

Susquehanna County, PA Salary Board Minutes for 2016

SB-16-01  
01-13-16

Commissioner Hall called the Salary Board meeting to order at 9:01am.

Present: Commissioners Hall, Arnold, and Warren, Treasurer Miller, District Attorney Klein and Anthony Conarton

Motion by Commissioner Warren to set the salary for the County Solicitor at \$37,500.00 per year with benefits according to government mandated rates, effective January 4, 2016.  
Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Motion by Commissioner Arnold to eliminate the position of non-union, part-time Assistant District Attorney, effective January 13, 2016, per the recommendation of Robert Klein, District Attorney.  
Second Treasurer Miller, Ayes: Unanimous, Motion carried.

Motion by District Attorney Klein to create the salaried position of non-union, full-time, First Deputy District Attorney at the rate of \$60,000.00 per year, minimum of 40 hours per week, effective January 13, 2016, per the recommendation of Robert Klein, District Attorney.  
Second Commissioner Warren, Ayes: Unanimous, Motion carried.

Motion by Anthony Conarton, Coroner to change the 2016 pay rate for the non-union position of Deputy Coroner to \$14.57 per hour, not to exceed twenty hours per week, and a total yearly cost cap of \$4,465.31, effective January 4, 2016, per the recommendation of Anthony Conarton, Coroner.  
Second Commissioner Warren, Ayes: Unanimous, Motion carried.

Public Comment

Motion by Treasurer Miller to close the Salary Board meeting and return to the Commissioners meeting.  
Second Commissioner Warren, Ayes: Unanimous, Motion carried.

Commissioner Hall closed the Salary Board meeting at 9:04 am.

Attest:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Susquehanna County Commissioners

\_\_\_\_\_  
R.S. Stoud, Chief Clerk

\_\_\_\_\_  
Susquehanna County Treasurer

Susquehanna County, PA Salary Board Minutes for 2016

SB-16-02  
01-27-16

Commissioner Hall called the Salary Board meeting to order at 9:01am.

Present: Commissioners Hall, Arnold, and Warren, Treasurer Miller and Coroner Anthony Conarton

Motion by Commissioner Arnold to approve the minutes of the January 13, 2016 Salary Board meeting.

Second Treasurer Miller, Ayes: Unanimous, Motion carried.

Motion by Coroner, Anthony Conarton to correct an administrative error in the starting salary regarding the position of Administrative Assistant / Deputy Coroner and to set the starting salary of said position at \$29,786.00.

Second Commissioner Warren, Ayes: Unanimous, Motion carried.

Public Comment

Motion by Commissioner Warren to close the Salary Board meeting and return to the Commissioners meeting.

Second Treasurer Miller, Ayes: Unanimous, Motion carried.

Commissioner Hall closed the Salary Board meeting at 9:02 am

Attest:

\_\_\_\_\_  
R.S. Stoud, Chief Clerk

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Susquehanna County Commissioners

\_\_\_\_\_  
Susquehanna County Treasurer

Susquehanna County, PA Salary Board Minutes for 2016

SB-16-03  
02-24-16

Commissioner Arnold called the Salary Board meeting to order at 9:01am.

Present: Commissioners Arnold, Warren and Treasurer Miller.

Motion by Commissioner Warren to approve the minutes of the January 27, 2016 Salary Board meeting.

Second Treasurer Miller, Ayes: Unanimous, Motion carried.

Motion by Commissioner Warren to create the union, full-time position of Probation Collections / Compliance Enforcement Officer, Range 11, 40 hours per week, six months probationary period with benefits according to the government mandated requirements, effective February 24, 2016, per the recommendation of Jeffrey Shoemaker, Chief of Probation, and Jason Legg, President Judge.

Second

Commissioner Warren withdrew her motion.

Motion was tabled

Motion by \_\_\_\_\_ to increase the salary of Jeffrey Shoemaker, Chief of Probation, by \$5,000.00, effective March 3, 2016 for the additional added duties relating to collections and supervision, per the recommendation of Jason Legg, President Judge.

Second

Motion by Commissioner Warren to table this motion.

Second Treasurer Miller

Motion by Commissioner Warren to set the rate of pay for Jeffery Tyler at a flat rate of \$500.00 plus mileage for the 2016 Election year. In case of a recount, rate will be reviewed at that time. Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Public Comment

Motion by Commissioner Arnold to close the Salary Board meeting and return to the Commissioners meeting.

Second Commissioner Warren, Ayes: Unanimous, Motion carried.

Commissioner Arnold closed the Salary Board meeting at 9:07 am.

Attest:

\_\_\_\_\_  
\_\_\_\_\_

Susquehanna County Commissioners

\_\_\_\_\_  
R.S. Stoud, Chief Clerk

\_\_\_\_\_  
Susquehanna County Treasurer

Susquehanna County, PA Salary Board Minutes for 2016

SB-16-04  
03-09-16

Commissioner Hall called the Salary Board meeting to order at 9:01 am.

Present: Commissioners Hall, Arnold, and Warren, Treasurer Miller, Court Administrator Cathy Hawley (proxy for Judge Legg)

Motion by Commissioner Arnold to approve the minutes of the February 24, 2016 Salary Board meeting.

Second Commissioner Warren, Ayes Commissioner Arnold, and Warren and Treasurer Miller: Commissioner Hall abstained, Motion carried.

Motion by Commissioner Hall to create the union, full-time position of Prison Maintenance / Electrical and HVAC Technician, Range 17, \$14.52 hour, 40 hours per week six months probationary period, with benefits according to the government mandated requirements, effective March 9, 2016, per the recommendation of Dennis Landis, Head of Maintenance. Second Commissioner Warren, Ayes: Unanimous, Motion carried.

Motion by Commissioner Arnold to create the new, temporary, full time, non-union position of 1<sup>st</sup> Deputy Tax Claim Director, salary \$35,373.60 per year, 40 hours per week, benefits according to government mandated requirements, effective date March 17, 2016. This position will be eliminated on May 25, 2016, per the recommendation of Jason Miller, Tax Claim Director.

Note: This rate of pay is due to a Departmental temporary transfer of the position for training, not a starting rate of pay.

Second Commissioner Warren, Ayes: Unanimous, Motion carried.

Motion by Commissioner Warren to create the union, full-time position of Probation Collections / Compliance Enforcement Officer, Range 11, \$10.25 per hour, 40 hours per week, six month probationary period, with benefits according to the government mandated requirements, effective March 9, 2016, per the recommendation of Jeffrey Shoemaker, Chief Probation Officer, and Jason Legg, President Judge.

Second Treasurer Miller, Ayes: Unanimous, Motion carried.

Motion by Commissioner Warren to increase the salary of Jeffrey Shoemaker, Chief Probation Officer, by \$5,000.00, effective March 17, 2016 for the additional added duties relating to collections and supervision, per the recommendation of Jason Legg, President Judge.

Second Commissioner Hall, Ayes: Hall, Warren & Cathy Hawley: Nay: Treasurer Miller and Commissioner Arnold, Motion carried.

Motion by Commissioner Warren to create an additional full-time, union position of Probation Officer, hourly rate of \$23.14 per hour, minimum 40 hours per week, benefits according to the government mandated requirements, per the recommendation of Jeffrey Shoemaker, Chief Probation Officer and President Judge Jason Legg, effective March 9, 2016.

Note: Hourly rate is \$23.14 is as a result of a transfer and not a new starting position hourly rate.

Second Treasurer Miller, Ayes: Unanimous, Motion carried.

Motion by Commissioner Arnold to eliminate the full-time, non-union position of Community Corrections Officer, effective March 9, 2016, per the recommendation of Warden Mark Shelp, effective March 9, 2016.

Second Commissioner Warren, Ayes: Unanimous, Motion carried.

Public Comment

Motion by Commissioner Arnold to close the Salary Board meeting and return to the Commissioners Meeting.

Second Treasurer Miller, Ayes: Unanimous, Motion carried.

Susquehanna County, PA Salary Board Minutes for 2016

Commissioner Hall closed the Salary Board meeting at 9:13 am.

Attest:

\_\_\_\_\_  
R.S. Stoud, Chief Clerk

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Susquehanna County Commissioners

\_\_\_\_\_  
Susquehanna County Treasurer

Susquehanna County, PA Salary Board Minutes for 2016

SB-16-05  
03-23-16

Commissioner Hall called the Salary Board meeting to order at 9:01am.

Present: Commissioners Hall, Arnold, and Warren, Treasurer Jason Miller and Sheriff Lance Benedict

Motion by Commissioner Warren to approve the minutes of the March 9, 2016 Salary Board meeting.

Second Treasurer Miller, Ayes: Unanimous, Motion carried.

Motion by Commissioner Arnold to create a temporary, full time, non-union position of Sheriff's Deputy, at \$11.00 per hour, 40 hours per week, benefits according to government mandated requirements, effective date March 23, 2016, per the recommendation of Sheriff Lance Benedict. This position will be eliminated after 90 days.

Second Commissioner Warren, Ayes: Unanimous, Motion carried.

Public Comment

Motion by Treasurer Miller to close the Salary Board meeting and return to the Commissioners meeting.

Second Commissioner Warren, Ayes: Unanimous, Motion carried.

Commissioner Hall closed the Salary Board meeting at 9:03 am

Attest:

\_\_\_\_\_  
\_\_\_\_\_

Susquehanna County Commissioners

\_\_\_\_\_  
R.S. Stoud, Chief Clerk

\_\_\_\_\_  
Susquehanna County Treasurer

Susquehanna County, PA Salary Board Minutes for 2016

SB-16-06  
04-13-16

Commissioner Hall called the Salary Board meeting to order at 9:00 am.

Present: Commissioners Hall, Arnold, and Warren, Treasurer Miller, District Attorney Klein, Prothonotary Eddleston, and Register & Recorder Estabrook

Motion by Commissioner Warren to approve the minutes of the March 23, 2016 Salary Board meeting.

Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Motion by District Attorney Klein to adjust the starting rate for the full-time, union position of Victim Witness Coordinator, effective April 14, 2016, from \$8.28 per hour to \$11.48 per hour, per the recommendation of Robert Klein, District Attorney.

Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Motion by Commissioner Warren to eliminate the full-time union position of 2<sup>nd</sup> Deputy Clerk of Courts with an effective date of April 14, 2016.

Second Commissioner Hall, Ayes: Commissioner Hall & Warren and Treasurer Miller, Nay: Commissioner Arnold & Prothonotary Eddleston. Motion carried.

Motion by Commissioner Warren to eliminate the full-time union position of 2<sup>nd</sup> Deputy Register & Recorder with an effective date of April 14, 2016.

Second Commissioner Hall, Ayes: Commissioner Hall & Warren, Nay: Commissioner Arnold, Treasurer Miller, and Register & Recorder Estabrook.  
Motion fails

Motion by Treasurer Miller to eliminate the full-time non-union position of 1st Deputy Tax Claim Director with an effective date of April 14, 2016.

Second Commissioner Warren, Ayes: Unanimous, Motion carried.

Motion by Treasurer Miller to create the full-time non-union position of 1st Deputy Tax Claim Director / Office Manager with an effective date of April 14, 2016, and to set the salary at \$32,000.00 per year, six months probationary period with benefits according to the government mandated requirements.

Second Commissioner Warren, Ayes: Unanimous, Motion carried.

Public Comment

Motion by Commissioner Warren to close the Salary Board meeting and return to the Commissioners meeting.

Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Commissioner Hall closed the Salary Board meeting at 9:27 am.

Attest:

\_\_\_\_\_  
\_\_\_\_\_

Susquehanna County Commissioners

\_\_\_\_\_  
R.S. Stoud, Chief Clerk

\_\_\_\_\_  
Susquehanna County Treasurer

Susquehanna County, PA Salary Board Minutes for 2016

SB-16-07  
04-27-16

Commissioner Hall called the Salary Board meeting to order at 9:00am.

Present: Commissioners Hall, Arnold, and Warren, Treasurer Miller, Clerk of Courts Eddleston.

Motion by Commissioner Warren to approve the minutes of the April 13, 2016 Salary Board meeting.

Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Motion by Commissioner Warren to create the full-time, non-union position of Assistant Director of Information Technology (IT), minimum 40 hours per week, salary \$35,000.00 - \$40,000.00 per year, depending on experience and qualifications, six month probation, according to the government mandated requirements, per the recommendation of Lisa Kowalewski, Director of Information Technology (IT).

Second Treasurer Miller, Ayes: Unanimous, Motion carried.

Motion by Clerk of Courts Eddleston to create the one-time, temporary, full-time, union position of 2<sup>nd</sup> Deputy Clerk of Courts, in the Clerk of Courts Office, beginning April 28, 2016 and ending May 8, 2016 at midnight, \$10.09 per hour, 40 hours per week, six month probation, benefits according to the government mandated requirements, per the recommendation of Susan Eddleston, Prothonotary / Clerk of Courts.

Second Commissioner Warren, Ayes: Unanimous, Motion carried.

Public Comment

Motion by Commissioner Warren to close the Salary Board meeting and return to the Commissioners meeting.

Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Commissioner Hall closed the Salary Board meeting at 9:02 am.

Attest:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Susquehanna County Commissioners

\_\_\_\_\_  
R.S. Stoud, Chief Clerk

\_\_\_\_\_  
Susquehanna County Treasurer



Susquehanna County, PA Salary Board Minutes for 2016

SB-16-08  
06-22-16

Commissioner Hall called the Salary Board meeting to order at 9:00 am.

Present: Commissioners Hall, Arnold, and Warren, Treasurer Miller, Sheriff Benedict and District Attorney Klein

Motion by Commissioner Arnold to approve the minutes of the April 27, 2016 Salary Board Meeting.

Second Commissioner Warren, Ayes: Unanimous, Motion carried.

Motion by Commissioner Arnold to create the full-time, union position of GIS Technician / Administrative Assistant, effective June 23, 2016, 40 hours per week, Range 13, Base rate of \$11.25 per hour, six month probation, benefits according to the government mandated requirements, per the recommendation of Art Donato, Director of 911 and R.S. Stoud, Director of Public Safety.

Second Commissioner Warren, Ayes: Unanimous, Motion carried.

Motion by Commissioner Warren to eliminate the position of Addressing / GIS Clerk effective June 23, 2016, per the recommendation of Art Donato, Director of 911 and R.S. Stoud, Director of Public Safety.

Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Motion by District Attorney Klein to create the full-time, union position of Administrative Assistant / Grant Coordinator, District Attorney Office effective June 23, 2016, 40 hours per week, Range 18, Base Rate of \$14.93 per hour, six month probation, benefits according to the government mandated requirements, per the recommendation of District Attorney Robert Klein.

Second Commissioner Warren, Ayes: Unanimous, Motion carried.

Motion by District Attorney Klein to create the full-time, union position of Office Manager, District Attorney Office, effective June 23, 2016, minimum 40 hours per week, Range 22, Base rate of \$18.81 per hour, six month probation, benefits according to the government mandated requirements, per the recommendation of District Attorney Robert Klein

Second Commissioner Warren, Ayes: Unanimous, Motion carried.

Motion by District Attorney Klein to eliminate both of the positions of Secretary – District Attorney, effective June 23, 2016, per the recommendation of District Attorney Robert Klein

Second Commissioner Warren, Ayes: Unanimous, Motion carried.

Motion by District Attorney Klein to change the current starting range of the full-time, union, position of Victim Witness Coordinator from Range 13 to Range 17, Base rate of \$14.10 per hour, effective June 23, 2016, due to an increase in the minimum requirements and job responsibilities, 40 hours per week, six month probation, benefits according to the government mandated requirements, per the recommendation of District Attorney Robert Klein.

Second Commissioner Warren, Ayes: Unanimous, Motion carried.

Motion by Sheriff Benedict to create the full-time, union position of Real Estate Clerk, Sheriff's Office, effective June 23, 2016, 40 hours per week, Range 15, Base rate of \$12.59 per hour, six month probation, benefits according to the government mandated requirements, per the recommendation of Sheriff Lance Benedict.

Second Commissioner Warren, Ayes: Unanimous, Motion carried.

Motion by Sheriff Benedict to eliminate the position of Secretary / Real Estate Clerk – Sheriff, effective June 23, 2016, per the recommendation of Sheriff Lance Benedict.

Second Commissioner Warren, Ayes: Unanimous, Motion carried.

Motion by Sheriff Benedict to create the full-time, union position of Office Manager / Administrative Assistant, Sheriff's Office, effective June 23, 2016, 40 hours per week, Range 19, Base rate of \$15.81 per hour, six month probation, benefits according to the government mandated requirements, per the recommendation of Sheriff Lance Benedict.

Second Commissioner Warren, Ayes: Unanimous, Motion carried.

Motion by Sheriff Benedict to eliminate the position of Clerk-Sheriff 6.5 hours, effective June 23, 2016, per the recommendation of Sheriff Lance Benedict.

Second Commissioner Warren, Ayes: Unanimous, Motion carried.

Susquehanna County, PA Salary Board Minutes for 2016

Motion by Sheriff Benedict to create the full-time, union position of Civil / Criminal Clerk, effective June 23, 2016, 40 hours per week, Range 14, Base rate of \$11.90 per hour, six month probation, benefits according to the government mandated requirements, per the recommendation of Sheriff Lance Benedict.

Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Motion by Sheriff Benedict to eliminate the position of Clerk-Sheriff 8 hours, effective June 23, 2016, per the recommendation of Sheriff Lance Benedict.

Second Commissioner Warren, Ayes: Unanimous, Motion carried.

Motion by Commissioner Warren to create the full-time, union position of Maintenance and Utility Tech Crew Chief, effective June 23, 2016, 40 hours per week, Range 19, Base rate of \$15.81 per hour, six month probation, benefits according to the government mandated requirements, per the recommendation of R.S. Stoud, Chief Clerk.

Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Motion by Commissioner Warren to eliminate the position of Maintenance, effective June 23, 2016, per the recommendation of R.S. Stoud, Chief Clerk.

Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Motion by Commissioner Warren to create the full-time, union position of Roads & Bridges Maintenance Crew Chief and County Safety Coordinator, effective June 23, 2016, 40 hours per week, Range 19, Base rate of \$15.81 per hour, six month probation, benefits according to the government mandated requirements, per the recommendation of R.S. Stoud, Chief Clerk.

Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Motion by Commissioner Warren to eliminate the position of Roads & Bridges - Maintenance, effective June 23, 2016, per the recommendation of R.S. Stoud, Chief Clerk.

Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Motion by Commissioner Warren to create the full-time, union position of Maintenance / Electrical and HVAC Technician, effective June 23, 2016, 40 hours per week, Range 17, Base rate of \$14.10 per hour, six month probation, benefits according to the government mandated requirements, per the recommendation of R.S. Stoud, Chief Clerk.

Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Motion by Commissioner Warren to eliminate the position of Maintenance - Electrician, effective June 23, 2016, per the recommendation of R.S. Stoud, Chief Clerk.

Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Motion by Commissioner Warren to eliminate the position of Custodian, effective June 23, 2016, per the recommendation of R.S. Stoud, Chief Clerk.

Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Public Comment

Motion by Commissioner Warren to close the Salary Board meeting and return to the Commissioners meeting.

Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Commissioner Hall closed the Salary Board meeting at 9:07 am.

Attest:

\_\_\_\_\_

\_\_\_\_\_

Susquehanna County Commissioners

\_\_\_\_\_  
R.S. Stoud, Chief Clerk

\_\_\_\_\_  
Susquehanna County Treasurer

Susquehanna County, PA Salary Board Minutes for 2016

SB-16-09  
07-27-16

Commissioner Hall called the Salary Board meeting to order at 9:00 am.

Present: Commissioners Hall and Arnold, Judge Legg, Treasurer Miller, Sheriff Benedict.

Motion by Treasurer Miller to approve the minutes of the June 22, 2016 Salary Board Meeting.  
Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Motion by Jason Miller to eliminate Ranges 7 through 9 from the county wage scale and to change all Range 7 through 9, and associated position start ranges, as noted, on attached salary spreadsheet. Longevity increase of .25% per year will be added, if applicable.  
Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Motion by Commissioner Arnold to create the full-time, non-union position of Director of Human Resources, minimum 40 hours per week, salary \$40,000.00 per year, six month probation, benefits according to the government mandated requirements / County Personnel Manual, per the recommendation of R.S. Stoud, Deputy Chief Clerk.  
Second Treasurer Miller, Ayes: Unanimous, Motion carried.

Motion by Commissioner Arnold to create the full-time, non-union position of System Database Administrator / Budget Coordinator, minimum 40 hours per week, salary \$38,000.00 per year, six month probation, benefits according to the government mandated requirements / County Personnel Manual, per the recommendation of R.S. Stoud, Deputy Chief Clerk.  
Second Treasurer Miller, Ayes: Unanimous, Motion carried.

Motion by Commissioner Arnold to set the salary starting range, to the non-union position of Human Resources Administrative Coordinator, to \$28,000.00 per year, six month probation, benefits according to the government mandated requirements / County Personnel Manual, per the recommendation of R.S. Stoud, Deputy Chief Clerk.  
Second Treasurer Miller, Ayes: Unanimous, Motion carried.

Motion by Jason Miller to eliminate the position of Human Resources Administrative Clerk, effective July 27, 2016, per the recommendation of R.S. Stoud, Deputy Chief Clerk.  
Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Motion by Commissioner Hall to eliminate the position of System Database Administrator / Technical Administrative Assistant, effective July 27, 2016, per the recommendation of R.S. Stoud, Deputy Chief Clerk.  
Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Motion by Judge Legg to create a part-time, non-union, temporary position of Clerical Assistant, not to exceed 25 hours per week / 12 weeks after hire, salary \$9.70 per hour, per the recommendation of Jason Legg, President Judge.  
Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Motion by Judge Legg to create two full-time, non-union positions of Court Recorder / Transcriptionist, minimum 40 hours per week, salary \$30,000.00 - \$49,000.00 per year, depending on experience, six month probation, benefits according to the government mandated requirements / County Personnel Manual, per the recommendation of Jason Legg, President Judge.  
Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Motion by Judge Legg to eliminate the two current positions of Court Steno(grapher), effective July 23, 2016, per the recommendation of Jason Legg, President Judge.  
Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Motion by Sherriff Benedict to amend the salary of the non-union position of Chief Deputy Sheriff Jon Record, from \$16.65 per hour to \$19.15 per hour to ensure parity with the salary contract provisions for the Deputy Sheriffs, effective date January 1, 2016, per the recommendation of Lance Benedict, Sheriff.  
Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Motion by District Attorney Klein to increase the number of temporary, part-time, Drug / DUI Task Force County Detectives from 11 to 16, rate \$15.00 per hour, per the recommendation of Robert Klein, District Attorney.  
Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Susquehanna County, PA Salary Board Minutes for 2016

Public Comment

Motion by Commissioner Arnold to close the Salary Board meeting and return to the Commissioners meeting.

Second Commissioner Hall, Ayes: Unanimous, Motion carried.

Commissioner Hall closed the Salary Board meeting at 9:11 am.

Attest:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Susquehanna County Commissioners

\_\_\_\_\_  
R.S. Stoud, Deputy Chief Clerk

\_\_\_\_\_  
Susquehanna County Treasurer

Susquehanna County, PA Salary Board Minutes for 2016

SB-16-10  
08-10-16

Commissioner Arnold called the Salary Board Meeting to order at 9:02 am.

Present: Commissioners Arnold and Warren, Treasurer Miller, and Cathy Hawley

Motion by Commissioner Arnold to approve the minutes of the July 27, 2016 Salary Board Meeting.

Second Cathy Hawley, Ayes: Unanimous, Motion carried.

Motion by Commissioner Warren to create the new, temporary, full-time, union position of Administrative Assistant for Juvenile Probation, salary \$10.93 per hour, 40 hours per week, benefits according to government mandated requirements, effective date August 11, 2016. This position will be eliminated at close of business on August 26, 2016, per the recommendation of Jeff Shoemaker, Chief Probation Officer and Jason Legg, President Judge.

Note: This rate of pay is due to a Departmental temporary transfer of the position for training, not a starting rate of pay.

Second Treasurer Miller, Ayes: Unanimous, Motion carried.

Public Comment

Motion by Treasurer Miller to close the Salary Board Meeting and return to the Commissioners' Meeting.

Second Commissioner Arnold, Ayes: Unanimous, Motion carried.

Commissioner Arnold closed the Salary Board Meeting at 9:06 am.

Attest:

\_\_\_\_\_  
\_\_\_\_\_

Susquehanna County Commissioners

\_\_\_\_\_  
R.S. Stoud, Deputy Chief Clerk

\_\_\_\_\_  
Susquehanna County Treasurer

Susquehanna County, PA Salary Board Minutes for 2016

SB-16-11  
08-24-16

Commissioner Hall called the Salary Board Meeting to order at 9:07 am.

Present: Commissioners Hall and Warren, Treasurer Miller, Prothonotary/Clerk of Courts Jones.

Motion by Commissioner Warren to rescind the 08/10/2016 motion to approve the 07/27/2016 Salary Board Meeting Minutes.

Second Treasurer Miller. Ayes: Unanimous, Motion carried.

Motion by Commissioner Warren to table the minutes of the July 27, 2016 Salary Board Meeting.

Second Commissioner Hall. Ayes: Unanimous, Motion carried.

Motion by Commissioner Warren to table the minutes of the August 10, 2016 Salary Board Meeting.

Second Commissioner Hall. Ayes: Unanimous, Motion carried.

Motion by Prothonotary/Clerk of Courts Jones to create a six month, temporary Clerk of Courts Administrative Clerk, 40 hours per week, at an hourly rate of \$10.35 with no benefits, per the recommendation of Christine Jones, Prothonotary/Clerk of Courts.

Second Commissioner Warren. Ayes: Unanimous, Motion carried.

Public Comment

Motion by Commissioner Warren to close the Salary Board Meeting and return to the Commissioners' Meeting.

Second Treasurer Miller. Ayes: Unanimous, Motion carried.

Commissioner Hall closed the Salary Board Meeting at 9:11 am.

Attest:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Susquehanna County Commissioners

\_\_\_\_\_  
R.S. Stoud, Deputy Chief Clerk

\_\_\_\_\_  
Susquehanna County Treasurer

Susquehanna County, PA Salary Board Minutes for 2016

SB-16-12  
09-14-16

Commissioner Hall called the Salary Board Meeting to order at 9:00 am.

Present: Commissioners Hall, Arnold, and Warren, and Treasurer Miller.

Motion by Treasurer Miller to approve the minutes of the July 27, 2016 Salary Board Meeting.  
Second Commissioner Arnold. Ayes Hall, Arnold, and Miller. Warren abstains. Motion carried.

Motion by Treasurer Miller to approve the minutes of the August 10, 2016 Salary Board Meeting.  
Second Commissioner Arnold. Ayes Arnold, Warren, and Miller. Hall abstains. Motion carried.

Motion by Treasurer Miller to approve the minutes of the August 24, 2016 Salary Board Meeting.  
Second Commissioner Warren. Ayes Hall, Warren, and Miller. Arnold abstains. Motion carried.

Motion by Commissioner Warren to correct the salary amount of the Human Resources Administrative Coordinator, increasing same from \$28,000.00 to \$30,000.00 due to a clerical error occurring in the July 27, 2016 Salary Board.  
Second Commissioner Arnold. Ayes Hall, Arnold, Warren. Nays Miller. Motion carried.

Public Comment

Motion by Commissioner Warren to close the Salary Board Meeting and return to the Commissioners' Meeting.  
Second Commissioner Arnold. Ayes unanimous. Motion carried.

Commissioner Hall closed the Salary Board Meeting at 9:02 am.

Attest:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Susquehanna County Commissioners

\_\_\_\_\_  
Deputy Chief Clerk

\_\_\_\_\_  
Susquehanna County Treasurer

Susquehanna County, PA Salary Board Minutes for 2016

SB-16-13  
09-28-16

Commissioner Hall called the Salary Board Meeting to order at 9:00 am.

Present: Commissioners Hall, Arnold, and Warren, and Treasurer Miller.

Motion by Commissioner Warren to approve the minutes of the September 14, 2016 Salary Board Meeting.

Second Commissioner Arnold. Ayes unanimous. Motion carried.

Motion by Warren to amend the full-time, non-union position of Director of Human Resources to Director of Human Resources/Deputy Chief Clerk, salary and benefits to remain as is. This change is required to provide the signatory ability for fiduciary and administrative requirements only.

Second Commissioner Arnold. Ayes unanimous. Motion carried.

Motion by Commissioner Warren to set the starting salary range for the open, full-time, non-union, position of Chief Clerk to \$62,500 per year, minimum 40 hours per week, with a six month probationary period and benefits according to the County Policy Manual and government mandated requirements.

Second Commissioner Arnold. Ayes unanimous. Motion carried.

Motion by Commissioner Warren to create the full-time, non-union position of Administrative Assistant to the Chief Clerk, minimum 40 hours per week, salary \$32,000.00 per year, six month probation, benefits according to the government mandated requirements / County Policy Manual.

Second Commissioner Arnold. Ayes unanimous. Motion carried.

Motion by Commissioner Warren to create the full-time, non-union position of Information Technology Technician, minimum 40 hours per week, salary \$15.23 per hour, six month probation, benefits according to the government mandated requirements / County Policy Manual, per the recommendation of IT Director Kowalewski.

Second Commissioner Arnold. Ayes unanimous. Motion carried.

Motion by Commissioner Warren to create a temporary, full time, non-union position of Courthouse Security Officer, at \$11.00 per hour, 40 hours per week, benefits according to government mandated requirements / County Policy Manual, per the recommendation of Sheriff Lance Benedict. This position will be eliminated after 90 days upon hiring.

Second Commissioner Arnold. Ayes unanimous. Motion carried.

Motion by Commissioner Warren to close the Salary Board Meeting and return to the Commissioners' Meeting.

Second Commissioner Arnold. Ayes unanimous. Motion carried.

Commissioner Hall closed the Salary Board Meeting at 9:06 am.

Attest:

\_\_\_\_\_  
\_\_\_\_\_

Susquehanna County Commissioners

\_\_\_\_\_  
Deputy Chief Clerk

\_\_\_\_\_  
Susquehanna County Treasurer



Susquehanna County, PA Salary Board Minutes for 2016

SB-16-14  
10-26-16

Commissioner Arnold called the Salary Board Meeting to order at 9:01 am.

Present: Commissioners Arnold, Hall, and Warren, and Treasurer Miller.

Motion by Commissioner Warren to approve the minutes of the September 28, 2016 Salary Board Meeting.

Second Commissioner Hall. Ayes unanimous. Motion carried.

Motion by Commissioner Warren to create an additional full-time, union position of Maintenance / Electrical & HVAC Technician, Range 17, \$14.52 per hour, 40 hours per week, six months probationary period, with benefits according to the government mandated requirements, effective October 27, 2016, per the recommendation of Maintenance Department Head Dennis Landis.

Second Commissioner Hall. Ayes unanimous. Motion carried.

Motion by Commissioner Hall to eliminate the full-time, union position of Maintenance from the County Buildings Department, effective October 27, 2016, per the recommendation of Maintenance Department Head Dennis Landis.

Second Commissioner Warren. Ayes unanimous. Motion carried.

Motion by Commissioner Warren to create the full-time, non-union position of Department of Public Safety Office Manager, minimum 40 hours per week, salary \$32,000.00 per year, six month probation, benefits according to the government mandated requirements / County Personnel Manual, effective October 27, 2016, per the recommendation of Public Safety Director R.S. Stoud.

Second Commissioner Hall. Ayes unanimous. Motion carried.

Motion by Commissioner Hall to eliminate the full-time, non-union position of Administrative Assistant / EMA Grant Coordinator from the Department of Public Safety, effective October 27, 2016, per the recommendation of Public Safety Director R.S. Stoud.

Second Commissioner Warren. Ayes unanimous. Motion carried.

Public Comment

Motion by Commissioner Hall to close the Salary Board Meeting and return to the Commissioners' Meeting.

Second Commissioner Warren. Ayes unanimous. Motion carried.

Commissioner Arnold closed the Salary Board Meeting at 9:04 am.

Attest:

\_\_\_\_\_  
\_\_\_\_\_

Susquehanna County Commissioners

\_\_\_\_\_  
Chief Clerk

\_\_\_\_\_  
Susquehanna County Treasurer

Susquehanna County, PA Salary Board Minutes for 2016

SB-16-15  
11-09-16

Commissioner Arnold called the Salary Board Meeting to order at 9:01 am.

Present: Commissioners Arnold, Hall, and Warren, and Treasurer Miller.

Motion by Commissioner Hall to approve the minutes of the October 26, 2016 Salary Board Meeting.

Second Commissioner Warren. Ayes unanimous. Motion carried.

Motion by Commissioner Hall to amend and approve the 2016 Miscellaneous Compensation Schedule to add Student Election Observers, who will receive \$25.00 for attending the provided training and \$50.00 for their participation on Election Day. Should an Election Clerk vacancy arise on Election Day at a voting precinct, the Student Observer in attendance may then be sworn in as an Election Clerk, receiving the \$90.00-120.00 for the day, dependent upon the amount of votes cast at the precinct in question.

Second Commissioner Warren. Ayes unanimous. Motion carried.

Public Comment

Motion by Commissioner Hall to close the Salary Board Meeting and return to the Commissioners' Meeting.

Second Commissioner Warren. Ayes unanimous. Motion carried.

Commissioner Arnold closed the Salary Board Meeting at 9:03 am.

Attest:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Susquehanna County Commissioners

\_\_\_\_\_  
Chief Clerk

\_\_\_\_\_  
Susquehanna County Treasurer