

**MINUTES OF THE SALARY BOARD MEETING HELD ON
Thursday, July 16, 2026, 10:00AM**



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 Present
Controller Gaff Present

Also present: Chief Clerk Karen Notto, Human Resource Manager Audrey Campbell, Jail Warden Jessica Hicks, Sheriff Frank Pitzer, Prothonotary Annette Bowser, Area Agency on Aging Karla Bowser OBO Lisa Shaffer, District Court 33-3-01 Judge Gary DeComo, County Solicitor Timothy Miller, Treasurer Amanda Hiles, Director of Tax Revenue Rich Farah, Shawna Cigola-Assessment, Erik Lewis-Assessment, AJ Panian-Leader Times.

The Board recited the PLEDGE OF ALLEGIANCE to the Flag

AGENDA AMENDMENTS

NONE

It was moved by Mr. Shea and seconded by Ms. Gaff, to approve the minutes from the Salary Board Meeting held on June 18, 2026. Motion carried unanimously.

DISTRICT COURT 33-3-01 - Gary DeComo / President Judge Chase McClister

PAF 15268 was moved by Mr. DeComo 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 July 16, 2026. (Appointment/reassignment on PAF 15253) Motion carried unanimously.

PROTHONOTARY / CLERK OF COURTS - Annette Bowser

PAF 15253 was moved by Ms. Bowser and seconded by Mr. Shea, to acknowledge the appointment/reassignment of Christine Morris to a full-time Legal Secretary III position at \$15.00 per hour effective July 16, 2026. Ms. Morris will be moving from District Court 33-3-01 to the Prothonotary/Clerk of Courts office. Position start date will be July 27, 2026. Motion carried unanimously.

SHERIFF - Frank Pitzer

PAF 15270 was moved by Mr. Pitzer and seconded by Mr. Shea, to recreate a full-time Deputy Sheriff position at \$18.00 per hour effective July 16, 2026. (End of assignment on PAF 15269) Motion carried unanimously.

TREASURER - Amanda C. Hiles

PAF15260 was moved by Ms. Hiles and seconded by Mr. Shea, to create a full-time Fiscal Technician II position at Non-Supervisory Pay Grade 19 (\$18.38 to \$23.99 per hour) effective July 16, 2026, per the Teamsters' Collective Bargaining Agreement. This will replace the Administrative Assistant position and causal part-time Administrative Assistant Position. This job and job description detail the necessary skills and tasks of the position. This will create cross-training of banking and receipting. Motion carried unanimously.

AREA AGENCY ON AGING - Lisa Shaffer

PAF 15249 was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a part-time Senior Center Manager I position (29 hours/week) at Non-Supervisory Pay Grade 11 (\$12.43 to \$16.22 per hour) effective July 16, 2026. (Voluntary resignation/retirement on PAF15026) Motion carried unanimously.

PAF 15250 was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a full-time Aging Care Manager Supervisor I position at Supervisory Pay Grade 16 (\$36,400.00 to \$47,538.50 per year) effective July 16, 2026. (Termination on PAF 14288) Motion carried unanimously.

PAF 15251 was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a full-time Fiscal Officer II position at Supervisory Pay Grade 18 (\$40,131.00 to \$52,343.20 per annum) effective July 16, 2026, due to PAF 14352 recreated on May 2, 2024 aging out of the system. This action abolishes an Assistant Fiscal Technician position. Motion carried unanimously.

PAF 15252 was moved by Mr. Shea and seconded by Ms. Gaff, to approve the reassignment of Karla Bowser from full-time Fiscal Officer I at \$36,400.00 per annum to full-time Fiscal Officer II at \$45,154.20 (Step E) per annum effective July 16, 2026. (Created on PAF 15251) This position is funded 100% by grant funding. Position start date will be July 26, 2026. Motion carried unanimously.

ASSESSMENT – Richard Farah

PAF 15271 was moved by Mr. Shea and seconded by Ms. Gaff, to create a full-time Chief Assessor position at Supervisory Pay Grade 18 (\$42,997.50 to \$56,082.00 per annum) effective July 16, 2026. Motion carried unanimously.

PAF 15273 was moved by Mr. Shea and seconded by Ms. Gaff, to create a full-time Assessor position at \$19.00 per hour effective July 16, 2026, per the SEIU Collective Bargaining Agreement. Motion carried unanimously.

BELMONT – Gary Montebell

PAF 15266 all action was withdrawn by Mr. Shea and seconded by Ms. Gaff, at the request of Mr. Montebell. Motion carried unanimously.

JAIL- Warden Hicks

PAF 15246 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 16, 2026, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 15245) Motion carried unanimously.

PAF 15262 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 16, 2026, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 15255) Motion carried unanimously.

PAF 15265 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 16, 2026, per the Teamsters' Collective Bargaining Agreement. (Reassignment on PAF 15264) Motion carried unanimously.

OTHER BUSINESS

NONE

EXECUTIVE SESSION

Mr. Fabian motioned and seconded by Mr. Shea to go into Executive Session at 10:13 AM to discuss personnel matters.

Mr. Shea motioned and seconded by Ms. Gaff to end Executive Session at 10:31 AM.

No Action taken.

SALARY BOARD COMMENTS

NONE

PUBLIC COMMENT

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 Shea declared the meeting adjourned at 10:31 a.m.

Tammie Gaff
Armstrong County Controller

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