

**Elk County Salary Board Meeting Minutes April 3, 2025  
Ridgway, Elk County, PA**

The Elk County Salary Board met on Thursday, April 3, 2025 at 11:15 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; Patrick Straub, Chief Clerk; Emily Anders, Office Administrator; Calvin Moore, IT Director and Marilyn Secco, Press. Excused was Commissioner M. Fritz Lecker.

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

**APPROVAL OF MINUTES**

Motion made by Matthew Frey, second by Matthew G. Quesenberry and carried unanimously to approve the minutes from January 3, 2025 Meeting and February 20, 2025 Special Meeting.

**OLD BUSINESS-**

1. Approval of Job Descriptions for:
  - a. Chief Public Defender for the Public Defender's Office at a negotiated salary.
  - b. Assistant Public Defender for the Public Defender's Office at Grade T on the J.L. Nick Salary Grade.

**Both job descriptions were approved on a motion from Gregory J. Gebauer, second by Matthew Frey and carried unanimously.**

**NEW BUSINESS-**

1. Collapse (1) part-time Paralegal position for the Public Defender's Office.
2. Create (1) full-time Paralegal position in the Public Defender's Office at salary Grade "J" on the J.L. Nick Salary Grade.
3. Approval of Job Descriptions for:
  - a. Paralegal for the Public Defender's Office at salary Grade "J" on the J. L. Nick Salary Grade.

**All new business items were voted on together. Matthew G. Quesenberry stated that part of the salary would be covered by the PCCD Grant. Gregory J. Gebauer stated the effective date for these changes would be April 28, 2025. Motion by Matthew G. Quesenberry, second by Gregory J. Gebauer and carried unanimously.**

**QUESTIONS FROM THE PRESS – N/A**

**COMMENTS FROM TAXPAYERS**

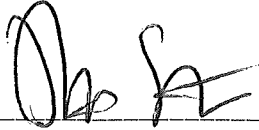
Matthew Frey asked for updates on union negotiations. Patrick Straub stated the next meeting with the Commissioners Residual union will be April 7, 2025. The Prison and Court Residual unions may go to arbitration.

**ADJOURN MEETING**

The meeting was adjourned at 11:25 am on a motion by Gregory J. Gebauer.

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

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

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