

~Minutes~

SPECIAL SALARY BOARD MEETING

August 30, 2024

(Meetings recorded and destroyed after mtg. mins. approval)

CALL TO ORDER Commissioner Grupp called the meeting to order at 9:00 a.m.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL Treasurer Krista Miller; Commissioner Nancy Grupp, Commissioner Paul Heimel, Commissioner Robert Rossman, Recording Secretary Danielle Gietler; Chief Clerk Jessica Giebel, all present.

SPECIAL COMMENT

Attorney Chris Gabriel from Gabriel/Fera, labor relations counsel, shared background information on why the meeting was being convened.

NEW POLICY REGARDING PUBLIC COMMENT

All public comments are limited to three minutes per person with the public comment session lasting no longer than 30 minutes. Individuals shall identify themselves and any department, organization or municipality they are representing. ~Action~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes; Miller yes.

PUBLIC COMMENT

An individual questioned if union dues would be refunded to members following the finding that one of the county employee unions was not certified and no longer exists. Attorney Gabriel responded the issue is not within the county's jurisdiction.

NEW BUSINESS

~Action~ Commissioner Grupp moved to change the order of the agenda, so that the Judge and District Attorney can be present to discuss and vote on positions in their departments. Comm. Heimel seconded the motion. Grupp yes; Heimel yes; Rossman yes; Miller yes.

- Establish a new hourly wage range for the foregoing positions as well as set the specific rate of pay for the current employee serving in the role.

- o **District Judge Offices**

Coudersport District Judge Secretary (2) – Salary Range set at \$13.50-\$16.00

~Action~ Comm. Rossman moved to approve. Treasurer Miller seconded.

Rossman yes; Miller yes; Grupp yes; Heimel yes; Judge Minor yes.

Sarah Seeley – Rate @ \$18.45/hr. which is 5% increase due to being outside range ~Action~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes; Miller yes; Judge Minor yes.

Shannon Sallade – Rate @ \$16.00 ~Action~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller yes; Judge Minor yes.

Galeton District Judge Secretary – Salary Range set at \$13.50-\$16.00 ~Action~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller yes; Judge Minor yes.

Louise Sztenderowicz – Rate @ \$15.50 ~Action~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes; Miller yes; Judge Minor yes.

Part-time Galeton District Judge Secretary – Salary Range @ \$13.50-\$16.00
~**Action** ~ Comm. Rossman moved to approve. Treasurer Miller seconded.
Rossman yes; Miller yes; Grupp yes; Heimel yes; Judge Minor yes.

Shinglehouse District Judge Secretary – Salary Range @ \$13.50-\$16.00 ~**Action**
~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes;
Rossman yes; Heimel yes; Miller yes; Judge Minor yes.

Amy O’Harold – Rate @ \$15.50 ~**Action** ~ Comm. Rossman moved to approve.
Treasure Miller seconded. Rossman yes; Miller yes; Grupp yes; Heimel yes;
Judge Minor yes.

○ **Domestic Relations Office**

Two Domestic Relations Case Managers – Salary Range @ \$13.50-\$16.00
~**Action** ~ Comm. Rossman moved to approve. Treasurer Miller seconded.
Rossman yes; Miller yes; Grupp yes; Heimel yes; Judge Minor yes.

○ **Probation Office**

Probation Secretary – Salary Range set @ \$13.50-\$16.00 ~**Action** ~ Comm.
Rossman moved to approve. Treasurer Miller seconded. Rossman yes; Miller yes;
Grupp yes; Heimel yes; Judge Minor yes.

Nicole Hunt – Rate @ \$15.00 ~**Action** ~ Comm. Rossman moved to approve.
Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes; Miller yes; Judge
Minor yes.

Probation Community Service Coordinator – Salary Range set at \$13.50-\$16.00
~**Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded.
Rossman yes; Heimel yes; Grupp yes; Miller yes; Judge Minor yes.

Gabrielle Milford – Rate @ \$15.50 ~**Action** ~ Comm. Rossman moved to
approve. Treasurer Miller seconded. Rossman yes; Miller yes; Grupp yes; Heimel
yes; Judge Minor yes.

○ **District Attorney's Office**

Part-time District Attorney Secretary – Salary Range set at \$13.50-\$15.50
~**Action** ~ Comm. Rossman moved to approve. DA Watson seconded. Rossman
yes; Watson yes; Grupp yes; Heimel yes; Miller yes.

District Attorney Admin. Assistant – Salary Range set at \$14.50-\$16.50 ~**Action**
~ Comm. Rossman moved to approve. DA Watson seconded. Rossman yes;
Watson yes; Grupp yes; Heimel yes; Miller yes.

Sarah Chappell – Rate @ \$16.50 ~**Action** ~ Comm. Rossman moved to approve.
Treasure Miller seconded. Rossman yes; Miller yes; Grupp yes; Heimel yes;
Watson yes.

District Attorney Office Manager – Salary Range set at \$16.50-\$18.00 ~**Action** ~
Comm. Rossman moved to approve. Attorney Watson seconded. Rossman yes;
Watson yes; Grupp yes; Heimel yes; Miller yes.

Emily Robinson – Rate @ \$18.00 ~**Action** ~ Comm. Rossman moved to approve.
Comm. Grupp seconded. ~**Action** ~ Treasurer Miller amended motion to
\$20/hour; DA Watson seconded; Miller yes; Watson yes; Grupp no; Rossman no;
Heimel no; 2 yes; 3 no – Motion Fails ~**Action on original motion** ~ Rossman
yes; Grupp yes; Heimel yes; Miller no; Watson no; 3 yes; 2 no – Motion Passes.

○ **DES/911 Office**

DES Administrative Assistant – Salary Range set at \$14.50-\$16.50 ~**Action** ~
Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes;
Grupp yes; Heimel yes; Miller yes.

Kathy Brooks - Rate @ \$26.00/hr. which is 5% increase due to being outside range ~**Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller yes.

- **Elections/Voter Registration Office**

Part-time Voter Registration/Elections Clerk – Salary Range set at \$13.50-\$15.50 ~**Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes; Miller yes.

Brittany Hauber – Rate @ \$14.00 ~**Action** ~ Comm. Grupp moved to approve. Treasurer Miller seconded. Grupp yes; Miller yes; Heimel yes; Rossman yes.

- **Facilities Department (Maintenance)**

Housekeeping (2) – Salary Range set at \$13.50-\$15.50 ~**Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes; Miller yes.

Garth Clark – Rate @ \$16.52/hr. which is 5% increase due to being outside range) ~**Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller yes.

Maintenance (2) – Salary Range set at \$16.00-\$18.00 ~**Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes; Miller no. 3 yes, 1 no; Motion Passes.

Kevin Coates – Rate @ \$18.00 ~**Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller no. 3 yes, 1 no; Motion Passes.

Dan Foster – Rate @ \$18.00 ~**Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes; Miller no. 3 yes, 1 no; Motion Passes.

Part-time Maintenance (2) – Salary Range set at \$13.50-\$15.50 ~**Action** ~ Comm. Rossman moved to approve. Treasurer Miller seconded. Rossman yes; Miller yes; Grupp yes; Heimel yes.

- **Jail**

Jail Cook – Salary Range set at \$13.50-\$15.50 ~**Action** ~ Comm. Rossman moved to approve. Treasurer Miller seconded. Rossman yes; Miller yes; Grupp yes; Heimel yes.

Daniel Allen – Rate @ \$14.00 ~**Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes; Miller yes.

Jail Secretary – Salary Range set at \$13.50-\$15.50. ~**Action** ~ Comm. Rossman moved to approve. Treasurer Miller seconded. Rossman yes; Miller yes; Grupp yes; Heimel yes.

Pamela Tinder – Rate @ \$13.50 ~**Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes; Miller yes.

- **Planning/GIS/Comm. Dev. Office**

Planning/GIS/MSAG Secretary – Salary Range set at \$13.50-\$15.50 ~**Action** ~ Comm. Rossman moved to approve. Treasurer Miller seconded. Rossman yes; Miller yes; Grupp yes; Heimel yes.

- **Prothonotary Office**

PT Prothonotary Support Clerk – Salary Range set at \$13.50-\$15.50 ~**Action** ~ Comm. Rossman moved to approve. Prothonotary Ashley Gledhill seconded. Rossman yes; Gledhill yes; Grupp yes; Heimel yes; Miller yes.

Prothonotary Secretary – Salary Range set at \$13.50-\$15.50 50 ~**Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes; Miller yes; Gledhill yes.

Shirley Raber – Rate @ \$15.00 ~**Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller yes; Gledhill yes.

Prothonotary Deputy II (Divorce Division) – Salary Range set at \$14.50-\$16.50 ~**Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller yes; Gledhill yes.

Cheryl Powell – Rate @ \$16.50 ~**Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes; Miller no; Gledhill no. 3 yes; 2 no – Motion Passes.

Prothonotary Deputy II – Salary Range set at \$14.50-\$16.50. ~**Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes; Miller yes; Gledhill yes.

Kristie Potter – Rate @ \$16.50 ~**Action** ~ Comm. Rossman moved to approve. Gledhill seconded. Rossman yes; Gledhill yes; Grupp yes; Heimel yes; Miller yes.

Prothonotary Deputy I – Salary Range set at \$15.50-\$17.50 ~**Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. ~**Action** ~ Treasurer Miller moved to amend the range to \$16.50-\$18.00. Gledhill seconded. Miller yes; Gledhill yes; Rossman no; Heimel no; Grupp no. 2 yes; 3 no – Motion Fails. ~**Action on original motion** ~ Rossman yes; Grupp yes; Heimel yes; Miller no; Gledhill no. 3 yes; 2 no – Motion Passes.

Erica Bliss – Rate @ \$17.50 ~**Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes; Miller no; Gledhill no. 3 yes; 2 no – Motion Passes. ~**Action** ~ Comm. Grupp moved to approve an additional .50 cents/hr. to the pay for two dual offices (Prothonotary and Clerk of Courts). Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes; Miller yes; Gledhill yes.

○ **Public Defender Office**

Public Defender Secretary – Salary Range set at \$13.50-\$15.50 ~**Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller yes

Vicki Flewellyn – Rate @ \$19.33/hr. which is 5% increase due to being outside range ~**Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes; Miller yes.

Public Defender Admin. Assistant – Salary Range set at \$14.50-\$16.50 ~**Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller yes.

Cathy Popielarczyk – Rate at \$16.00 ~**Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller yes.

○ **Register & Recorder Office**

Register & Recorder Deputy II – Salary Range set at \$14.50-\$16.50 ~**Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes; Miller yes; Register and Recorder Nicole Larsen yes.

Michaëlle Wilde – Rate at \$16.50 ~**Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller yes; Larsen yes.

Register & Recorder Deputy I – Salary Range set at \$15.50-\$17.50 ~**Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. ~**Action** ~ Treasurer Miller moved to amend the range to \$16.50-\$18.00. Larsen seconded. Miller yes; Larsen yes; Rossman no; Heimel no; Grupp no. 2 yes; 3 no – Motion Fails. ~**Action on original motion**. Rossman yes; Grupp yes; Heimel yes; Miller no; Larsen no. 3 yes; 2 no – Motion Passes.

Amanda Andreano – Rate @ \$17.50 ~**Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller yes; Larsen yes. ~**Action** ~ Comm. Rossman moved to approve an additional .50/hour for dual offices (Register of Wills; Recorder of Deeds). Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller yes; Larsen yes.

○ **Sheriff Department**

Part-time Courthouse Security Guard (4) – Salary Range set at \$13.50-\$15.50 ~**Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller yes; Sheriff Kevin Siska yes.

John Pekarski – Rate @ \$15.00 ~**Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller yes; Siska yes.

Robert Bundy – Rate @ \$15.00 ~**Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller yes; Siska yes.

Randall Franklin – Rate @ \$15.00 ~**Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller yes; Siska yes.

Sheriff Secretary – Salary Range set at \$13.50-\$15.50 ~**Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller yes; Siska yes.

Michelle Rossetti – Rate @ \$15.00 ~**Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller yes; Siska yes.

○ **Tax Claim Bureau/Tax Assessment Office**

Assessment/Tax Claim Bureau Secretary – Salary Range set at \$13.50-\$15.50 ~**Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes; Miller yes.

Gayle Potocek – Rate @ \$15.50 00 ~**Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller yes.

Data Entry Tech/Field Lister – Salary Range set at \$13.50-\$15.50 ~**Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes; Miller yes.

Tax Claim Bureau Deputy – Salary Range set at \$14.50-\$16.50 ~**Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller yes.

Karin Karr – Rate @ \$16.50 ~**Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller yes.

○ **Treasurer's Office**

Part-time Treasurer Secretary – Salary Range set at \$13.50-\$15.50 ~**Action** ~ Comm. Rossman moved to approve. Treasurer Miller seconded. Rossman yes; Miller yes; Grupp yes; Heimel yes.

Carol Empson – Rate @ \$15.50 ~**Action** ~ Comm. Rossman moved to approve. Treasure Miller seconded. Rossman yes; Miller yes; Grupp yes; Heimel yes.

Treasurer Deputy I – Salary Range set at \$15.50-\$17.50 50 ~**Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Treasurer Miller moved to amend to \$16.50-\$18.00; no second, motion failed. ~**Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller no. 3 yes; 1 no – Motion Passes

Judy Lacher – Rate at \$17.50 **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Treasurer Miller moved to amend to \$18.00; no second, motion failed. ~**Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes; Miller no. 3 yes; 1 no – Motion Passes

~**Action** ~ Commissioner Grupp made a motion to make all wage adjustments retroactive to August 2, 2024, which was the date on which the county was notified that the employees' union was null and void. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes; Miller yes.

ADJOURNMENT ~**Action**~ Treasurer Miller moved to adjourn. Comm. Rossman seconded. Miller yes; Rossman yes; Heimel yes; Grupp yes.


Potter County Executive Secretary


Approval Date