

**MINUTES OF THE SALARY BOARD MEETING HELD ON
Thursday, May 21, 2026 10:00 AM**



The Armstrong County Salary Board Meeting was called to order by Commissioner John 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, District Attorney Kathleen Charlton, Jail Warden Jessica Hicks, 911 Coordinator Chad Gradwell, Planning and Development Darin Alviano, Sheriff Frank Pitzer, Tax Revenue Director Richard Farah, Solicitor Timothy Miller (via phone), Judge James Andring, Robin Livengood - Visitor, Kieran Woynicz- Leader Times

The Board recited the PLEDGE OF ALLEGIANCE to the Flag

AGENDA AMENDMENTS

Motion was made by Ms. Charlton and seconded by Mr. Shea, to amend the Agenda to include in item 10 a salary range of \$54,892.50 to \$71,623.50, Supervisory Pay Grade 23. Motion carried unanimously.

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 April 24, 2026. Motion carried unanimously.

ELECTION NIGHT WORKER SCHEDULE

It was moved by Mr. Shea, and seconded by Ms. Gaff, to approve the Election Night Worker Schedule for Tuesday, May 19, 2026. See attached. Motion carried unanimously.

MAGISTERIAL DISTRICT COURT 33-3-03 - James Andring / President Judge Chase

PAF 15150 was moved by Mr. Andring and seconded by Mr. Shea, to recreate a full-time Magisterial District Court Clerk position at Non-Supervisory Pay Grade 12 (\$13.06 to \$17.04 per hour) effective May 21, 2026 (Voluntary resignation/reassignment on PAF 15149. Motion passed 3 to 1. Mr. Fabian opposed.

PAF 15205 was moved by Mr. Andring and seconded by Mr. Shea, to acknowledge the appointment of Christine Blystone to a full-time Magisterial District Court Clerk position at \$15.00 per hour effective May 21, 2026, pending successful completion of pre-employment screenings. (Created on PAF 15150). Motion passed 3 to 1. Mr. Fabian opposed.

DISTRICT ATTORNEY – Kathleen Charlton

PAF 15190 was moved for discussion by Ms. Charlton and seconded by Mr. Shea, to recreate a full-time Assistant District Attorney position at \$72,500.00 per annum effective May 21, 2026 (Reassignment on PAF 15169) Motion carried unanimously.

Per Agenda Amendments above, replace PAF 15190 with PAF 15213, as follows:

PAF 15213 was moved by Ms. Charlton and seconded by Mr. Shea, to recreate a full-time Assistant District Attorney position at Supervisory Pay Grade 23 (\$54,892.50 to \$71,623.50 per annum) effective May 21, 2026 (Reassignment on PAF 15169) Motion carried unanimously.

PROTHONOTARY / CLERK OF COURTS - Annette Bowser

PAF 15188 Motion was made by Mr. Fabian and seconded by Ms. Gaff, to table the action to acknowledge the appointment of a full-time Financial Officer Brittany Waldor as 2nd Deputy Prothonotary and compensate with a salary adjustment of \$0.25 per hour increase for additional duties and responsibilities effective May 21, 2026. Salary adjustment date is April 20, 2026. Motion carried unanimously.

SHERIFF -- Frank Pitzer

PAF 15179 was moved by Mr. Pitzer and seconded by Mr. Shea, to recreate a full-time Deputy Sheriff position at \$18.00 per hour effective May 21, 2026. Voluntary resignation on PAF15178) Motion carried unanimously.

PAF 15194 was moved by Mr. Pitzer and seconded by Mr. Shea, to recreate a full-time Deputy Sheriff position at \$18.00 per hour effective May 21, 2026. Voluntary resignation on PAF15193) Motion carried unanimously.

ASSESSMENT – Richard Farah

PAF15204 was moved by Mr. Shea, to create a full-time Office Management position at Supervisory Pay Grade 8 (\$13.53 to \$17.65 per hour) effective May 21, 2026, per the Teamsters' Collective Bargaining Agreement. When filled, this position will abolish one (1) current Department Clerk III position. No second was made on the motion. No action taken.

BELMONT – Gary Montebell

PAF 15187 was moved by Mr. Shea and seconded by Ms. Gaff, to approve the hiring of Lauren Morvik to a temporary / seasonal casual part-time Belmont Worker (1st year Lifeguard) position at \$10.00 per hour effective May 21, 2026, for the 2026 Pool Season, pending successful completion of pre-employment screenings. (Created on PAF 10777/Reclassified on PAF 13857) Motion carried unanimously.

PAF 15202. was moved by Mr. Shea and seconded by Ms. Gaff, to approve the hiring of Brielle Perry to a temporary / seasonal casual part-time Belmont Worker (1st year Lifeguard) position at \$10.00 per hour effective May 21, 2026, for the 2026 Pool Season, pending successful completion of pre-employment screenings. (Created on PAF 10777/Reclassified on PAF 13857) Motion carried unanimously.

PAF 15203 was moved by Mr. Shea and seconded by Ms. Gaff, to approve salary adjustments for Jada Sabatula and Anni Nicholson, temporary / seasonal casual part-time Belmont Workers, from \$8.01 per hour (current rate) to \$8.25 per hour effective May 21, 2026, for the 2026 Pool Season. Motion carried unanimously.

PAF 15206 was moved by Mr. Shea and seconded by Ms. Gaff, to approve the hiring of Amanda McMillen to a temporary / seasonal casual part-time Lead Lifeguard position at \$15.00 per hour effective May 21, 2026, for the 2026 Pool Season, pending successful completion of pre-employment screenings. (Created on PAF 15073). Motion carried unanimously.

E-911- Chad Gradwell

PAF 15208 was moved by Mr. Shea and seconded by Ms. Gaff, to approve the hiring of Christian Shuster to a casual part-time Dispatcher Trainee position at \$20.00 per hour effective May 21, 2026 pending successful completion of pre-employment screenings. (Created on PAF 10691/Reclassified on PAF 11433) Position start date will be June 1, 2026. Motion carried unanimously.

PAF 15209 was moved by Mr. Shea and seconded by Ms. Gaff, to approve the hiring of Dalton Boulanger to a casual part-time Dispatcher Trainee position at \$20.00 per hour effective May 21, 2026 pending successful completion of pre-employment screenings. (Created on PAF 10691/Reclassified on PAF 11433) Position start date will be June 1, 2026. Motion carried unanimously.

PAF 15210 was moved by Mr. Shea and seconded by Ms. Gaff, to approve the hiring of Tinesha Michael to a casual part-time Dispatcher Trainee position at \$20.00 per hour effective May 21, 2026 pending successful completion of pre-employment screenings. (Created on PAF 10691/Reclassified on PAF 11433) Position start date will be June 1, 2026. Motion carried unanimously.

JAIL-Warden Jessica Hicks

PAF 15167 was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$18.00 per hour effective May 21, 2026, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 15166). Motion carried unanimously.

PAF 15181 was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a full-time Lieutenant position at \$27.32 per hour effective May 21, 2026, per the United Steel Workers' Collective Bargaining Agreement. (Voluntary resignation on PAF 15180). Motion carried unanimously.

PAF 15192 was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$18.00 per hour effective May 21, 2026, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 15191). Motion carried unanimously.

PAF 15196 was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$18.00 per hour effective May 21, 2026, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 15195). Motion carried unanimously.

PLANNING AND DEVELOPMENT- Darin Alviano

PAF 15207 was moved by Mr. Shea and seconded by Ms. Gaff, to create a full-time Assistant Director - Community Development position at Supervisory Pay Grade 16 (\$39,000.00 to \$50,934.00 per annum) effective May 21, 2026, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation/retirement on PAF 15122). Motion carried unanimously.

PAF 15207 was moved for discussion by Mr. Shea and seconded by Ms. Gaff, to approve the reassignment of Allie Pence from full-time Program Manager A at \$43,274.40 per annum to full-time Assistant Director-Community Development at \$52,000.00 per annum effective May 21, 2026. Ms. Pence will assume a large amount of responsibilities held by the now retired Deputy Executive Director, including the Community Block Grant Program for which Ms. Pence is already trained. Position Date will start May 4, 2026. Following discussion, motion was made by Mr. Shea and seconded by Ms. Gaff to adjust the requested pay rate from \$52,000.00 per annum to \$50,934.00 per annum to remain within the pay range as previously created. Motion carried unanimously.

PUBLIC SAFETY- Jason Burns

PAF 15197 was moved by Mr. Shea and seconded by Ms. Gaff, to approve the reassignment of Colin Kline from a full-time 911 Shift Supervisor position at \$24.28 per hour to a full-time HazMat Coordinator / Trainer position at \$47,000.00 per annum effective May 21, 2026. (Created on PAF 15102) Position start date will be June 1, 2026. Motion carried unanimously.

OTHER BUSINESS

NONE

SALARY BOARD COMMENTS

NONE

COMMENTS FROM VISITORS

Ms. Charlton asked the Salary Board to consider allowing Elected Officials and Department Heads to make amendments to the budget during the course of the year.

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 10:28 a.m.

Tammie Gaff
Armstrong County Controller

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