

**April 2, 2026
Elk County Salary Board
Meeting Minutes**

Elk County, Ridgway, PA

The Elk County Salary Board met on Monday, April 2, 2026 at 10:00 AM, Elk County 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; Nancy Baker, CYS Director; Todd Caltagarone, Sheriff; President Judge Shawn McMahon; LeeAnn Covac, Court Administrator; and Marilyn Secco and Justin Felgar, press.

FORMALITY:

Commissioners M. Fritz Lecker, Matthew Quesenberry, and Gregory Gebauer along with Treasurer, Matthew T. 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 T. Frey to approve, second by M. Fritz Lecker and carried unanimously.

APPROVAL OF MINUTES – January 5, 2025

Motion by Matthew G. Quesenberry, second by Gregory J. Gebauer and carried unanimously.

OLD BUSINESS

NEW BUSINESS-

1. Approval of recruitment and retention incentive payments for CYS Office. These incentives will continue only so long as they are included in the CYS Needs Based Budget, and approved by the appropriate state funding agency each year. **Motion to approve by Matthew G. Quesenberry, second by Matthew T. Frey and carried unanimously.**
2. Approval of Job Descriptions:
 - a. CYS Dept - Case Aid - J.L. Nick Salary Grade "H"
 - b. CYS Dept. - Caseworker - J.L. Nick Salary Grade "L"**Items 2a and 2b were voted on together. Motion to approve by Matthew T. Frey, second by Matthew G. Quesenberry and carried unanimously.**
 - c. Sheriff Dept - Part-time Office Clerk. UMW Level 4 Salary Grade. **Motion to approve by Todd Caltagarone, second by Gregory J. Gebauer and carried unanimously.**
3. Approval for Domestic Relations:
 - a. Collapse one (1) full-time Office Administrator/ PACSES Administrator/ Case Manager (salary grade I) and create (1) full-time Office Administrator position in the Domestic Relations Section (effective July 1, 2026) at a salary grade K as defined under the J. L. Nick Salary System.

- b. Collapse three (3) full-time Enforcement Officer positions (salary grade K) and create three (3) full-time Case Officer positions in the Domestic Relations Section (effective July 1, 2026) at a salary grade M as defined under the J.L. Nick Salary System.
- c. Collapse one (1) full-time Intake Officer position (salary grade I) in the Domestic Relations Section (effective July 1, 2026).
- d. Collapse one (1) full-time Locate/Finance Manager position in the Domestic Relations Section (effective immediately).

Motion to approve all items in number 3 by President Judge Shawn McMahon, second by Gregory J. Gebauer and carried unanimously.

QUESTIONS FROM THE PRESS –

- 1. Marilyn Secco asked for clarification on the CYS bonuses and how often they occur, which is annually. Employees are not able to receive the recruitment and the retention bonus in the same year.

COMMENTS FROM TAXPAYERS -

ADJOURN MEETING

The meeting was adjourned at 11:40 am on a motion by Gregory J. Gebauer.

Next Meeting:

Thursday, July 9, 2026

Following the 10:00AM Commissioners Meeting

Thomas G. Wagner Conference Room, Courthouse Annex Building

Attest: _____

