

**October 31, 2024  
County of Elk Salary Board  
Meeting Minutes**

**Elk County, Ridgway, PA**

The County of Elk Salary Board met on Thursday, October 31, 2024 at 10:00 AM, County of Elk Courthouse Thomas G. Wagner Conference Room. The meeting was opened with the Pledge of Allegiance. Present were Commissioners M. Fritz Lecker, Matthew G. Quesenberry and Gregory J. Gebauer and Matthew Frey, Treasurer. Also present were Patrick Straub, Chief Clerk; Emily Anders, Office Administrator; Calvin Moore, IT Director; Nancy Baker, CYS Director; Tyler Daniels, Chief Assessor; LeeAnn Covac, District Court Administrator; and President Judge Shawn McMahon.

**FORMALITY:**

Commissioners M. Fritz Lecker, Matthew Quesenberry, and Gregory Gebauer along with Treasurer, Matthew Frey comprise the members of the Elk County Salary Board.

The Chair of the Salary Board is M. Fritz Lecker as she is Chair for the County Commissioners.

**APPROVAL OF AGENDA**

Motion by M. Fritz Lecker to approve, second by Matthew G. Quesenberry and carried unanimously.

**NEW BUSINESS-**

1. Create one (1) full-time Court Recorder position for the Judge's Office at a salary grade P as defined under the J.L. Nick Salary System. **President Judge McMahon stated they were anticipating a retirement and would like to fill the position while the Court Reporter was available for training purposes. Matthew G. Quesenberry ask for clarification on the difference between a Reporter and a Recorder. LeeAnn Covac stated the type of equipment used. Future hires would be Recorders. Motion by President Judge McMahon, second by Gregory J. Gebauer and carried unanimously.**
2. Create one (1) full-time temporary DRS Director Trainee for the Domestic Relations Office at a salary grade U as defined under the J.L. Nick Salary System. This position shall expire on 1/31/2025. **President Judge McMahon stated he is anticipating the current Director to be leaving the position. He would like a trainee to be able to work with the current director for training. Motion by President Judge McMahon, second by Matthew Frey and carried unanimously.**
3. Create one (1) part-time Fiscal Technician position for the Children and Youth Services Department (CYS) at a salary grade no less than I as defined under the J.L. Nick Salary System. **M. Fritz Lecker stated this should be corrected to a full time position at a salary grade I. Nancy Baker stated she was also anticipating a retirement and this is her succession plan. The fiscal position in CYS is complicated, and hiring a trainee now would allow for better training. Motion by Matthew G. Quesenberry, second by Matthew Frey and carried unanimously.**
4. Create one (1) part-time Assessment Assistant position for the Assessment Office at a salary grade I as defined under the J.L. Nick Salary System. **Tyler Daniels stated they currently had a part time employee who started as a summer intern, and had remained. This person was a help in completing more assessments. The intern can assist with assessments, in replace of sending 2 skilled assessors. M. Fritz Lecker stated that after the summer intern, they were able to keep the position with ARP**

**funds up to this point. Motion by Matthew Frey, second by Gregory J. Gebauer and carried unanimously.**

5. Collapse existing Maintenance Supervisor position for the Courthouse Department (cost center #401704) effective 11/1/2024. **M. Fritz Lecker stated Ron Fannin was retiring and New Business 6 would address this position. Motion by Matthew G.**

**Quesenberry, second by M. Fritz Lecker and carried unanimously.**

6. Create two (2) full-time Maintenance positions as titled below for the Courthouse Department (cost center #401704) at a salary grade N as defined under the J.L. Nick Salary System.

-Position #1 shall be titled Prison/HVAC & Electrical Maintenance Supervisor

-Position #2 shall be titled Buildings Maintenance Supervisor

**Matthew G. Quesenberry stated this addresses the need while utilizing the specialties of the current employees. Gregory J. Gebauer stated this would create 2 non-union positions.**

**Motion by Matthew Frey, second by Gregory J. Gebauer and carried unanimously.**

#### QUESTIONS FROM THE PRESS – N/A

#### QUESTIONS FROM TAXPAYERS N/A

#### ADJOURN MEETING

The meeting was adjourned at 10:15 am.

Attest: \_\_\_\_\_

A handwritten signature in black ink, appearing to be 'Dh Sh', written over a horizontal line.