

**MINUTES OF THE SALARY BOARD MEETING HELD ON
Thursday, July 17, 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 participating via phone
Commissioner Fabian Present
Controller Gaff Present

Also present: Chief Clerk Karen Notto, Human Resource Manager Audrey Campbell, Deputy Warden Matthew Prazenica, Magistrate Judge Gary DeComo, President Judge James Panchik, Elections Director James Webb, Director Belmont Complex Gary Montebell, Director Tax Revenue Rich Farah, Senior Mapper Bridget Edwards, Prothonotary's Office Clerk Elizabeth Frederick (OBO Annette Bowser), Sheriff Frank Pitzer, Commissioner Intern Jessa Kinter, A.J. Panian – Leader Times

The Board recited the PLEDGE OF ALLEGIANCE to the Flag

AGENDA AMENDMENTS

No Agenda Amendments needed

EXECUTIVE SESSION

No Executive Session needed

There were no comments from visitors in attendance on agenda items.

It was moved by Ms. Gaff and seconded by Mr. Shea, to approve the minutes from the Salary Board Meeting held on June 19, 2025. Motion carried unanimously.

DISTRICT COURT 33-3-01 – Gary DeComo / President Judge James Panchik

PAF 14873 was moved by Judge Panchik and seconded by Mr. Fabian, to create a temporary casual part-time Magisterial District Court Clerk position at \$15.00 per hour effective July 17, 2025. Position is needed to provide support to existing staff due to a medical leave of absence. Position will be abolished when full-time employee is returned to active status. Motion carrier unanimously.

PROTHONOTARY / CLERK OF COURTS – Annette Bowser

PAF 14863 was moved by Ms. Gaff and seconded by Mr. Shea, on the recommendation to acknowledge the appointment of Tracy M. Girvan to a full-time Legal Secretary III position at \$15.00 per hour effective July 17, 2025, pending successful completion of pre-employment screenings. (Created on PAF 14762) Position start date will be July 21, 2025. Motion carried unanimously.

SHERIFF – Frank Pitzer

PAF 14858 was moved by Mr. Pitzer and seconded by Mr. Fabian, on the recommendation to recreate a full-time Deputy Sheriff position at \$18.00 per hour effective July 17, 2025. (End of assignment on PAF 14857) Motion carried unanimously.

BELMONT – Gary Montebell

PAF 14869 was moved by Ms. Gaff and seconded by Mr. Shea, to approve the reassignment of Samuel Wylie from a full-time Maintenance Worker I at \$12.19 per hour to a full-time Maintenance Worker II \$12.94 per hour effective July 17, 2025, per the Teamsters' Collective Bargaining Agreement. (Created on PAF 14842) Motion carried unanimously.

JAIL – Warden Hicks

PAF 14852 was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$18.00 per hour effective July 17, 2025, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 14851) Motion carried unanimously.

PAF 14856 was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$18.00 per hour effective July 17, 2025, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation/retirement on PAF 14855) Motion carried unanimously.

PAF 14862 was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a full-time Lieutenant position at \$27.32 per hour effective July 17, 2025, per the United Steel Workers Collective Bargaining Agreement. (Voluntary resignation/retirement on PAF 14861) Motion carried unanimously.

TAX REVENUE – Richard Farah

PAF 14864 was moved by Mr. Shea and seconded by Ms. Gaff, to create a full-time Assessment Department Clerk II position at Non-Supervisory Pay Grade 6 (\$9.74 to \$12.71 per hour) effective July 17, 2025, per the Teamsters' Collective Bargaining Agreement. This position is being created due to a restructuring of the Tax Revenue department and will abolish the action taken on PAF 14768. Motion carried unanimously.

PAF 14871 was moved by Mr. Shea and seconded by Ms. Gaff, to create a temporary casual part-time Review Specialist position at \$19.00 per hour effective July 17, 2025. This position will assure that Tax Revenue has appropriate coverage as the new assessors are training prior to them attaining their own license to a Certified Pennsylvania Evaluator. Motion carried unanimously.

PAF 14872 was moved by Mr. Shea and seconded by Ms. Gaff, to approve the hiring of Veronica Zeigler to a temporary casual part-time Review Specialist position at \$19.00 per hour effective July 17, 2025. (Created on PAF 14871) Position start date will be July 1, 2025. Motion carried unanimously.

PAF 14875 was moved by Mr. Shea and seconded by Ms. Gaff, to create a full-time Tax Claim Supervisor position at Supervisory Pay Grade 8 (\$26,383.50 to \$34,417.50 per annum) effective July 17, 2025, per the Teamsters' Collective Bargaining Agreement. (Reassignment on PAF 14810) This position is being created due to the reorganization of the Tax Revenue department. This will abolish the action taken on PAF 14845. Motion carried unanimously.

VOTER REGISTRATION – James Webb

PAF 14870 was moved by Mr. Shea and seconded by Ms. Gaff, to approve the hiring of Kaitlin Dombroski to a full-time Office Manager position at \$34,417.50 per annum (Step J) effective July 17, 2025, pending successful completion of pre-employment screenings. (Created on PAF 14819) Motion carried unanimously.

OTHER BUSINESS

No other business was brought forward

EXECUTIVE SESSION

No Executive Session needed

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 10:13 a.m.

Tammie Gaff
Armstrong County Controller

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