

**July 10, 2025
County of Elk Salary Board
Meeting Minutes**

Elk County, Ridgway, PA

The County of Elk Commissioners met on Thursday, July 10, 2025 at 10:35 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 Rick Brown, Solicitor; Patrick Straub, Chief Clerk; Emily Anders, Office Administrator; Calvin Moore, IT Director; Todd Caltagarone, Sheriff; and Marilyn Secco, press.

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 M. Fritz Lecker to approve, second by Matthew Frey and carried unanimously.

APPROVAL OF MINUTES – April 3, 2025

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

OLD BUSINESS

NEW BUSINESS-

I. Approval of Job Descriptions:

- a. Head Cook for the Jail at UMWA Level 6 Salary Grade.
- b. Nurse for the Jail at Grade “N” on the J.L. Nick Salary Grade.
- c. Cook for the Jail at UMWA Level 4 Salary Grade.
- d. Office Manager for the Sheriff Department at UMWA Level 7 Salary Grade.
- e. Office Administrator for the Commissioners’ Office at Grade “K” on the J.L. Nick Salary Grade.
- f. Deputy Chief Clerk/ HR Specialist for the Chief Clerk at Grade “R” on the J.L. Nick Salary Grade.
- g. Chief Clerk at Grade “V” on the J.L. Nick Salary Grade.

All items were voted on together EXCEPT 1d. Motion by Gregory J. Gebauer, second by Matthew Frey and carried unanimously.

1d: As this is a Row Office position, the Sheriff also voted on this item. Motion by Gregory J. Gebauer, second by Matthew Frey and carried unanimously.

QUESTIONS FROM THE PRESS

1. Marilyn Secco asked if there was work added to these job that was added on with the job description, possibly causing unhappy employees? **It was explained that this was an affirmation of job duties that the employees are currently performing.**

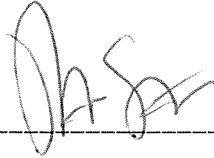
COMMENTS FROM TAXPAYERS - N/A

ADJOURN MEETING

The meeting was adjourned at 10:45 am on a motion by Gregory J. Gebauer.

**Next Meeting:
Thursday, October 2, 2025
Following the 10:00AM Commissioners Meeting
Thomas G. Wagner Conference Room, Courthouse Annex**

Attest: _____

A handwritten signature in black ink, appearing to be 'J. Gebauer', is written over a horizontal dashed line.