

February 20, 2025
County of Elk Special Salary Board
Meeting Minutes

Elk County, Ridgway, PA

The County of Elk Commissioners met on Thursday, February 20, 2025 at 10:45 AM, County of Elk Courthouse, Thomas G. Wagner Conference Room. The meeting was opened with the Pledge of Allegiance. Present were Commissioners Matthew G. Quesenberry and Gregory J. Gebauer and Matthew Frey, Treasurer. Also present were Rick Brown, Solicitor; Kary Williamson, Deputy Chief Clerk; Emily Anders, Office Administrator; Calvin Moore, IT Director; Stephen Sunderland, IT Technician; Todd Caltagarone, Sheriff; Gary Knaresboro, Chief Public Defender; Beau Grove, District Attorney; Nancy Baker, CYS Director; and Marilyn Secco, press.

Excused were Commissioner M. Fritz Lecker and Patrick Straub, Chief Clerk.

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 Board also consists of other Elected Officials when matters arise concerning their Department.

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

APPROVAL OF AGENDA

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

NEW BUSINESS-

1. Collapse existing Assistant Chief Assessor position for the Board of Commissioners effective March 2, 2025. **Matthew G. Quesenberry stated Items 1-3 were related to the restructuring of the Assessment Office. Motion by Gregory J. Gebauer, second by Matthew Frey and carried unanimously.**
2. Create one (1) full-time Administrative Supervisor in the Assessment Department at a salary Grade P on the J.L. Nick Salary Grade. **Motion by Matthew Frey, second Gregory J. Gebauer and carried unanimously.**
3. Create one (1) full-time Operations Supervisor in the Assessment Department at salary Grade P on the J.L. Nick Salary Grade. **Motion by Matthew Frey, second by Matthew G. Quesenberry and carried unanimously.**
4. Collapse existing GIS Coordinator/IT Technician in the IT/GIS Department. **Motion by Matthew G. Quesenberry, second by Matthew Frey and carried unanimously.**
5. Approval of Job Descriptions for:
 - a. Clerk for the District Attorney Department at UMWA Level 4 Salary Grade. **Motion by Beau Grove, second by Gregory J. Gebauer and carried unanimously.**
 - b. Deputy Sheriff for the Sheriff Department at UMWA Level 9 Salary Grade. **Motion by Todd Caltagarone, second by Matthew Frey and carried unanimously.**
 - c. Chief Public Defender for the Public Defender's Office at a negotiated salary.
 - d. Assistant Public Defender for the Public Defender's Office at Grade T on the J.L.

Nick Salary Grade.

***Items 5c and 5d were combined. Gary Knaresboro requested these items be deferred until the April 3rd meeting to give him time to review the job descriptions. Matthew G. Quesenberry made a motion to table both items, second by Gregory J. Gebauer and carried unanimously.**

- e. Information Technology Technician for the IT/ GIS Department-at Grade M on the J.L. Nick Salary Grade.
- f. Maintenance I for the Maintenance Department at UMWA Level 6 salary grade
- g. Prison/HVAC & Electrical Maintenance Supervisor for the Maintenance Department at Grade N on the J.L. Nick Salary Grade.
- h. Buildings Maintenance Supervisor for the Maintenance Department at Grade N on the J.L. Nick Salary Grade.
- i. Assessment Assistant for the Assessment Department at Grade I on the J.L. Nick Salary Grade.
- j. Operations Supervisor, CPE (Assessment) for the Assessment Department at Grade P on the J.L. Nick Salary Grade.
- k. Administrative Supervisor, CPE (Assessment) for the Assessment Department at Grade P on the J.L. Nick Salary Grade.
- l. Fiscal Technician for the Children & Youth Services Department at Grade I on the J.L. Nick Salary Grade.
- m. Fiscal Assistant for Children & Youth Services Department at UMWA Level 6 Salary Grade.
- n. Fiscal Technician Supervisor for the Children & Youth Services Department at Grade Q on the J. L. Nick Salary Grade.

***Items 5e through 5n were combined. Motion by Matthew Frey, second by Matthew G. Quesenberry and carried unanimously.**

QUESTIONS FROM THE PRESS – N/A

COMMENTS FROM TAXPAYERS - N/A

ADJOURN MEETING

The meeting was adjourned at 11:08 am on a motion by Gregory J. Gebauer.

**Next Meeting:
Thursday, April 3, 2025
Following the 10:00AM Commissioners Meeting
Thomas G. Wagner Conference Room, Courthouse Annex**

Attest: _____

