

**MINUTES OF THE SALARY BOARD MEETING HELD ON  
Thursday, November 7, 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, Chief Public Defender Elizabeth Christopher, Public Defender's Office Lori Pasqualini, Jail Warden Jessica Hicks, Probation Executive Director Regina Himes, Prothonotary Annette Bowser, 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 Mr. Shea and seconded by Ms. Gaff, to approve the minutes from the Salary Board Meeting held on October 17, 2024. Motion carried unanimously.

It was moved by Mr. Shea and seconded by Ms. Gaff, to approve the Election Night Worker Schedule for Tuesday, November 5, 2024. Motion carried unanimously.

It was moved by Mr. Shea and seconded by Ms. Gaff, to approve the 2025 County of Armstrong Pay Schedule. Motion carried unanimously.

It was moved by Mr. Shea and seconded by Ms. Gaff, to approve the 2025 County of Armstrong Holiday Schedule – Corrections Officers and Lieutenants. Motion carried unanimously.

It was moved by Mr. Shea and seconded by Ms. Gaff, to approve the 2025 County of Armstrong Holiday Schedule – All Other Groups. Motion carried unanimously.

It was moved by Mr. Shea and seconded by Ms. Gaff, to approve the 2025 County of Armstrong Tax Collectors' Pay Schedule. Motion carried unanimously.

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

**PAF 14595** was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a full-time Adult Probation Officer position at \$18.00 per hour effective November 7, 2024, per the ACAPE Collective Bargaining Agreement. (Voluntary resignation on PAF 14594) Motion carried unanimously.

## **BELMONT – Gary Montebell**

**PAF 14590** was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a temporary/seasonal casual part-time Program Coordinator/Belmont Worker position at Non-Supervisory Pay Grade 2 (\$8.01 to \$10.46 per hour) effective November 7, 2024. (End of assignment on PAF 14589) Motion carried unanimously.

**PAF 14590** was moved by Mr. Shea and seconded by Ms. Gaff, to approve the reassignment of Leslie Craig from temporary/seasonal casual part-time Head Lifeguard at \$13.00 per hour to temporary/seasonal casual part-time Program Coordinator/Belmont Worker position at \$10.00 per hour effective November 7, 2024. Motion carried unanimously.

**PAF 14603** was moved by Mr. Shea and seconded by Ms. Gaff, to approve a temporary salary adjustment of \$2.00 per hour from \$17.12 per hour to \$19.12 per hour for full-time Office Manager/Supervisor Darla Toy effective November 7, 2024, due to additional duties due to the medical leave of absence of the Belmont Complex Director beginning on October 21, 2024. Ms. Toy will assume the duties and responsibilities as the Acting Director until the Director has returned to work. Salary adjustment will be effective October 21, 2024. Motion failed 2 to 2. Mr. Strate and Mr. Fabian opposed. Mr. Fabian suggested employees who fill in for directors take overtime pay instead of a wage adjustment now and in the future.

## **JAIL - Warden Hicks**

**PAF 14585** was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a part-time LPN position at \$17.95 per hour effective November 7, 2024, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 14584) Motion carried unanimously. Mr. Shea would like to have discussion with the unions to develop an MOU and adjustments in the future.

**PAF 14587** was moved by Mr. Shea and seconded by Ms. Gaff, to table action for 2025 budget, to create a full-time Work Release Coordinator/ Intermittent Supervisor position at \$19.00 per hour effective November 7, 2024, per the recommendation of Prison Board. This position is due to the expansion of the Work Release Program. Motion to table passed 3 to 1. Mr. Fabian opposed motion to table.

**PAF 14599** was moved by Mr. Shea and seconded by Ms. Gaff, to table action for 2025 budget, to recreate a full-time Corrections Counselor position at Supervisory Pay Grade 16 (\$41,600.00 to \$55,329.60 per annum) effective November 7, 2024. (Voluntary resignation on PAF 14598) Motion to table passed 3 to 1. Mr. Fabian opposed motion to table.

**PAF 14600** was moved by Mr. Shea and seconded by Ms. Gaff, to create a casual part-time Corrections Counselor position at Supervisory Pay Grade 16 (\$20.00 to \$26.12 per hour) effective November 7, 2024. Motion carried unanimously.

**PAF 14601** was moved by Mr. Fabian and seconded by Mr. Shea, to approve the reassignment of Lisa Harvan from full-time Corrections Counselor at \$20.60 per hour to casual part-time Corrections Counselor at \$20.60 per hour (current rate) effective November 7, 2024. (Created on PAF 14600) Position start date will be November 19, 2024. Motion carried unanimously.

## **PUBLIC DEFENDER – Elizabeth Christopher**

**PAF 14591** was moved by Mr. Shea and seconded by Mr. Fabian, to recreate a full-time Assistant Public Defender position at \$64,000.00 per annum effective November 7, 2024, due to position not being filled within a year and aging out of the system. Additional Assistant Public Defender requested to remain effective pursuant to Federal and Pennsylvania Constitutions, as well as the Public Defender Act. Motion carried unanimously.

**PAF 14592** was moved by Mr. Fabian and seconded by Mr. Shea, to create a full-time First Assistant Public Defender position at \$65,000.00 per annum effective November 7, 2024. Position salary will be paid 100% by grant funding. Should grant funding no longer be available, this position will be abolished. First Assistant Public Defender requested to remain effective pursuant to Federal and Pennsylvania Constitutions, as well as the Public Defender Act. 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 11:21 a.m.

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Tammie Gaff  
Armstrong County Controller

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