by Judge McClister and seconded by Mr. Renshaw, 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. Motion carried unanimously.

**PAF 13831** was moved by Judge McClister and seconded by Mr. Renshaw, 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. Motion carried unanimously.

**PAF 13832** was moved by Judge McClister and seconded by Mr. Renshaw, 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. Motion carried unanimously.

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

**PAF 13833** was moved by Judge McClister and seconded by Mr. Fabian, 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. Motion carried unanimously.

**PAF 13834** was moved by Judge McClister and seconded by Mr. Fabian, 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. Motion carried unanimously.

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

**PAF 13851** was moved by Judge McClister and seconded by Mr. Renshaw, 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) Motion carried unanimously.

**PROBATION – Regina Himes / President Judge James Panchik**

**PAF 13847** was moved by Judge McClister and seconded by Mr. Renshaw, 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. Motion carried unanimously.

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

**PAF 13855** was moved by Ms. Bowser and seconded by Mr. Fabian, 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) Motion carried unanimously.

**PAF 13856** was moved by Ms. Bowser and seconded by Mr. Renshaw, 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) Motion carried unanimously.

**PAF 13856** was moved by Ms. Bowser and seconded by Mr. Fabian, 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. Motion carried unanimously.

**SHERIFF – Frank Pitzer**

**PAF 13846** was moved by Chief Deputy Bish and seconded by Mr. Fabian, 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) Motion carried unanimously.

**PAF 13853** was moved by Chief Deputy Bish and seconded by Ms. Gaff, 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) Motion carried unanimously.

#### **TREASURER – Amanda C. Hiles**

**PAF 13873** was moved by Mr. Fabian and seconded by Ms. Gaff, 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 2<sup>nd</sup> Deputy Treasurer, effective April 20, 2023.

#### **ASSESSMENT – Aaron Poole**

**PAF 13808** was moved by Mr. Renshaw and seconded by Mr. Fabian, 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) Motion carried unanimously.

#### **BELMONT – Gary Montebell**

**PAF 13857** was moved by Mr. Fabian and seconded by Mr. Renshaw, to reclassify the temporary/seasonal casual part-time Belmont Worker block of (45) positions created 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. Motion carried unanimously.

**PAF 13858** was moved by Mr. Fabian and seconded by Mr. Renshaw, 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. Motion carried unanimously.

**PAF 13859** was moved by Mr. Renshaw and seconded by Ms. Gaff, 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. Motion carried unanimously.

**PAF 13860** was moved by Mr. Fabian and seconded by Mr. Renshaw, 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. Motion carried unanimously.

#### **CHILDREN, YOUTH AND FAMILIES – Paula McClure**

**PAF 13839** was moved by Mr. Fabian and seconded by Ms. Gaff, 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) Motion carried unanimously.

**PAF 13866** was moved by Renshaw and seconded by Ms. Gaff, 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) Motion carried unanimously.

#### **JAIL – Warden Hicks**

**PAF 13822** was moved by Mr. Fabian and seconded by Mr. Renshaw, 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) Motion carried unanimously.

**PAF 13863** was moved by Mr. Fabian and seconded by Mr. Renshaw, 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. Motion carried unanimously.

**PUBLIC DEFENDER – James Spriestersbach**

**PAF 13861** was moved by Mr. Fabian and seconded by Ms. Gaff, 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. Motion carried unanimously.

**OTHER BUSINESS**

*NONE*

**SALARY BOARD COMMENTS**

*NONE*

**COMMENTS FROM VISITORS**

*NONE*

**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 10:57 a.m.

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Tammie Gaff  
Acting Armstrong County Controller

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