

Susquehanna County, PA Salary Board Minutes for 2017

SB-17-01
01-11-2017

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

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

Motion by Treasurer Miller to approve the minutes of the December 14, 2016 Salary Board Meeting.

Second Commissioner Warren. Ayes: Treasurer Miller, Commissioners Hall and Warren.

Abstain: Commissioner Arnold. Motion carried.

Motion by Commissioner Warren to eliminate the Assistant Director of Public Safety/Emergency Management Coordinator position, effective January 12, 2017 per the recommendation of R.S. Stoud, Public Safety Director/Deputy Chief Clerk.

Second Treasurer Miller. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren modify the previous agenda item, to reflect that the Assistant Director of Public Safety/Emergency Management Coordinator position is eliminated effective January 11, 2017 per the recommendation of R.S. Stoud, Public Safety Director/Deputy Chief Clerk.

Second Treasurer Miller. Ayes: unanimous. Motion carried.

Motion by Treasurer Miller to create the non-union, full-time position of Emergency Management Coordinator at \$35,000 annual salary, minimum 40 hours per week, 24/7 on-call status, with benefits according to the government-mandated requirements, effective January 11, 2017 per the recommendation of R.S. Stoud, Public Safety Director/Deputy Chief Clerk.

Second Commissioner Warren. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to set the salary of the non-union Emergency Management Operations and Training Officer at \$32,000 annual salary based on years of service and certifications held, minimum 40 hours per week, 24/7 on-call status, with benefits according to the government-mandated requirements, effective January 11, 2017 per the recommendation of R.S. Stoud, Public Safety Director/Deputy Chief Clerk.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Public Comment

1. Emergency Management position changes due to grants requirements versus restructuring

Motion by 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 9:04 am.

Attest:

Lana R. Adams, Chief Clerk

Susquehanna County Commissioners

Susquehanna County Treasurer

Susquehanna County, PA Salary Board Minutes for 2017

SB-17-02
01-25-2017

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

Present: Commissioners Hall and Arnold, Treasurer Miller.

Motion by Commissioner Arnold to approve the minutes of the January 11, 2017 Salary Board Meeting.

Second Treasurer Miller. Ayes: unanimous. Motion carried.

Motion by Commissioner Arnold to create a union, full-time position of Assessment Clerk, Assessment office, Range 11, \$10.35/hour, 40 hours per week, six months probationary period with benefits according to the government-mandated requirements, effective January 25, 2017, per the recommendation of Mary Noldy, Director of Assessment.

Second Treasurer Miller. 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.

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

Attest:

Lana R. Adams, Chief Clerk

Susquehanna County Commissioners

Susquehanna County Treasurer

Susquehanna County, PA Salary Board Minutes for 2017

SB-17-03
02-08-2017

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

Present: Commissioners Hall, Arnold and Warren, Treasurer Miller, Assistant District Attorney William Urbanski.

Motion by Treasurer Miller to approve the minutes of the January 25, 2017 Salary Board Meeting. Second Commissioner Arnold. Ayes: Hall, Arnold and Miller. Abstentions: Warren and Urbanski. Motion carried.

Motion by Commissioner Arnold to create a non-union, full-time position of Assistant Director of Assessment, Assessment Office, salary of \$35,000 per year, minimum 40 hours per week, six months probationary period with benefits according to the government-mandated requirements, effective February 8, 2017, per the recommendation of Mary Noldy, Director of Assessment. Second Commissioner Warren. Ayes: unanimous. Motion carried.

Motion by Commissioner Arnold to eliminate the Drug Taskforce Coordinator/DUI Coordinator – part-time, Office of the District Attorney, effective February 8, 2017, per the recommendation of District Attorney Robert Klein. Second Assistant District Attorney Urbanski. Ayes: unanimous. Motion carried.

Motion by Assistant District Attorney Urbanski to create a non-union, full-time position of Chief County Detective, Office of the District Attorney, salary of \$55,000 per year, minimum 40 hours per week, six months probationary period with benefits according to the government-mandated requirements, effective February 8, 2017, per the recommendation of District Attorney Robert Klein. Second Commissioner Warren. Ayes: unanimous. Motion carried.

Motion by Assistant District Attorney Urbanski to create a non-union, full-time position of County Detective – Narcotics/K9 Handler, Office of the District Attorney, salary of \$40,000 per year, minimum 40 hours per week, six months probationary period with benefits according to the government-mandated requirements, effective February 8, 2017, per the recommendation of District Attorney Robert Klein. Second Commissioner Warren. Ayes: unanimous. Motion carried.

Motion by Commissioner Arnold to eliminate the non-union, full-time position of County Detective/K9 Handler, Office of the District Attorney, salary of \$36,000 per year, effective February 8, 2017, per the recommendation of District Attorney Robert Klein. Second Commissioner Warren. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to eliminate the Clerical Assistant – temporary, effective February 8, 2017, per the recommendation of Court Administrator Cathy Hawley and President Judge Jason Legg. 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 Hall closed the Salary Board Meeting at 9:07 am.

Attest:

R.S. Stoud, Deputy Chief Clerk

Susquehanna County Commissioners

Susquehanna County Treasurer

Susquehanna County, PA Salary Board Minutes for 2017

SB-17-04
02-22-2017

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

Present: Commissioners Hall, Arnold, and Warren, Treasurer Miller, and President Judge Legg.

Motion by Commissioner Arnold to approve the minutes of the February 8, 2017 Salary Board Meeting.

Second Treasurer Miller. Ayes: Hall, Arnold, and Miller. Abstentions: Legg. Motion carried.

Motion by President Judge Legg to acknowledge the change of the job title and job description changes from the current Law Clerk to the Judicial Law Clerk/Assistant to the District Court Administrator, Office of the Courts, with no change in salary or benefits, effective February 22, 2017, per the recommendation of President Judge Jason Legg.

Second Commissioner Warren. Ayes: unanimous. Motion carried.

Motion by President Judge Legg to create the non-union, salaried, part-time position of Guardian ad litem for Dependency Actions, Office of the Courts, \$32,000 per year, varying hours, no health insurance or retirement benefits, effective February 22, 2017, per the recommendation of President Judge Jason Legg.

Second Commissioner Warren. Ayes: unanimous. Motion carried.

Motion by President Judge Legg to modify the job title and salary for the Children and Youth Hearing Officer from the current title to Dependency Master for Permanency Review Proceedings, Office of the Courts, and increase the salary to \$12,794.00 annual salary, with benefits per government-mandated requirements and the County Personnel Manual, effective March 2, 2017, per the recommendation of President Judge Jason Legg. The assigned salary is not the starting salary for the job range.

Second Commissioner Warren. Ayes: unanimous. Motion carried.

Motion by President Judge Legg to eliminate the Children and Youth Hearing Officer, Office of the Courts, effective March 2, 2017, per the recommendation of President Judge Jason Legg.

Second Commissioner Warren. Ayes: unanimous. Motion carried.

Motion by President Judge Legg to adjust the following starting salary ranges for jobs in Domestic Relations based upon job reorganization effective March 2, 2017, per the recommendation of President Judge Jason Legg:

Enforcement Officer	FROM: Range 10	TO: Range 11
Enforcement Officer – Financial	FROM: Range 10	TO: Range 12
Conference Officer – Court Liaison	FROM: Range 12	TO: Range 13

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 9:07 am.

Attest:

Susquehanna County Commissioners

R.S. Stoud, Deputy Chief Clerk

Susquehanna County Treasurer

Susquehanna County, PA Salary Board Minutes for 2017

SB-17-05
03-08-2017

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 Arnold to approve the minutes of the February 22, 2017 Salary Board Meeting.

Second Treasurer Miller. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to create the position of Director of Public Safety, salary of \$55,000 per year, minimum 40 hours per week, six months probationary period, with benefits according to the County Policy Manual and government-mandated requirements, effective March 8, 2017, per the recommendation of the County Commissioners.

Second Treasurer Miller. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to eliminate the position of Director of Public Safety/Deputy Chief Clerk, effective upon the transfer of R.S. Stoud into the position of Chief County Detective, per the recommendation of the County Commissioners.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to eliminate the position of Receptionist/Office Assistant from the Commissioners' Department, per the recommendation of the County Commissioners.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to eliminate the position of Administrative Assistant to the Chief Clerk from the Commissioners' Department, per the recommendation of the County Commissioners.

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 Treasurer Miller. Ayes: unanimous. Motion carried.

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

Attest:

R.S. Stoud, Deputy Chief Clerk

Susquehanna County Commissioners

Susquehanna County Treasurer

Susquehanna County, PA Salary Board Minutes for 2017

SB-17-06
03-22-2017

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 March 8, 2017 Salary Board Meeting.
Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to create the position of Chief Clerk/Director of Public Safety, salary of \$62,500 per year, minimum 40 hours per week, with an increase to \$67,500 following successful completion of six months probationary period, with benefits according to the County Policy Manual and government-mandated requirements, effective March 22, 2017, per the recommendation of the County Commissioners.
Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to eliminate the position of Chief Clerk from the Commissioners' Department, effective March 22, 2017, per the recommendation of the County Commissioners.
Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to eliminate the position of Director of Public Safety from the Department of Public Safety, effective March 22, 2017 per the recommendation of the County Commissioners.
Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to create the temporary, part-time position of Emergency Management Operations & Training Officer, salary of \$18,720 per year, minimum 24 hours per week, effective March 22, 2017 per the recommendation of Robert Thatcher, Emergency Management Coordinator.
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.

Commissioner Hall closed the Salary Board Meeting at 9:05 am.

Attest:

R.S. Stoud, Deputy Chief Clerk

Susquehanna County Commissioners

Susquehanna County Treasurer

Susquehanna County, PA Salary Board Minutes for 2017

SB-17-07
04-06-2017

Commissioner Hall called the Special Salary Board meeting to order at 9:30 am.

Pledge of Allegiance to the Flag.

Present: Commissioners Hall and Warren, Treasurer Miller, and Assistant District Attorney Urbanski.

Motion by Commissioner Hall to create the salaried position of non-union, full-time, Chief Clerk, at the rate of \$55,000.00 per year, minimum 40 hours per week, six months probationary period, with benefits according to the County Policy Manual and government-mandated requirements, effective April 6, 2017, per the recommendation of the County Commissioners.

Second Commissioner Warren. Ayes: Commissioner Warren and Treasurer Miller. Abstained: Assistant District Attorney Urbanski. Motion carried.

Motion by Commissioner Warren to eliminate the non-union position of Chief Clerk / Director of Public Safety, effective April 6, 2017, per the recommendation of the County Commissioners.

Second Treasurer Miller. Ayes: Commissioner Hall and Warren. Abstained: Assistant District Attorney Urbanski. Motion carried.

Commissioner Arnold joined the meeting.

Motion by Assistant District Attorney Urbanski to create the salaried position of non-union, full-time, Chief County Detective / Director of Public Safety at the rate of \$68,500.00 per year, minimum of 40 hours per week, effective April 6, 2017, per the recommendation of Robert Klein, District Attorney. This position remains in effect so long as both positions are joined. If changed or eliminated, this position reverts solely to that of the Chief County Detective, while retaining any and all increases received, as relates to that position chronologically, from this date forward.

Second Commissioner Warren. Ayes: Commissioners Hall and Warren. Treasurer Miller and Assistant District Attorney Urbanski. Abstained: Commissioner Arnold. Motion carried.

Motion by Commissioner Warren to create the non-union position of Administrative Assistant / Grant Coordinator, Department of Public Safety, \$26,000.00 per year, minimum 40 hours per week, on call 24/7, 365 days, six month probationary period, benefits according to the County Personnel Manual and government-mandated requirements, effective April 6, 2017, per the recommendation of R. Carrico, Deputy Chief Clerk.

Second Treasurer Miller. Ayes: Commissioner Hall and Warren. Abstained: Commissioner Arnold and Assistant District Attorney Urbanski. Motion carried.

Motion by Commissioner Warren to eliminate the full-time, non-union position of Department of Public Safety Office Manager, effective April 6, 2017, per the recommendation of R. Carrico, Deputy Chief Clerk.

Second Treasurer Miller. Ayes: Commissioner Hall and Warren. Abstained: Commissioner Arnold and Assistant District Attorney Urbanski. Motion carried.

Public Comment:

Motion by Commissioner Warren to close the Salary Board meeting.

Second Assistant District Attorney Urbanski. Ayes: Commissioner Hall and Warren and Treasurer Miller. Abstained: Commissioner Arnold. Motion carried.

Commissioner Hall closed the Salary Board meeting at 9:34 am.

Attest:

Susquehanna County Commissioners

R. Carrico, Deputy Chief Clerk

Susquehanna County Treasurer

Susquehanna County, PA Salary Board Minutes for 2017

SB-17-08
04-12-2017

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 March 22, 2017 Salary Board Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

Motion by Commissioner Warren to approve the minutes of the April 6, 2017 Special Salary Board Meeting.

Second Treasurer Miller. Ayes: Commissioners Hall and Warren. Abstained. Commissioner Arnold. Motion carried.

Motion by Commissioner Warren to amend the starting salary for the full-time, non-union position of Administrative Assistant/Grant Coordinator, from \$26,000.00 per year to \$28,000.00 per year, minimum 40 hours per week, six month probationary period, benefits according to the government mandated requirements and the County Policy Manual, effective April 17, 2017, per the recommendation of Jeanne Conklin, Director of Human Resources/Deputy Chief Clerk.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

Motion by Commissioner Warren to create the full-time, non-union position of Director of Human Resources and System Database/Deputy Chief Clerk and to set the salary at \$46,000.00 per year, minimum of 40 hours per week, six months probationary period with benefits according to the government mandated requirements and the County Policy Manual, effective April 12, 2017, per the recommendation of the Susquehanna County Commissioners.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

Motion by Treasurer Miller to eliminate the full-time, non-union position of Director of Human Resources/Deputy Chief Clerk, salary of \$40,000.00 per year, minimum of 40 hours per week, six months probationary period with benefits according to the government mandated requirements and the County Policy Manual, effective April 13, 2017, per the recommendation of the Susquehanna County Commissioners.

Second Commissioner Warren. Ayes: Unanimous. Motion carried.

Motion by Commissioner Warren to create the full-time, non-union position of Director of Veterans' Affairs, at a salary of \$42,000.00 per year, minimum of 40 hours per week, six months probationary period with benefits according to the government mandated requirements and the County Policy Manual, effective April 13, 2017, per the recommendation of R. Carrico, Deputy Chief Clerk.

NOTE: this pay rate is due to the transfer of the individual in the position, and the change of job responsibilities. Upon separation, this position shall be reviewed by the salary board to establish a new starting salary.

Second Treasurer Miller. Ayes: Unanimous. Motion carried.

Motion by Commissioner Warren to eliminate the title of full-time, non-union position of Director of Veterans' Affairs/Human Resources Support at a salary of \$45,000.00 per year, minimum of 40 hours per week, six months probationary period with benefits according to the government mandated requirements and the County Policy Manual, effective April 12, 2017, per the recommendation of R. Carrico, Deputy Chief Clerk.

Second Treasurer Miller. Ayes: Unanimous. Motion carried.

Public Comment:

Susquehanna County, PA Salary Board Minutes for 2017

SB-17-10
05-10-2017

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

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

Motion by Commissioner Warren to approve the minutes of the April 12, 2017 Salary Board Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

Motion by Commissioner Warren to create the position of non-union, full-time, Director of Assessment/Chief Assessor, salary of \$45,000.00 per year, minimum 40 hours per week, six month probationary period, with benefits according to the Government-Mandated requirements and County Policy Manual, effective May 10, 2017, per the recommendation of the County Commissioners.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

Public Comment

Motion by Commissioner Warren to close the Salary Board meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

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

Attest:

R. Carrico, Deputy Chief Clerk

Susquehanna County Commissioners

Susquehanna County Treasurer