

**MINUTES OF THE SALARY BOARD MEETING HELD ON  
Thursday, November 21, 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, Director Domestic Relations Denise Brumbaugh, Prothonotary Annette Bowser, Jail Warden Jessica Hicks, District Attorney Katie Charlton, CYFS Administrator Paula McClure, Sheriff Frank Pitzer, Solicitor Tim Miller

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 November 7, 2024. Motion carried unanimously.

**FINAL ELECTION NIGHT WORKER SCHEDULE**

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

**ON-CALL RATES FOR CHILDREN, YOUTH AND FAMILIES CASEWORKER SUPERVISORS**

It was moved by Mr. Shea and seconded by Ms. Gaff, to provide on-call rates for Caseworker Supervisors for Weekdays - \$80.00/evenings (4:30 PM – 8:00 AM); and Saturday, Sunday - \$115.00/weekends (24 hour) and holidays. Motion failed 1 to 3. Ms. Gaff, Mr. Strate, and Mr. Fabian opposed. Mr. Fabian recommended \$48.00/day. It was noted by Ms. Campbell that no other County Supervisors receive on-call pay.

It was moved by Mr. Fabian and seconded by Mr. Shea, to amend the Agenda to add action to provide on-call rates for Caseworker Supervisors at \$48.00/day. Motion carried unanimously.

It was moved by Mr. Fabian to provide on-call rates for Caseworker Supervisors at \$48.00/day, retroactive to July 1, 2024. There was no second. Motion failed.

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

Ms. Bowser explained her plan to eliminate two positions and create one position with wage adjustments, which would be budget neutral. Ms. Bowser has no intention to request a proposal for additional staff hours in the future. Ms. Fabian noted that the staff would forfeit the 2025 CPI increase. Ms. Bowser understood her staff would not receive the CPI increase for 2025.

**PAF 14619** was moved by Ms. Bowser and seconded by Mr. Shea, to approve to convert the temporary salary adjustment of \$2.00 per hour for department short-staffing to a permanent salary adjustment for Kathy Reich, full-time Office Manager/1<sup>st</sup> Deputy, bringing her current rate to \$20.50 per hour effective November 21, 2024. This action is due to a reorganization within the Prothonotary and Clerk of Courts departments. Salary start date will be January 1, 2025. Motion carried unanimously.

**PAF 14620** was moved by Ms. Bowser and seconded by Ms. Gaff, to create a full-time Financial Officer position at Non-Supervisory Pay Grade 14 (\$14.41 to \$18.81 per hour) effective November 21, 2024, due to the reorganization of the Prothonotary and Clerk of Courts departments. Motion carried unanimously.

**PAF 14620** was moved by Ms. Bowser and seconded by Mr. Fabian, to acknowledge the appointment/reassignment of Jill Toy from full-time Legal Secretary III at \$16.38 per hour to full-time Financial Officer at \$17.00 per hour effective November 21, 2024. Ms. Toy will retain her appointment as 2<sup>nd</sup> Deputy with that salary adjustment along with a temporary \$2.00 per hour increase due to short-staffing included in the \$17.00 per hour rate. Position start date will be January 1, 2025. Motion carried unanimously.

**PAF 14621** was moved by Ms. Bowser and seconded by Mr. Shea, to approve a salary adjustment for full-time Microfilm Records Coordinator Bridget Ammerman from \$18.51 per hour to \$19.97 per hour effective November 21, 2024. Ms. Ammerman's temporary salary adjustment of \$2.00 per hour due to short-staffing will now be included into her current rate of \$19.97 per hour. This action is due to a reorganization within the Prothonotary and Clerk of Courts departments. 25% of Ms. Ammerman's wages will be paid from the Records Improvements Fund. Salary adjustment start date will be January 1, 2025. Motion carried unanimously.

**PAF 14622** was moved by Ms. Bowser and seconded by Mr. Fabian, to approve a salary adjustment for full-time Legal Secretary III Cori Bowser from \$14.86 per hour to \$15.00 per hour effective November 21, 2024. Ms. Bowser's temporary salary adjustment of \$2.00 per hour due to short-staffing will now be included into her current rate of \$15.00 per hour. This action is due to a reorganization within the Prothonotary and Clerk of Courts departments. Salary adjustment start date will be January 1, 2025. Motion carried unanimously.

**PAF 14623** was moved by Ms. Bowser and seconded by Mr. Shea, to recreate a full-time Legal Secretary III position at Non-Supervisory Pay Grade 10 (\$11.86 to \$15.49 per hour) effective November 21, 2024. (Appointment/reassignment on PAF 14620) Motion carried unanimously.

**PAF 14623** was moved by Ms. Bowser and seconded by Mr. Shea, to acknowledge the appointment/reassignment of Lily Preston from full-time Court Clerk I at \$14.80 per hour to full-time Legal Secretary III at \$15.00 per hour effective November 21, 2024. Ms. Preston's temporary salary adjustment of \$2.00 per hour due to short-staffing will now be included into her current rate of \$15.00 per hour. This action is due to a reorganization within the Prothonotary and Clerk of Courts departments. Position start date will be January 1, 2025. Motion carried unanimously.

**PAF 14624** was moved by Ms. Bowser and seconded by Mr. Shea, to approve a salary adjustment for full-time Department Clerk III Kailey Bowser from \$13.00 per hour to \$14.86 per hour effective November 21, 2024, due to a reorganization within the Prothonotary and Clerk of Courts departments. Salary adjustment start date will be January 1, 2025. Motion carried unanimously.

**PAF 14625** was moved by Ms. Bowser and seconded by Mr. Shea, to create a full-time Assistant Financial Officer position at Non-Supervisory Pay Grade 12 (\$13.06 to \$17.04 per hour) effective November 21, 2024, due to the reorganization of the Prothonotary and Clerk of Courts departments. Position start date will be January 1, 2025. Motion carried unanimously.

**PAF 14626** was moved by Ms. Bowser and seconded by Mr. Fabian, to abolish the action taken on PAF 14346 on May 2, 2024, to recreate a full-time Department Clerk II position effective November 21, 2024. Motion carried unanimously.

**PAF 14627** was moved by Ms. Bowser and seconded by Mr. Shea, to abolish the action taken on PAF 14522 on September 5, 2024, to recreate a full-time Department Clerk III position effective November 21, 2024. Motion carried unanimously.

### **SHERIFF – Frank Pitzer**

**PAF 14604** was moved by Mr. Pitzer and seconded by Mr. Shea, to create a full-time Deputy Sheriff (DRO) position at Non-Supervisory Pay Grade 17 (\$16.68 to \$21.77 per hour) effective November 21, 2024. Funding for this position shall be reimbursed 66% plus allowable fringe benefits from the Domestic Relations IV-D Account for all time worked in Domestic Relations. Any Deputy Sheriff duties performed outside of the DRO designation will be paid at the current rate of appointed Deputy. If IV-D funding is no longer available, the DRO designation will be removed from this position along with the pay increase, and position will revert back to Deputy Sheriff at the previous pay rate. Motion passed 4 to 1. Mr. Fabian opposed.

**PAF 14605** was moved by Mr. Pitzer and seconded by Mr. Shea, to acknowledge the appointment/reassignment of Dakota Mohny from full-time Deputy Sheriff at \$17.08 per hour to full-time Deputy Sheriff (DRO) at \$19.83 per hour effective November 21, 2024. (Created on PAF 14604) Funding for this position shall be reimbursed 66% plus allowable fringe benefits from the Domestic Relations IV-D Account for all time worked in Domestic Relations. Any Deputy Sheriff duties performed outside of the DRO designation will be paid at the current rate of appointed Deputy. If IV-D funding is no longer available, the DRO designation will be removed from this position along with the pay increase, and position will revert back to Deputy Sheriff at the previous pay rate. Position start date will be November 21, 2024. Mr. Fabian asked if the position was offered to the other deputies. Mr. Pitzer responded no. Mr. Fabian asked if the Agreement would have to be approved by the State again. Ms. Brumbaugh stated the Agreement already included provisions for this action, and would not need to go back to the State. Mr. Fabian would like the solicitor to review if duties included are in the agreement. Motion passed 4 to 1. Mr. Fabian opposed.

### **JAIL - Warden Hicks**

**PAF 14599** was moved by Mr. Fabian and seconded by Mr. Shea, to recreate a full-time Corrections Counselor position at Supervisory Pay Grade 16 (\$41,600.00 to \$55,329.60 per annum) effective November 21, 2024. (Voluntary resignation on PAF 14598) Motion carried unanimously.

**PAF 14616** was moved by Mr. Fabian and seconded by Mr. Shea, to recreate a full-time Corrections Officer position at \$18.00 per hour effective November 21, 2024, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 14615) Motion carried unanimously.

**PAF 14617** was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$18.00 per hour effective November 21, 2024, per the Teamsters' Collective Bargaining Agreement. (Reassignment on PAF 14529) Motion carried unanimously.

**PAF 14629** was moved by Mr. Shea and seconded by Ms. Gaff, to create a full-time Work Release Supervisor/ Intermittent Supervisor position at \$19.00 per hour effective November 21, 2024, per the recommendation of Prison Board. This position is due to the expansion of the Work Release Program. Mr. Fabian stated he is in support of the position, but he proposes Recycling give up two part time recycling employees to help fund the position. Ms. Charlton is not sure how it could be guaranteed there will be inmates who qualify. Ms. Charlton added that she supports Warden Hicks' recommendation for the need of a full time coordinator. 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 11:11 a.m.

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Tammie Gaff  
Armstrong County Controller

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

For PAF 14629, I did not see motion being passed.