

**MINUTES OF THE SALARY BOARD MEETING HELD ON
Thursday, February 20, 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 via phone
Commissioner Shea Present
Commissioner Fabian Present
Controller Gaff Present

Also present: Human Resource Manager Audrey Campbell, Assistant Chief Administrator Karen Notto, Solicitor Timothy Miller, Deputy Warden Matthew Prazenica (OBO Warden Hicks), CYFS Administrator Paula McClure, 1st Deputy Prothonotary Kathy Reich (OBO Annette Bowser), District Attorney Katie Charlton, Chief Detective Shane Lash, Chief Deputy Terry Bish, Sheriff Frank Pitzer, PD Paralegal Lori Pasqualini (OBO Elizabeth Christopher), Megan Shea-Beattie, 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. Fabian and seconded by Ms. Gaff, to approve the minutes from the Salary Board Meeting held on January 16, 2025. Motion carried unanimously.

SHERIFF'S DEPARTMENT OVERTIME/ON-CALL/CALL-IN GUIDELINES

Motion on Department Overtime/On-Call/Call-In Guidelines was moved for discussion by Mr. Pitzer, seconded by Mr. Strate, and carried unanimously. Motion was amended to table action by Mr. Pitzer, seconded by Mr. Strate. Motion carried unanimously. No action taken.

DISTRICT ATTORNEY – Kathleen Charlton

PAF 14683 was moved by Ms. Charlton and seconded by Ms. Gaff, to reclassify the full-time First Assistant District Attorney position from Supervisory Pay Grade 25 (\$60,508.50 to \$78,975.00 per annum) to Supervisory Pay Grade 26 (\$70,668.00 to \$92,215.50 per annum) effective February 20, 2025. Motion carried unanimously.

PAF 14683 was moved by Ms. Charlton and seconded by Gaff, to recreate a full-time First Assistant District Attorney position at Supervisory Pay Grade 26 (\$70,668.00 to \$92,215.50 per annum) effective February 20, 2025. (Voluntary resignation on PAF 14682) Motion carried unanimously.

PROTHONOTARY/CLERK OF COURTS – Annette Bowser

PAF 14701 was moved by Ms. Reich and seconded by Ms. Gaff, to acknowledge the appointment of Brittany Waldor to a full-time Assistant Financial Officer position at \$14.25 per hour effective February 20, 2025, pending successful completion of pre-employment screenings. (Created on PAF 14677) Position start date will be February 24, 2025. Motion carried unanimously.

SHERIFF – Frank Pitzer

PAF 14711 was moved by Mr. Pitzer and seconded by Ms. Gaff, to recreate a full-time Deputy Sheriff position at \$18.00 per hour effective February 20, 2025. (Voluntary resignation on PAF 14710) Motion carried unanimously.

BOARD OF COMMISSIONERS

PAF 14716 was moved by Mr. Strate and seconded by Ms. Gaff, to recreate a full-time Chief Clerk position at Supervisory Pay Grade 18 (\$42,997.50 to \$56,082.00 per annum) effective February 20, 2025. (Voluntary resignation on PAF 14716) Motion carried unanimously.

ASSESSMENT – Cathleen Beere

PAF 14697 was moved by Ms. Gaff and seconded by Mr. Strate, to create a full-time Property Appraiser position at \$19.00 per hour effective February 20, 2025, per the SEIU Collective Bargaining Agreement. Motion passed 3 to 1. Mr. Fabian opposed.

BELMONT – Gary Montebell

PAF 14713 Human Resources Manager, Audrey Campbell announced that Mr. Montebell has requested to have this item withdrawn. No motion made, no action taken.

Mr. Shea read a prepared statement concerning the hiring of Megan Shea-Beattie.

CHILDREN, YOUTH & FAMILIES – Paula McClure

PAF 14699 was moved by Ms. Gaff and seconded by Mr. Strate, to approve the hiring of Megan Shea-Beattie to a full-time Caseworker position at \$19.00 per hour effective February 20, 2025, pending successful completion of pre-employment screenings and per the SEIU Collective Bargaining Agreement. (Created on PAF 14133) Position start date will be February 20, 2025. Motion passed 3 to 1. Mr. Shea abstained

JAIL – Warden Hicks

PAF 14680 was moved by Ms. Gaff and seconded by Mr. Strate, to recreate a full-time LPN position at \$25.00 per hour effective February 20, 2025, per the Teamsters' Collective Bargaining Agreement. This recreate is due to the previous position recreated on PAF 14229 remaining vacant for over a year without being filled and aging out of the system. Motion carried unanimously.

PAF 14706 was moved by Ms. Gaff and seconded to Mr. Strate, to recreate a full-time Maintenance Worker III position at Non-Supervisory Pay Grade 10 (\$11.86 to \$15.49 per hour) effective February 20, 2025, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 14705) Motion carried unanimously.

PUBLIC DEFENDER – Elizabeth Christopher

PAF 14691 was moved by Mr. Strate and seconded by Ms. Gaff, to recreate a full-time Administrative Assistant II position at Non-Supervisory Pay Grade 11 (\$12.43 to \$16.22 per hour) effective February 20, 2025. Partial funding is available for this position through the Public Defender's PCCD Grant. (Voluntary resignation on PAF 14686) 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 Ms. Gaff, that the meeting be adjourned. Motion carried unanimously. Commissioner Shea declared the meeting adjourned at 10:44 a.m.

Tammie Gaff
Armstrong County Controller

Attest: _____
Karen M. Notto, Assistant Chief Administrator
Armstrong County Board of Commissioners