

**MINUTES OF THE SALARY BOARD ORGANIZATIONAL MEETING HELD ON
Thursday, January 5, 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 Clerk Karen Notto, Human Resource Manager Audrey Campbell, Public Works Director Roger McMillen, Warden Jessica Hicks, County Solicitor Tim Miller, Josh Walzak – Leader Vindicator, 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 Mr. Shea and seconded by Ms. Gaff, to approve the minutes from the Salary Board Meeting held on December 18, 2025. Motion carried unanimously.

ORGANIZATION OF SALARY BOARD FOR 2026:

a. **DISCUSSION ON 2026 SALARY BOARD MEETING SCHEDULE**

It was moved by Mr. Shea and seconded by Ms. Gaff, to discuss 2026 Salary Board Meeting Schedule. Mr. Shea suggested Salary Board meet on the 1st and 3rd Thursdays of each month. Ms. Gaff feels having a meeting once a month is adequate. Mr. Fabian agreed with Ms. Gaff. Mr. Shea withdrew. Mr. Shea suggested having Salary Board Meetings start immediately following the conclusion of the Commissioners' Public Meetings. County Solicitor Tim Miller advised a set time to fulfill notice required.

It was moved by Mr. Shea and seconded by Ms. Gaff, to approve the 2026 Salary Board Meeting Schedule as follows: Meetings will be held once a month on the 3rd Thursday of each month at 10:00 a.m. Motion carried unanimously.

- b. **DISCUSSION ON 2026 SALARY PAY GRADES AND FIX PAY RANGES FOR CLASSIFICATIONS OF NON-SUPERVISORY AND SUPERVISORY PERSONNEL**
It was moved by Mr. Shea and seconded by Ms. Gaff, to approve 2026 Salary Pay Grades and Fix Pay Ranges for Classifications of Non-Supervisory and Supervisory Personnel. Motion carried unanimously. Mr. Fabian suggested searching for grant money to complete a new Salary Study.
- c. **DISCUSSION TO ACKNOWLEDGE DISRICT ATTORNEY'S SALARY FOR 2026**
It was moved by Mr. Shea and seconded by Ms. Gaff, to approve the District Attorney's Salary for 2026 to \$233,916.00 per year. Motion carried unanimously.
- d. **DISCUSSION TO ACKNOWLEDGE 2026 WORK HOURS OF COUNTY FACILITIES/DEPARTMENTS**
It was moved by Mr. Shea and seconded by Ms. Gaff, to approve 2026 Work Hours of County Facilities/Departments as follows. Motion carried unanimously.
- i. 40 hours: Belmont, Sheriff's Office, Maintenance, 911, Jail, IT, and Probation
 - ii. 37.5 hours: Courthouse and Annex, Panning & Development, Children & Youth, District Justice Offices
 - iii. 35 hours: Area Agency on Aging
- e. **DISCUSSION TO AKNOWLEDGE 2026 ON CALL RATES FOR AAA**
It was moved by Ms. Horgos and seconded by Mr. Fabian to approve 2026 On Call Rates for AAA. On-call rates of pay for Weekdays - \$85.00; and Saturday, Sunday and Holidays \$115.00 for 2026. Motion carried unanimously.
- f. **DISCUSSION TO ESTABLISH COUNTY'S MILEAGE REIMBURSEMENT RATE FOR 2026**
- i. It was moved for discussion by Mr. Shea and seconded by Ms. Gaff, to establish County's Mileage Reimbursement Rate for 2026. Motion carried unanimously.
 - ii. It was moved by Mr. Shea and seconded by Ms. Gaff, to establish and increase the County's 2026 Mileage Reimbursement Rate to \$0.725 cents/mile. Motion carried unanimously.
- g. **DISCUSSION TO ESTABLISH MEAL REIMBURSEMENT RATE FOR 2026**
It was moved by Mr. Shea and seconded by Ms. Gaff, to approve the 2026 Meal Reimbursement Rate not to exceed \$40.00 per day. Motion carried unanimously.
- h. **DISCUSSION TO ACKNOWLEDGE SICKDAY/PERSONAL DAYS/VACATION TIME FOR 2026**
It was moved by Mr. Shea and seconded by Ms. Gaff, to approve to maintain the status quo for Employee Sick Days/Personal Days/Vacation Time for 2026. Motion carried unanimously.
- i. **DISCUSSION ON 2026 ANNUAL PAY INCREASE FOR AT-WILL EMPLOYEES PER RESOLUTION #2025-01**
It was moved by Mr. Shea and seconded by Ms. Gaff, to approve a 2.5% pay increase for at-will employees. Motion carried unanimously.

JAIL – Warden Hicks

PAF 15038 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 5, 2026, per the Teamsters’ Collective Bargaining Agreement. (Voluntary resignation on PAF 15037) Motion carried unanimously.

PUBLIC WORKS – Roger McMillen

PAF 14667 was moved by Mr. Shea and seconded by Ms. Gaff, to approve the hiring of Christine Stivason to a full-time Maintenance Worker III/Mechanic II position at \$15.80 per hour effective January 5, 2026, per the Teamsters’ Collective Bargaining Agreement and pending successful completion of pre-employment screenings. (Created on PAF 14988) Motion carried unanimously.

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 10:43 a.m.

Tammie Gaff
Armstrong County Controller

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