

July 9, 2026
Elk County Salary Board
Meeting Minutes

Elk County, Ridgway, PA

The Elk County Salary Board met on Thursday, July 9, 2026 at 11:00 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 Patrick Straub, Chief Clerk; Emily Anders, Office Administrator; Calvin Moore, IT Director; Todd Caltagarone, Sheriff; LeeAnn Covac, Court Administrator; Rodney Constable, Deputy Warden; 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 to approve by Gregory J. Gebauer to approve, second by Matthew T. Frey and carried unanimously.

APPROVAL OF MINUTES – April 2, 2025

Motion to approve by M. Fritz Lecker, second by Gregory J. Gebauer and carried unanimously.

OLD BUSINESS

NEW BUSINESS-

1. Request by President Judge McMahon, collapse one (1) full-time Clerk position and create one (1) part-time Clerk position in District Court 59-3-03 (effective September 7, 2026) at salary grade "I" as defined under J.L. Nick Salary System. **See attached letter for statement from President Judge Shawn McMahon. Motion to approve by Matthew G. Quesenberry, second by Matthew T. Frey and carried unanimously.**
2. Request for approval of Recruitment and Retention Bonus Policy. **Motion to approve by Matthew T. Frey, second by Matthew G. Quesenberry and carried unanimously.**
3. Request for approval of 3-hour minimum Call-In Pay Policy for Full-Time Prison Nurse. **Motion to approve by Gregory J. Gebauer, second by Matthew T. Frey and carried unanimously.**
4. Approval of job descriptions:
 - a. Full-time CYS Director at Grade "W" on the J.L. Nick Salary Grade
 - b. Full-time CYS Caseworker Supervisor at Grade "P" on the J.L. Nick Salary Grade**Motion to approve by Matthew T. 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 11:15 am on a motion by Gregory J. Gebauer.

Next Meeting:
Thursday, October 1, 2026
Following the 10:00AM Commissioners Meeting
Thomas G. Wagner Conference Room, Courthouse Annex Building

Attest: _____

A handwritten signature in black ink, appearing to be 'D. S.', is written over the line for the attestation.



JUDICIAL CHAMBERS
COURT OF COMMON PLEAS
FIFTY-NINTH JUDICIAL DISTRICT OF PENNSYLVANIA
ELK COUNTY CAMERON COUNTY

SHAWN T. McMAHON
President Judge

Elk County Courthouse
PO Box 416
Ridgway, PA 15853
TEL: (814) 776-6144
FAX: (814) 772-7780

July 9, 2026

By Email Only

M. Fritz Lecker, Commissioner
Matthew Quesenberry, Sr., Commissioner
Gregory J. Gebauer, Commissioner
Matthew Frey, Treasurer
Elk County Courthouse Annex
300 Center Street
P.O. Box 448
Ridgway, PA 15853

Re: July 9, 2026 Elk County Salary Board Meeting

Dear Salary Board Members:

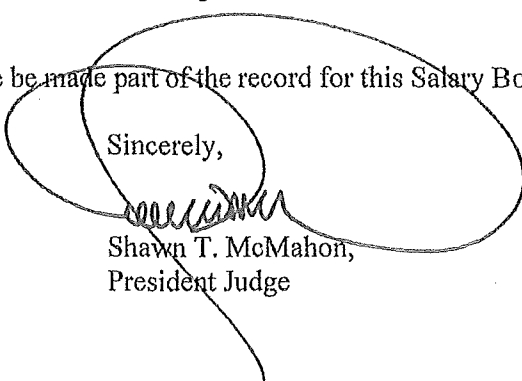
Due to a scheduling conflict in the Court's schedule today, regretfully, I am unable to attend this meeting in person as there are multiple time-sensitive dependency matters scheduled this morning that do not allow for even a brief recess.

Recognizing that my absence precludes my ability to make a motion or vote on the agenda item, nonetheless, please allow this letter to express my full support for the request to collapse one (1) full-time Clerk position and create one (1) part-time Clerk position in District Court 59-3-03 (effective September 7, 2026) at a salary grade I as defined under the J.L. Nick Salary system.

The District Court Administrator is in attendance at this meeting should additional information be needed or should questions arise.

I respectfully request that this correspondence be made part of the record for this Salary Board Meeting and be attached to any minutes produced.

Sincerely,


Shawn T. McMahon,
President Judge

CC: Pat Straub, Chief Clerk