

**MINUTES OF THE SALARY BOARD ORGANIZATIONAL MEETING HELD ON
Monday, January 6, 2025**



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, Jail Warden Jessica Hicks, President Judge Jim Panchik, County 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 December 19, 2024. Motion carried unanimously.

ORGANIZATION OF SALARY BOARD FOR 2025:

2025 SALARY BOARD MEETING SCHEDULE

It was moved by Mr. Shea and seconded by Ms. Gaff, to approve the 2025 Salary Board Meeting Schedule as follows: Meetings will be held on the 3rd Thursday of each month at 10:30 AM. Motion carried unanimously.

2025 SALARY PAY GRADES AND FIXED PAY RANGES for CLASSIFICATIONS of NON-SUPERVISORY AND SUPERVISORY PERSONNEL

It was moved by Mr. Shea and seconded by Ms. Gaff, to approve the 2025 Salary Pay Grades and Fixed Pay Ranges for Classifications of Non-Supervisory and Supervisory Personnel. Motion carried unanimously.

DISTRICT ATTORNEY'S SALARY FOR 2025

It was moved by Mr. Shea and seconded by Ms. Gaff, to acknowledge the District Attorney's Salary for 2025 at \$226,411.00 per year. This is an increase of \$7,478.00 from 2024. Motion carried unanimously.

2025 WORK HOURS OF COUNTY FACILITIES / DEPARTMENTS

It was moved by Mr. Shea, seconded by Ms. Gaff, and carried unanimously, to acknowledge the 2025 Work Hours of County Facilities/Departments as follows:

- i. 40 hours: Belmont, Sheriff's Office, Maintenance, 911, Jail, IT, and Probation
- ii. 37.5 hours: Courthouse and Annex, Planning & Development, Children & Youth, District Justice Offices
- iii. 35 hours: Area Agency on Aging

2025 ON CALL RATES for AAA

It was moved by Mr. Shea and seconded by Ms. Gaff, to acknowledge the 2025 on-call rates as follows: Weekdays - \$85.00; and Saturday, Sunday and Holidays - \$115.00. Motion carried unanimously.

ESTABLISH COUNTY'S MILEAGE REIMBURSEMENT RATE FOR 2025

- i. It was moved for discussion by Mr. Shea and seconded by Ms. Gaff, to establish the County's Mileage Reimbursement Rate for 2025. Motion carried unanimously.
- ii. It was moved by Mr. Shea and seconded by Ms. Gaff, to approve an increase to the County's Mileage Reimbursement Rate to \$0.70/mile for 2025. Motion carried unanimously.

ESTABLISH MEAL REIMBURSEMENT RATE FOR 2025

It was moved by Mr. Shea and seconded by Ms. Gaff, to approve the meal reimbursement rate for 2025 to not exceed \$40.00 per day. Motion carried unanimously.

SICKDAY / PERSONAL DAYS / VACATION TIME FOR 2025

It was moved by Mr. Shea and seconded by Ms. Gaff, to acknowledge maintaining the status quo for Employee Sick Days/Personal Days/Vacation Time for 2025. Motion carried unanimously.

RESOLUTION 2025-01

It was moved by Mr. Shea and seconded by Ms. Gaff, to adopt Resolution 2025-01 – Annual Pay Increases for At-Will Employees. Motion carried unanimously.

MAGISTRATE OFFICES – Magistrates / President Judge James Panchik

PAF 14668 was moved by Mr. Panchik and seconded by Mr. Shea, to approve salary adjustments for Magisterial District Court Clerks per the attached list effective January 6, 2025. Salary adjustments will be effective January 1, 2025. Motion carried unanimously.

JAIL – Warden Hicks

PAF 14662 was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$18.00 per hour effective January 6, 2025, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 14661) Motion carried unanimously.

PAF 14664 was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$18.00 per hour effective January 6, 2025, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 14663) Motion carried unanimously.

PAF 14665 was moved by Mr. Shea and seconded by Ms. Gaff, to approve a salary adjustment for part-time LPN Theresa Luffey from \$17.95 per hour to \$25.00 per hour effective January 6, 2025, per the fully-executed Teamsters' Memorandum of Agreement. Salary adjustment will be effective January 1, 2025. Motion carried unanimously.

PUBLIC DEFENDER – Elizabeth Christopher (Aaron Poole)

PAF 14667 was moved by Mr. Shea and seconded by Ms. Gaff, to approve the hiring of Johanna Jones to a full-time Assistant Public Defender position at \$64,000.00 per annum effective January 6, 2025, pending successful completion of pre-employment screenings. Additional Assistant Public Defender is needed to remain effective pursuant to Federal and Pennsylvania Constitutions, as well as the Public Defender Act. It is anticipated that Ms. Jones will transition into the 1st Assistant Public Defender position after she has additional experience in criminal defense. \$5,500.00 per annum of this salary will be funded through a PCCD grant. Should funding be unavailable, the salary will be reduced to \$58,500.00 per annum. (Created on PAF 14591) 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 10:45 a.m.

Tammie Gaff
Armstrong County Controller

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

MDJ Staff Wage Increase Detail

\$15 minimum
All others get
same \$1.57 incr.

District Justice No. 1 DeComo

Booher, Samantha (CC New Hire)	\$15.00 ^{15%}	\$1.94
Elwood, Marcia L. (Retiring)		
Karabin, Marlene (CC 2/19/04)	\$20.71 ^{8%}	\$1.57
Knepshield, BethAnn (CC 1/25/21)	\$17.14 ^{10%}	\$1.57

District Justice No. 2 Bussard

Cousins, Melissa A. (CC 11/20/95)	\$21.30 ^{8%}	\$1.57
Flanders, Paula R. (CC 1/18/06)	\$20.71 ^{8%}	\$1.57
Davila, Sheilah (CC 11/13/17)	\$17.27 ^{10%}	\$1.57

District Justice No 4 McCausland

DeVivo, Darlene A (CC 10/4/93)	\$21.57 ^{8%}	\$1.57
Testut, Danielle (CC New Hire)	\$15.00 ^{15%}	\$1.94
Nolder, Pamela (Retired)		

District Justice No. 3 Andring

Prinkey, Laura (Ch CC 7/25/16)	\$22.97 ^{0%}	\$0.00
Klingensmith, Terry (CC 1/22/18)	\$18.12 ^{9%}	\$1.57
Zellefrow, Cynthia R (CC 8/14/12)	\$18.73 ^{9%}	\$1.57

Total at 1950 Hours

\$406,614

Board of Commissioners	
APPROVED	DISAPPROVED
<i>[Signature]</i>	John W. Strate _____
<i>[Signature]</i>	Anthony G. Shea _____
<i>[Signature]</i>	Pat Fabian _____

[Signature] Tammie Galf