

**MINUTES OF THE SALARY BOARD MEETING HELD ON
Thursday, June 6, 2024**



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

Roll Call:

Commissioner Strate Present
Commissioner Shea Present
Commissioner Fabian Absent
Controller Gaff Present

Also present: Chief Administrator Aaron Poole, Human Resource Director Audrey Campbell, Jail Warden Jessica Hicks, Magistrate Judge Kevin McCausland, 911 Coordinator Chad Gradwell, HazMat Coordinator Jason Burns, Treasurer Amanda Hiles, Tax Claim Director Elizabeth Johns, Dennis Phillips – Leader Times

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. Shea and seconded by Ms. Gaff, to approve the minutes from the Salary Board Meeting held on May 16, 2024. Motion carried unanimously.

TREASURER – Amanda Hiles

PAF 14402 was moved by Ms. Hiles and seconded by Mr. Shea, to create a temporary full-time Administrative Assistant Intern position at Non-Supervisory Pay Grade 9 (\$11.28 to \$14.72 per hour) effective June 6, 2024, due to short-staffing. Motion carried unanimously.

DISTRICT COURT 33-3-04 – Kevin McCausland

PAF 14409 was moved by Mr. McCausland and seconded by Mr. Shea, to recreate a full-time Magisterial District Court Clerk position at Non-Supervisory Pay Grade 12 (\$13.06 to \$17.04 per annum) effective June 6, 2024, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation/retirement on PAF 14408) Motion carried unanimously.

AREA AGENCY ON AGING – Board of Commissioners/Aaron Poole

PAF 14404 was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a full-time Executive Director position at Supervisory Pay Grade 26 (\$65,956.80 to \$86,067.80 per annum) effective June 6, 2024. (Voluntary resignation/retirement on PAF 14055) Motion carried unanimously.

PAF 14404 was moved by Mr. Shea and seconded by Ms. Gaff, to approve the reassignment of Lisa Shaffer from full-time Interim Director at \$53,799.20 per annum to full-time Executive Director at \$65,956.80 per annum effective June 6, 2024. Position start date will be June 16, 2024. Motion carried unanimously.

E-911 – Chad Gradwell

PAF 14405 was moved by Mr. Shea and seconded by Ms. Gaff, to approve the reassignment of Christopher Schultz from a casual part-time Dispatcher Trainee at \$20.00 per hour to a full-time Dispatcher position at \$23.00 per hour effective June 6, 2024, per the Teamsters’ Collective Bargaining Agreement, due to successful completion of the training on May 15, 2024. (Created on PAF 14204) Reassignment will be effective May 15, 2024. Motion carried unanimously.

PAF 14410 was moved by Mr. Shea and seconded by Ms. Gaff, to approve the hiring of Phillip Burns to a casual part-time Dispatcher position at \$23.00 per hour effective June 6, 2024, per the Teamsters’ Collective Bargaining Agreement and pending successful completion of pre-employment screenings. No training will be required due to Mr. Burns already having the qualifications/certification from Indiana County 911. He will only need time to familiarize himself with the County’s system. (Created on PAF 10691/ 11433) Motion carried unanimously.

JAIL – Warden Hicks

PAF 14407 was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$18.00 per hour effective June 6, 2024, per the Teamsters’ Collective Bargaining Agreement. (Termination on PAF 14406) Motion carried unanimously.

PAF 14412 was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$18.00 per hour effective June 6, 2024, per the Teamsters’ Collective Bargaining Agreement. (Voluntary resignation on PAF 14411) Motion carried unanimously.

TAX CLAIM – Elizabeth Johns

PAF 14424 was moved by Mr. Shea and seconded by Ms. Gaff, to create a temporary/seasonal casual part-time Administrative Assistant Intern position at Non-Supervisory Pay Grade 9 (\$11.28 to \$14.72 per hour) effective June 6, 2024, position is needed to assist in preparation of upcoming tax sale. 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. Shea and seconded by Ms. Gaff, that the meeting be adjourned. Motion carried unanimously. Commissioner Strate declared the meeting adjourned at 10:40 a.m.

Tammie Gaff, Armstrong County Controller

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