

**July 24, 2025
County of Elk Salary Board
Meeting Minutes**

Elk County, Ridgway, PA

The County of Elk Commissioners met on Thursday, July 24, 2025 at 9:00 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 Rick Brown, Solicitor; Patrick Straub, Chief Clerk; Emily Anders, Office Administrator; Calvin Moore, IT Director; Darla Dippold, Operations Director; and Tyler Daniels, Assessment Director.

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

OLD BUSINESS

NEW BUSINESS-

1. Collapse (1) Relief Person position at UMWA Salary Grade Level 4. **Motion by Matthew Frey, second by Matthew G. Quesenberry and carried unanimously.**
2. Create (1) Administrative Assistant position for the Assessment Office, J.L. Nick Salary Grade I. **Motion by Matthew Frey, second by Matthew G. Quesenberry and carried unanimously**
3. Approval of Job Description for Administrative Assistant for Assessment Office at Grade "I" on the J.L. Nick Salary Grade. **Motion by Matthew G. Quesenberry, second by Matthew Frey and carried unanimously.**

These actions are not creating a new position, rather upgrading the current position already being utilized.

QUESTIONS FROM THE PRESS - N/A

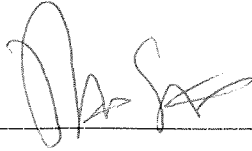
COMMENTS FROM TAXPAYERS - N/A

ADJOURN MEETING

The meeting was adjourned at 9:10 am on a motion by M. Fritz Lecker.

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 "D. S.", written over a horizontal line.