

**MINUTES OF THE SALARY BOARD MEETING HELD ON
Thursday, July 18, 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 Present
Controller Gaff Present

Also present: Chief Administrator Aaron Poole, Human Resource Director Audrey Campbell, Recycling Coordinator George Skamai, Children, Youth, and Family Administrator Paula McClure, Prothonotary Annette Bowser, Treasurer Amanda Hiles, Jail Warden Jessica Hicks, President Judge James Panchik.

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 June 20, 2024. Motion carried unanimously.

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

PAF 14366 was moved by Judge Panchik and seconded by Mr. Shea, to recreate a temporary casual part-time Magisterial District Court Clerk position at \$15.00 per hour effective July 18, 2024. Position is needed to provide support to existing staff due to a medical leave of absence. Position will be abolished when full-time employee is returned to active status. (Voluntary resignation on PAF 14460) Motion carried unanimously.

DOMESTIC RELATIONS – Denise Brumbaugh / President Judge James Panchik

PAF 14472 was moved by Judge Panchik and seconded by Mr. Shea, to recreate a full-time Administrative Assistant II position at Non-Supervisory Pay Grade 11 (\$12.43 to \$16.22 per hour) effective July 18, 2024, per the Teamster's Collective Bargaining Agreement. The position will be filled at \$15.43 per hour (\$12.43 per hour at Step A plus \$3.00 per hour for short-staffing issues). The cost of this position is reimbursed 66% by the Incentive Funds received in Domestic Relations from the Bureau of Child Support. (Appointment/reassignment on PAF 14471) Motion carried unanimously.

PROTHONOTARY/CLERK OF COURTS – Annette Bowser

PAF 14455 was moved by Ms. Bowser and seconded by Ms. Gaff, to acknowledge the appointment of Jill A. Toy, full-time Legal Secretary III, as 2nd Deputy Prothonotary and compensate with a salary adjustment of \$0.25 per hour increase for additional duties and responsibilities effective July 18, 2024. Her new rate will be \$16.38 per hour and position start date will be June 18, 2024. Motion carried unanimously.

TREASURER – Amanda Hiles

PAF 14476 was moved by Ms. Hiles and seconded by Mr. Shea, to recreate a full-time Administrative Assistant I position at Non-Supervisory Pay Grade 9 (\$11.28 to \$14.72 per hour) effective July 18, 2024, per the Teamster's Collective Bargaining Agreement. (Voluntary resignation on PAF 13538) This recreate is due to the previous position remaining vacant for over a year without being filled and aging out of the system. Motion carried unanimously.

CHILDREN, YOUTH AND FAMILIES – Paula McClure

PAF 14448 was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a full-time Caseworker I position at \$31,200.00 per annum effective July 18, 2024, per the SEIU Collective Bargaining Agreement. (Voluntary resignation on PAF 14447) Motion carried unanimously.

PAF 14473 was moved by Mr. Shea and seconded by Ms. Gaff, to abolish a full-time Clerk Typist III position created on May 16, 2024 (PAF 14370) at Non-Supervisory Pay Grade 8 (\$10.73 to \$13.99 per hour) effective July 18, 2024. This position was created in lieu of a full-time Fiscal Tech position that had aged out of the system after a one-year vacancy. Motion carried unanimously.

PAF 14473 was moved by Mr. Shea and seconded by Ms. Gaff, to create a full-time Fiscal Assistant position at Non-Supervisory Pay Grade 9 (\$11.28 to \$14.72 per hour) effective July 18, 2024, per the Teamsters' Collective Bargaining Agreement. These are Civil Service positions. Motion carried unanimously.

PAF 14474 was moved by Mr. Shea and seconded by Ms. Gaff, to approve the reassignment of Kathryn Mederios from a full-time Clerk Typist position at \$11.23 per hour to a full-time Fiscal Assistant position at \$13.47 per hour (Step G) effective July 18, 2024, per the Teamsters' Collective Bargaining Agreement. (Created on PAF 14473) Position start date will be July 29, 2024. Motion carried unanimously.

PAF 14475 was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a full-time Clerk Typist I position at Non-Supervisory Pay Grade 7 (\$10.23 to \$13.38 per hour) effective July 18, 2024, per the Teamsters' Collective Bargaining Agreement. (Reassignment on PAF 14474) Motion carried unanimously.

JAIL – Warden Hicks

PAF 14457 was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$18.00 per hour effective July 18, 2024, per the Teamsters' Collective Bargaining Agreement. (Reassignment on PAF 14421) Motion carried unanimously.

PAF 14458 was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$18.00 per hour effective July 18, 2024, per the Teamsters' Collective Bargaining Agreement. (Reassignment on PAF 14349) Motion carried unanimously.

RECYCLING CENTER – George Skamai

PAF 14465 was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a casual part-time Recycling Specialist position at \$15.00 per hour effective July 18, 2024. (Voluntary resignation on PAF 14464) 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. Fabian and seconded by Mr. Shea, that the meeting be adjourned. Motion carried unanimously. Commissioner Strate declared the meeting adjourned at 10:53 a.m.

Tammie Gaff
Armstrong County Controller

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