

**MINUTES OF THE SALARY BOARD MEETING HELD ON
Tuesday, April 15, 2025**



The Armstrong County Salary Board Meeting was called to order by Commissioner John W. Strate at 10:00 a.m. in the Commissioners' Conference Room.

Roll Call:

Commissioner Strate Present
Commissioner Shea Present
Commissioner Fabian Present
Controller Gaff Present

Also present: Chief Clerk Karen Notto, Human Resource Manager Audrey Campbell, Prothonotary Annette Bowser, Warden Jessica Hicks, Public Works Director Roger McMillen, Tax Claim Director Elizabeth Johns, Chief Assessor Cathleen Beere, CYFS Administrator Paula McClure, Leader Times – Dennis Phillips.

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 March 20, 2025. Motion carried unanimously.

PROTHONOTARY/CLERK OF COURTS

PAF 14762 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 April 15, 2025. (Voluntary resignation on PAF 14761) Motion carried unanimously.

PAF 14764 was moved by Ms. Bowser and seconded by Mr. Shea, to approve a salary adjustment for Brittany Waldor, full-time Assistant Financial Officer, from \$14.25 per hour to \$15.00 per hour effective April 15, 2025, due to a voluntary resignation in the office. Ms. Waldor is being trained and assigned additional duties to attend court. Salary adjustment start date will be April 20, 2025. Motion carried unanimously.

ASSESSMENT – Cathleen Beere

PAF 14768 was moved by Mr. Shea and seconded by Ms. Gaff, to create a full-time Department Clerk III position at Non-Supervisory Pay Grade 8 (\$10.73 to \$13.99 per hour) effective April 15, 2025, per the Teamsters Collective Bargaining Agreement. This position is being created in lieu of a full-time Office Manager position due to a restructuring of the Assessment Office. (Voluntary resignation on PAF 14750) Motion carried unanimously.

CHILDREN, YOUTH & FAMILIES – Paula McClure

PAF 14767 was moved by Mr. Shea and seconded by Ms. Gaff, to approve the hiring of Dawson Delp to a full-time Social Services Aide position at \$13.38 per hour effective April 15, 2025, per the Teamsters' Collective Bargaining Agreement and pending successful completion of pre-employment screenings. (Created on PAF 14730) Motion passed 3 to 1. Mr. Shea abstained.

COMMISSIONERS – Board of Commissioners

PAF 14769 was moved by Mr. Fabian and seconded by Ms. Gaff, to create a temporary casual part-time Intern position effective April 15, 2025. This is an unpaid internship in coordination with Indiana University of Pennsylvania and Commissioner Fabian. Motion carried unanimously.

JAIL – Warden Hicks

PAF 14718 was moved by Mr. Shea and seconded by Ms. Gaff, to create a part-time Corrections Officer Intern position at \$17.00 per hour effective April 15, 2025. This position is being created in conjunction with Indiana University of Pennsylvania's Intern Program. Motion carried unanimously.

PAF 14756 was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$18.00 per hour effective April 15, 2025, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 14755) Motion carried unanimously.

PUBLIC WORKS – Roger McMillen

PAF 14763 was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a full-time Maintenance Worker III / Mechanic II position at Non-Supervisory Pay Grade 12 (\$13.06 to \$1704 per hour) effective April 15, 2025, per the Teamsters' Collective Bargaining Agreement. This position is needed to support current staff due to medical-related leaves of absence. Motion carried unanimously.

PUBLIC DEFENDER – Elizabeth Christopher

PAF 14757 was moved by Mr. Shea and seconded by Ms. Gaff, to approve a temporary salary increase of \$3.00 per hour from \$19.21 per hour to \$22.21 per hour for full-time Paralegal Lorna Pasqualini effective April 15, 2025, due to one (1) vacancy in the Public Defender's office. Ms. Pasqualini has assumed additional job duties due to the vacancy. Adjustments to this salary increase will be made when the vacant position is filled. Funding is available for this position through the Public Defender's PCCD Grant. Should grant funding no longer be available, salary adjustments will be made based on pre-Grant wages. (Termination on PAF 14686) Salary adjustment will be retro to January 18, 2025. Motion carried unanimously.

PAF 14758 was moved by Mr. Shea and seconded by Ms. Gaff, to create a full-time Office Manager position at Supervisory Pay Grade 9 (\$14.21 to \$18.54 per hour) effective April 15, 2025. Motion carried unanimously.

PAF 14758 was moved by Mr. Shea and seconded by Ms. Gaff, to approve the reassignment of Lorna Pasqualini from full-time Paralegal at \$19.21 per hour to full-time Office Manager a base rate of \$21.21 per hour effective April 15, 2025. This will be her base rate once the temporary adjustment of \$2.00 per hour, due to one (1) vacancy in the Public Defender's Office, is removed from her pay (see PAF 14757). Funding is available for this position through the Public Defender's PCCD Grant. Should grant funding no longer be available, salary adjustments will be made based on pre-Grant wages. Position change and salary adjustment will be effective April 20, 2025. Motion carried unanimously.

PAF 14759 was moved by Mr. Shea and seconded by Ms. Gaff, to approve the reassignment of Johanna Jones from full-time Assistant Public Defender at \$64,000.00 per annum to full-time First Assistant Public Defender at \$89,000.00 per annum effective April 15, 2025, based on the disparity of pay between the Public Defender's Office and the District Attorney's Office. (Created on PAF 14592) The work done in the Public Defender's Office is vital for the protection of Constitutional Rights, and I am requesting that staff be compensated more appropriately. Position change and salary adjustment will be effective April 20, 2025. Motion failed 0 to 4. No action taken.

PAF 14760 was moved by Mr. Shea and seconded by Ms. Gaff, to reclassify the full-time Chief Public Defender position from Supervisory Pay Grade 23 (\$54,892.50 to \$71,623.50 per annum) to Supervisory Pay Grade 26 (\$70,668.00 to \$92,215.50 per annum) effective April 15, 2025. Motion failed 0 to 4. No action taken.

PAF 14760 was moved by Mr. Shea and seconded by Ms. Gaff, to approve a salary adjustment for full-time Chief Public Defender Elizabeth Christopher from \$75,000.00 per annum to \$100,000.00 per annum) effective April 15, 2025, due to disparity of wages. Salary adjustment will be effective April 15, 2025. Motion failed 0 to 4. No action taken.

OTHER BUSINESS

NONE

SALARY BOARD COMMENTS

Mr. Fabian stated that going forward on the matter of salary increases, if it is not budgeted for, not approved.

COMMENTS FROM VISITORS

NONE

ADJOURNMENT

There being no further business, it was moved by Mr. Shea and seconded by Mr. Fabian, that the meeting be adjourned. Motion carried unanimously. Commissioner Strate declared the meeting adjourned at 10:26 a.m.

Tammie Gaff
Armstrong County Controller

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