

**MINUTES OF THE SALARY BOARD MEETING HELD ON
Thursday, August 21, 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 Absent
Controller Gaff Present

Also present: Chief Clerk Karen Notto, Human Resource Manager Audrey Campbell, President Judge James Panchik, County Solicitor Tim Miller, 911 Coordinator Chad Gradwell, Senior Mapper Bridget Edwards, Sheriff Frank Pitzer, Warden Jessica Hicks, DRS Director Denise Brumbaugh, Executive Director Area Agency on Aging Lisa Shaffer, Recycling Center Manager George Skamai, Tax Revenue Director Rich Farah, Dennis Phillips – 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 Mr. Shea and seconded by Ms. Gaff, to approve the minutes from the Salary Board Meeting held on July 17, 2025. Motion carried unanimously.

COURTS – President Judge James Panchik

PAF 14895 was moved by Judge Panchik, and seconded by Mr. Shea, to recreate a full-time Law Clerk position at Non-Supervisory Pay Grade 23 (\$43,543.50 to \$56,803.50 per annum) effective August 21, 2025. (Voluntary resignation on PAF 14894) Motion carried unanimously.

DOMESTIC RELATIONS – Denise Brumbaugh / President Judge James Panchik

PAF 14889 was moved by Mr. Shea, and seconded by Judge Panchik, to recreate a full-time Administrative Assistant II position at Non-Supervisory Pay Grade 11 (\$12.43 to \$16.22 per hour) effective August 21, 2025. The position will be filled at \$15.43 per hour (\$12.43 per hour at Step A plus \$3.00 per hour for short-staffing issues.) The cost of this position is reimbursed at 66% by the Incentive Funds received in Domestic Relations from the Bureau of Child Support. (Voluntary resignation on PAF 14888) Motion carried unanimously.

CONTROLLER – Tammie Gaff

PAF 14917 was moved by Ms. Gaff, and seconded by Mr. Shea, to approve a temporary salary increase of \$3.00 per hour from \$18.81 per hour to \$21.81 per hour for full-time Retirement Specialist/2nd Deputy Amanda Rybarik effective August 21, 2025, due to a leave of absence in the controller's Office. Ms. Rybarik has assumed additional job duties due to the temporary vacancy. Adjustments to this salary increase will be made when the employee returns to work. Temporary salary increase will be retro to July 21, 2025. Motion carried unanimously.

SHERIFF – Frank Pitzer

PAF 14887 was moved by Sheriff Pitzer, and seconded by Mr. Shea, to recreate a full-time Deputy Sheriff position at \$18.00 per hour effective August 21, 2025. (End of assignment on PAF 14886) Motion carried unanimously.

AREA AGENCY ON AGING – Lisa Shaffer

PAF 14893 was moved by Mr. Shea, and seconded by Ms. Gaff, to create a full-time Fiscal Officer I position at Supervisory Pay Grade 16 (\$36,400.00 to \$47,538.40 per annum) effective August 21, 2025. (Voluntary resignation on PAF 14337) Motion carried unanimously.

BELMONT – Gary Montebell

PAF 14896 was moved by Mr. Shea, and seconded by Ms. Gaff, to approve the hiring of Devan Walker to a temporary/seasonal casual part-time Belmont Worker position at \$8.25 per hour effective August 21, 2025, pending successful completion of pre-employment screenings. (Created on PAF 10777/reclassified on PAF 13857) Motion carried unanimously.

PAF 14899 was moved Mr. Shea, and seconded by Ms. Gaff, to create a full-time Maintenance Worker III position at Non-Supervisory Pay Grade 10 (\$11.86 to \$15.49 per hour) effective August 21, 2025, per the Teamsters' Collective Bargaining Agreement.

E-911 – Chad Gradwell

PAF 14907 was moved by Mr. Shea, and seconded by Ms. Gaff, to create a full-time Shift Supervisor II position at \$26.00 per hour effective August 21, 2025. Motion carried unanimously.

PAF 14908 was moved by Mr. Shea, and seconded by Ms. Gaff, to approve the reassignment of Brandon Harriger from casual part-time Dispatcher at \$23.69 per hour to full-time Shift Supervisor II at \$26.00 per hour effective August 21, 2025. (Created on PAF 14907) Position start date will be August 24, 2025. Motion carried unanimously.

JAIL – Warden Hicks

PAF 14879 was moved by Mr. Shea, and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$18.00 per hour effective August 21, 2025, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 14878) Motion carried unanimously.

PAF 14881 was moved by Mr. Shea, and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$18.00 per hour effective August 21, 2025, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation/retirement on PAF 14880) Motion carried unanimously.

PAF 14884 was moved by Mr. Shea, and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$18.00 per hour effective August 21, 2025, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 14883) Motion carried unanimously.

PAF 14891 was moved by Mr. Shea, and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$18.00 per hour effective August 21, 2025, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 14890) Motion carried unanimously.

PAF 14898 was moved by Mr. Shea, and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$18.00 per hour effective August 21, 2025, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 14897) Motion carried unanimously.

PAF 14901 was moved by Mr. Shea, and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$18.00 per hour effective August 21, 2025, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 14900) Motion carried unanimously.

PAF 14914 was moved by Mr. Shea, and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$18.00 per hour effective August 21, 2025, per the Teamsters' Collective Bargaining Agreement. (Reassignment on PAF 14913) Motion carried unanimously.

PAF 14916 was moved by Mr. Shea, and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$18.00 per hour effective August 21, 2025, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 14777) Motion carried unanimously.

PAF 14921 was moved by Mr. Shea, and seconded by Ms. Gaff, to approve the hiring of William Beck, Jr., to a full-time Maintenance Worker III position at \$11.25 per hour effective August 21, 2025, per the Teamsters' Collective Bargaining Agreement and pending successful completion of pre-employment screenings. (Created on PAF 14706) The decrease in starting salary rate is at the request of Mr. Beck. Position start date will be August 25, 2025. Motion carried unanimously.

RECYCLING CENTER – George Skamai

PAF 14905 was moved by Mr. Shea, and seconded by Ms. Gaff, to recreate a casual part-time Recycling Specialist position at \$15.00 per hour effective August 21, 2025. (Voluntary resignation on PAF 14904) Motion carried unanimously.

TAX REVENUE – Richard Farah

PAF 14918 was moved by Ms. Shea, and seconded by Ms. Gaff, to approve the hiring of Melissa Hirtz to a full-time Tax Claim Supervisor position at \$30,595.50 per annum (Step F) effective August 21, 2025, per the Teamsters' Collective Bargaining Agreement and pending successful completion of pre-employment screenings. (Created on PAF 14875) Motion carried unanimously.

PAF 14919 was moved by Mr. Shea, and seconded by Ms. Gaff, to approve the hiring of Gavin Felter a full-time Assessment Department Clerk II position at \$10.50 per hour effective August 21, 2025, per the Teamsters' Collective Bargaining Agreement and pending successful completion of pre-employment screenings. (Created on PAF 14864) Motion carried unanimously.

OTHER BUSINESS

NONE

AGENDA AMENDMENTS

No Agenda Amendments needed

EXECUTIVE SESSION

No Executive Session needed

SALARY BOARD COMMENTS

Mr. Shea asked Ms. Campbell if she felt there was a need to have additional Salary Board meetings. Ms. Campbell responded that there is not a consistent need. The Board can discuss further at the Organizational Meeting in January 2026.

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 10:25 a.m.

Tammie Gaff
Armstrong County Controller

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