

**MINUTES OF THE SALARY BOARD MEETING HELD ON
Thursday, May 25, 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 Tammie Gaff Present

Also present: Chief Administrator Aaron Poole, Human Resource Director Audrey Campbell, 911 Coordinator Chad Gradwell, Public Safety Director Mike Mollick, MDJ James Andring, Area Agency on Aging Executive Director Janet Talerico, Jail Warden Jessica Hicks, Belmont Director Gary Montebell, Acting Prothonotary Annette Bowser, District Attorney Katie Charlton, Sheriff Frank Pitzer

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. Renshaw, to approve the minutes from the Salary Board Meeting held on April 20, 2023. Motion carried unanimously.

It was moved by Mr. Fabian and seconded by Mr. Renshaw, to approve the Election Night Worker Schedule for Tuesday, May 16, 2023. Motion carried unanimously.

DISTRICT ATTORNEY – Kathleen Charlton

PAF 13909 was moved by Ms. Charlton and seconded by Ms. Gaff, to recreate a full-time Chief County Detective position at a rate of a \$2.00 per hour increase to their base hourly wage rate or \$2.00 per hour higher than the highest paid County Detective effective May 25, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 13809) Motion carried unanimously.

PAF 13910 was moved by Ms. Charlton and seconded by Ms. Gaff, to create a full-time County Detective position at \$20.00 per hour effective May 25, 2023, per the Teamsters' Collective Bargaining Agreement. Motion carried unanimously.

PAF 13911 was moved by Ms. Charlton and seconded by Ms. Gaff, to create three (3) casual part-time County Detective positions at \$20.00 per hour effective May 25, 2023. Motion carried unanimously.

PAF 13912 was moved by Ms. Charlton and seconded by Ms. Gaff, to create a full-time Assistant District Attorney position at \$65,000.00 per annum effective May 25, 2023. (Reassignment on PAF 13718) Motion carried unanimously.

PAF 13913 was moved by Ms. Charlton and seconded by Ms. Gaff, to approve a temporary salary adjustment for full-time Office Manager Barbara Heilman from \$15.98 per hour to \$17.98 per hour effective May 25, 2023, due to the Paralegal vacancy in the District Attorney's office. Salary adjustment will be effective April 29, 2023. Salary adjustment will end when a new Paralegal is hired. Motion carried unanimously.

PAF 13914 was moved by Ms. Charlton and seconded by Ms. Gaff, to approve a temporary salary adjustment for full-time Legal Secretary III Deneen Dickey from \$14.95 per hour to \$16.95 per hour effective May 25, 2023, due to the Paralegal vacancy in the District Attorney's office. Salary adjustment will be effective April 29, 2023. Salary adjustment will end when a new Paralegal is hired. Motion carried unanimously.

PAF 13916 was moved by Ms. Charlton and seconded by Ms. Gaff, to approve a temporary salary adjustment for full-time First Assistant District Attorney Rebecca Lozzi from \$2,884.62 per pay to \$3,384.62 per pay effective May 25, 2023, due to an Assistant District Attorney vacancy in the District Attorney's office. Salary adjustment will be effective January 9, 2023. Salary adjustment will end when a new Assistant District Attorney is hired. Motion carried unanimously.

PAF 13917 was moved by Ms. Charlton and seconded by Ms. Gaff, to approve a temporary salary adjustment for full-time Assistant District Attorney (HAVIN) Kendra Strobel from \$2,503.02 per pay to \$3,003.02 per pay effective May 25, 2023, due to an Assistant District Attorney vacancy in the District Attorney's office. Salary adjustment will be effective January 9, 2023. Salary adjustment will end when a new Assistant District Attorney is hired. Motion carried unanimously.

PAF 13938 was moved by Ms. Charlton and seconded by Ms. Gaff, to acknowledge the appointment of Tiffany Heffelfinger to full-time Paralegal position at \$18.50 per hour effective May 25, 2023, per the Teamsters' Collective Bargaining Agreement and pending successful completion of pre-employment screenings. (Created on PAF 13872) Position start date will be May 30, 2023. Motion carried unanimously.

PAF 13940 was moved by Ms. Charlton and seconded by Ms. Gaff, to approve to recreate a full-time Assistant District Attorney position at \$65,000.00 per annum effective May 25, 2023. (Voluntary resignation on PAF 13939) Motion carried unanimously.

MAGISTERIAL DISTRICT COURT 33-3-03 – James Andring

PAF 13933 was moved by Mr. Renshaw and seconded by Ms. Gaff, to create a full-time Chief Clerk/Administrative Assistant position at Non-Supervisory Pay Grade 17 (\$16.68 to \$21.77 per hour) effective May 25, 2023. This action will abolish one (1) Magisterial District Court Clerk position. Motion carried unanimously.

PAF 13933 was moved by Mr. Renshaw and seconded by Ms. Gaff, to acknowledge the appointment of Laura Prinkey from full-time Magisterial District Court Clerk at \$17.89 per hour to full-time Chief Clerk/ Administrative Assistant at \$21.77 per hour (Step J) effective May 25, 2023, due to additional job duties. Motion carried unanimously.

PROTHONOTARY / CLERK OF COURTS – Annette Bowser

PAF 13928 was moved by Ms. Bowser and seconded by Mr. Renshaw, to recreate a full-time Court Clerk I position at Non-Supervisory Pay Grade 8 (\$10.73 to \$13.99 per hour) effective May 25, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 13925) Motion carried unanimously.

PAF 13929 was moved by Ms. Bowser 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 May 25, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 13926) Motion carried unanimously.

PAF 13930 was moved by Ms. Bowser and seconded by Mr. Renshaw, to acknowledge the appointment of Lily Preston to a full-time Clerk of Courts Court Clerk I position at \$12.80 per hour effective March 25, 2023, per the Teamsters' Collective Bargaining Agreement and pending successful completion of pre-employment screenings. Position start date will be June 19, 2023. (Created on PAF 13928) Motion carried unanimously.

PAF 13930 was moved by Ms. Bowser and seconded by Mr. Renshaw, to approve a temporary salary increase of \$2.00 per hour from \$12.80 per hour to \$14.80 per hour for full-time Court Clerk I Lily Preston effective May 25, 2023, due to two (2) vacancies in the Prothonotary/Clerk of Courts offices. 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 13935 was moved by Ms. Gaff and seconded by Mr. Fabian, to recreate a part-time Senior Center Manager I position at Non-Supervisory Pay Grade 11 (\$12.43 to \$16.22 per hour) effective May 25, 2023. (Voluntary resignation on PAF 13934) Motion carried unanimously.

BELMONT – Gary Montebell

PAF 13908 was moved by Mr. Renshaw and seconded by Mr. Fabian, to approve the hiring/reassignment per the attached list of temporary/seasonal casual part-time Belmont Workers effective May 25, 2023, for the 2023 Pool Season, pending successful completion of pre-employment screenings. (Created on PAF 10777) Motion carried unanimously.

PAF 13932 was moved by Mr. Renshaw and seconded by Mr. Fabian, to approve a salary adjustment for temporary/ seasonal casual part-time Belmont Worker Kiley Held from \$8.01 per hour to \$8.25 per hour effective May 25, 2023. Motion carried unanimously.

COMMISSIONERS – Board of Commissioners/Chief Administrator

PAF 13901 was moved by Mr. Renshaw and seconded by Mr. Fabian, to approve a salary adjustment for full-time Director of Elections/Chief Registrar James Webb from \$35,412.00 per annum to \$38,688.00 per annum (Step I) effective May 25, 2023, due to proven capability through several elections and increased responsibilities with new election legislation and requirements. Salary adjustment will be effective June 4, 2023. Motion carried unanimously.

PAF 13902 was moved by Mr. Renshaw and seconded by Mr. Fabian, to approve a salary adjustment for full-time Assistant Chief Administrator Karen Kintz from \$39,746.20 per annum to \$43,485.00 per annum (Step H) effective May 25, 2023, due to additional duties related to grant administration and reporting, election law changes and challenges, increased public inquiries, and providing support for other short-staffed offices. Salary adjustment will be effective June 4, 2023. Motion carried unanimously.

PAF 13903 was moved by Mr. Renshaw and seconded by Mr. Fabian, to approve a salary adjustment for full-time Administrative Assistant I Jennifer Bowser from \$11.62 per hour to \$13.08 per hour (Step F) effective May 25, 2023, due to additional duties related to grant administration and reporting, election law changes and challenges, increased public inquiries, and providing support for other short-staffed offices. Salary adjustment will be effective June 4, 2023. Motion carried unanimously.

PAF 13904 was moved by Mr. Renshaw and seconded by Mr. Fabian, to approve a salary adjustment for full-time Chief Administrator Aaron Poole from \$56,159.74 per annum to \$72,866.00 per annum effective May 25, 2023, due to additional duties related to grant administration and reporting, election law changes and challenges, increased public inquiries, and providing support for other short-staffed offices. Salary adjustment will be effective June 4, 2023. Motion carried unanimously.

PAF 13905 was moved by Mr. Renshaw and seconded by Mr. Fabian, to approve a salary adjustment for full-time Human Resources Manager Audrey Campbell from \$48,599.72 per annum to \$53,459.69 per annum effective May 25, 2023, due to additional duties related to election challenges, increased public inquiries, additional employee tracking, and providing support for other short-staffed offices and general staffing challenges. Salary adjustment will be effective June 4, 2023. Motion carried unanimously,

PAF 13941 was moved by Mr. Renshaw and seconded by Mr. Fabian, to approve a salary adjustment for full-time Payroll Technician II Lorie McCann from \$17.57 per hour to \$19.33 per hour effective May 25, 2023, due to workload increases related to additional employee tracking; ensuring payroll compliance per Collective Bargaining Agreements, each having unique payroll guidelines; and assistance with general staffing challenges. Salary adjustment will be effective June 4, 2023. Motion carried unanimously.

PAF 13942 was moved by Mr. Renshaw and seconded by Mr. Fabian, to approve a salary adjustment for full-time Director of Veterans Affairs from \$37,498.76 per annum to \$41,398.50 per annum effective May 25, 2023, due to assuming additional duties and responsibilities in the absence of a part-time position in the department. Salary adjustment will be effective June 4, 2023. Motion carried unanimously.

JAIL – Warden Hicks

PAF 13876 was moved by Mr. Renshaw and seconded by Mr. Fabian, to recreate a full-time Corrections Officer position at \$16.00 per hour effective May 25, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary Resignation on PAF 13875) Motion carried unanimously.

PAF 13878 was moved by Mr. Renshaw and seconded by Mr. Fabian, to recreate a full-time Corrections Officer position at \$16.00 per hour effective May 25, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary Resignation on PAF 13877) Motion carried unanimously.

PAF 13879 was moved by Mr. Renshaw and seconded by Mr. Fabian, to create a casual part-time Corrections Officer position at \$16.00 per hour effective May 25, 2023. Motion carried unanimously.

PAF 13880 was moved by Mr. Renshaw and seconded by Mr. Fabian, to approve the hiring of Matthew Rearigh to a casual part-time Corrections Officer position at \$16.00 per hour effective May 25, 2023. Position start date will be May 30, 2023. (Created on PAF 13879) Motion carried unanimously.

PAF 13882 was moved by Mr. Renshaw and seconded by Mr. Fabian, to recreate a full-time Corrections Officer position at \$16.00 per hour effective May 25, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary Resignation on PAF 13881) Motion carried unanimously.

PAF 13892 was moved by Mr. Renshaw and seconded by Mr. Fabian, to recreate a full-time Corrections Officer position at \$16.00 per hour effective May 25, 2023, per the Teamsters' Collective Bargaining Agreement. (Termination on PAF 13891) Motion carried unanimously.

PAF 13899 was moved by Mr. Renshaw and seconded by Mr. Fabian, to recreate a temporary part-time LPN position at \$17.95 per hour effective May 25, 2023, per the Teamsters' Collective Bargaining Agreement. (Reassignment on PAF 13675) Motion carried unanimously.

PAF 13907 was moved by Mr. Renshaw and seconded by Mr. Fabian, to recreate a full-time Corrections Officer position at \$16.00 per hour effective May 25, 2023, per the Teamsters' Collective Bargaining Agreement. (Reassignment on PAF 13841) Motion carried unanimously.

PAF 13919 was moved by Mr. Renshaw and seconded by Mr. Fabian, to approve the hiring of Thomas Scott to a full-time Facilities, Systems, and Maintenance Supervisor position at \$44,678.40 per annum (Step J) effective May 25, 2023, pending successful completion of pre-employment screenings. (Created on PAF 13792) Motion carried unanimously.

PAF 13922 was moved by Mr. Renshaw and seconded by Mr. Fabian, to recreate a full-time Corrections Officer position at \$16.00 per hour effective May 25, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary Resignation on PAF 13921) Motion carried unanimously.

PAF 13924 was moved by Mr. Renshaw and seconded by Mr. Fabian, to recreate a full-time Corrections Officer position at \$16.00 per hour effective May 25, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary Resignation on PAF 13923) Motion carried unanimously.

OTHER BUSINESS

E-911 – Chad Gradwell

Motion was made by Mr. Fabian and seconded by Renshaw, to amend the Agenda to add for discussion 911 actions. Motion carried unanimously.

E-911 – Chad Gradwell

PAF 13943 was moved by Mr. Fabian and seconded by Ms. Gaff, to approve a salary adjustment for full-time Shift Supervisor Brandon Kilgore from \$22.73 per hour to \$26.73 per hour effective May 25, 2023. Motion carried unanimously.

PAF 13944 was moved by Mr. Fabian and seconded by Ms. Gaff, to approve a salary adjustment for full-time Shift Supervisor Edwin Graham from \$22.73 per hour to \$28.73 per hour effective May 25, 2023. Motion carried unanimously.

PAF 13945 was moved by Mr. Fabian and seconded by Ms. Gaff, to approve a salary adjustment for full-time Shift Supervisor Lacy Reedy from \$20.00 per hour to \$23.00 per hour effective May 25, 2023. Motion carried unanimously.

PAF 13946 was moved by Mr. Fabian and seconded by Ms. Gaff, to approve a salary adjustment for full-time Shift Supervisor Colin Kline from \$20.00 per hour to \$23.00 per hour effective May 25, 2023. Motion carried unanimously.

PAF 13947 was moved by Mr. Fabian and seconded by Ms. Gaff, to approve a salary adjustment for full-time Shift Supervisor Emily Kuntz from \$20.00 per hour to \$23.00 per hour effective May 25, 2023. Motion carried unanimously.

PAF 13948 was moved by Mr. Fabian and seconded by Ms. Gaff, to approve a salary adjustment for casual part-time Dispatcher Trainee Amanda Suhajda from \$11.86 per hour to \$20.00 per hour effective May 25, 2023. Motion carried unanimously.

PAF 13949 was moved by Mr. Fabian and seconded by Ms. Gaff, to approve a salary adjustment for casual part-time Dispatcher Trainee Hannah Godwin from \$11.86 per hour to \$20.00 per hour effective May 25, 2023. Motion carried unanimously.

PAF 13950 was moved by Mr. Fabian and seconded by Ms. Gaff, to approve a salary adjustment for casual part-time Dispatcher Evan Kell from \$11.86 per hour to \$20.00 per hour effective May 25, 2023. Motion carried unanimously.

PAF 13951 was moved by Mr. Fabian and seconded by Ms. Gaff, to approve the hiring of Brandon Bowser to a casual part-time Dispatcher position at \$23.00 per hour effective May 25, 2023, pending successful completion of pre-employment screenings. (Created on PAF 10691) Motion carried unanimously.

PAF 13952 was moved by Mr. Fabian and seconded by Ms. Gaff, to approve the hiring of Joshua Shick to a casual part-time Dispatcher position at \$23.00 per hour effective May 25, 2023, pending successful completion of pre-employment screenings. (Created on PAF 10691) Motion carried unanimously.

SALARY BOARD COMMENTS

NONE

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 10:58 a.m.

Tammie Gaff
Acting Armstrong County Controller

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

Belmont Workers:**New Hires:**

1	Ethan Weigel	\$9.00	1st yr. Lifeguard
2	Rhylie Wolfe	\$10.00	3rd yr. Lifeguard
3	Ariana Bowser	\$9.50	2nd yr. Lifeguard
4	Lauren Bowser	\$10.00	3rd yr. Lifeguard
5	Eva Dimaio	\$10.00	3rd yr. Lifeguard
6	Bryony Shipe	\$9.00	1st yr. Lifeguard
7	Dylayn Shipe	\$9.00	1st yr. Lifeguard

1	Lori Bennett	\$8.25	Ticket/Concession
2	Stefani Myers	\$8.25	Ticket/Concession
3	Elizabeth McClish	\$8.25	Ticket/Concession

1	Kathie Olinger	\$8.25	Swim Team Coach
2	Ami Dimaio	\$8.25	Swim Team Coach

1	Kaitlyn Haney	\$9.00	Program Coordinator
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Reassign Ice to Pool:

1	Abigail Rodgers	\$9.50	2nd yr. Lifeguard
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ELECTION NIGHT WORKER SCHEDULE

May 16, 2023 – Primary Election

STATION #1

Jennifer Bowser*
Shannon Webb*
Tara Jageman*
Kathy Bartuccio*
Shawna Cigola*

STATION #3

Tammy Slease*
Deb Whiteman*
James Webb+
Kathleen Rashlich*

SECURITY

Jamie Baum
Terry Bish
Mark Brice
Taylor Eberle
Adam McGinnis
Dakota Mohny
Frank Pitzer
Joseph Gonzales
Marcus Carl
Ronald Good

PAPERWORK PROCESSING BETWEEN STATION #1 & STATION #3

Lod Moore*

VEHICLE PROCESSING

Youth (5)*
Benjamin Webb*
Gabriel Jageman*
Chad Hirst*
Garrett Brumbaugh*
Kaydin Baum*

RUNNER/POSTING

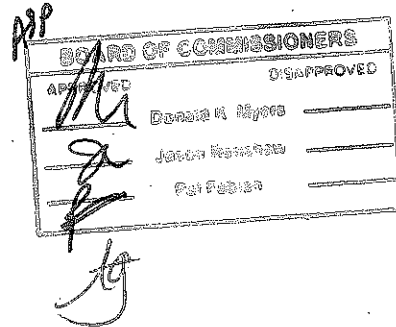
Audrey Campbell*
Karen Kintz*

WEB SITE/PROJECTOR

Jason McClafferty*
Mike Ceschini*
Kevin Orosz*
Nick Deyarmin*

NOTES:

* Per Diem Rate @ \$50.00 (less deductions)
+Regular Shift for that day



ALL WORKERS SIGN TIMESHEET, AND REPORT TO WORKSTATION BY 8:15 PM

As of 5/1/2023