

07/11/2024 Minutes

Chairman Scott Metzger called the meeting of the Lycoming County Salary Board to order at 10:07am, Thursday, July 11, 2024 in the Commissioners' Board Room, third floor, Third Street Plaza. Other board members present included: Prothonotary/Clerk of Courts (for items in his office), District Attorney (for items in his office), Commissioner Marc Sortman, Commissioner Mark Mussina, and Controller Krista Rogers.

Commissioner Mussina made a motion to approve the June 20, 2024 minutes as submitted. Commissioner Sortman seconded the motion and it passed unanimously.

The following actions were presented for salary board action:

- DPS 911 Center - Grade Increase: Rachel Cortright, currently Telecommunicator I PG7 (\$18.72- \$27.54), changing to Telecommunicator II and increasing to PG 8 (\$20.51 - \$30.21) Commissioner Mussina made a motion to approve, Commissioner Sortman seconded the motion and it passed unanimously.
- Assessment and Tax Claim - TDA Action: Remove Clerk III, PG4 (\$14.44 - \$21.08) Commissioner Mussina made a motion to approve, Commissioner Sortman seconded the motion and it passed unanimously.
- Prothonotary – remove Deputy Prothonotary, PG 8 (\$20.51-\$30.21) from the TDA and retitle 1st Deputy Prothonotary/Clerk of Courts, PG9 (\$22.39-\$33.08), 75 hours per pay period, with an effective date of 7/27/2024. Commissioner Mussina made a motion to separate this into two actions one regarding the title change and one regarding the paygrade, Commissioner Sortman seconded the motion and it passed unanimously (5-0). Prothonotary/Clerk of Courts Heap made a motion to correct the titles on the agenda, which were presented incorrectly in this action to the titles as listed above, Commissioner Mussina seconded the motion and it passed unanimously (5-0). The action on the title change – Commissioner Mussina made a motion to approve, Commissioner Sortman seconded the motion and it passed unanimously (5-0). The action on the pay grade change from pay grade 8 to pay grade 9, Commissioner Mussina made a motion to approve, Mr. Heap seconded the motion. Commissioner Metzger voted in favor, Mr. Heap voted in favor. Commissioner Sortman, Controller Rogers, and Commissioner Mussina voted against. The action failed 3-2.
- Prothonotary – remove Deputy Clerk of Courts, PG8 (\$20.51-\$30.21) from the TDA and retitle 2nd Deputy Prothonotary/Clerk of Courts, PG8 (\$20.51-\$30.21), 75 hours per pay period, with an effective date of 7/27/2024. Prothonotary/Clerk of Courts made a motion to correct the wording on the agenda to the wording above. Commissioner Mussina seconded the motion and it passed unanimously (5-0). Commissioner Mussina made a motion to approve this action, Commissioner Sortman seconded the motion and it passed unanimously (5-0)
- District Attorney –
 - Remove one ADA position from the TDA (\$62,315 plus 3.% yearly) (currently 2 vacancies)

- Add to TDA 1 Paralegal paygrade 7 \$18.72 - \$27.54
- Add to TDA 1 Clerk III paygrade 4 \$14.44 - \$21.08 (per solicitor this was changed from agenda, as it was a clerical error, without action needed)

Commissioner Mussina made a motion to approve these actions. Commissioner Sortman seconded this motion and it passed unanimously (5-0).

The meeting was adjourned 10:29 am.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "KB Rogers". The signature is written in a cursive, flowing style.

Krista B. Rogers, Secretary