

FEBRUARY 6, 2020

THE REGULAR MONTHLY MEETING OF THE CARBON COUNTY SALARY BOARD WAS HELD THIS DATE CONVENING AT 10:56 A.M. IN THE COMMISSIONERS MEETING ROOM, CARBON COUNTY ADMINISTRATION BUILDING, JIM THORPE, PENNSYLVANIA.

PRESENT WERE COMMISSIONERS WAYNE E. NOTHSTEIN, CHRIS L. LUKASEVICH, AND ROCKY C. AHNER, CHIEF CLERK/COUNTY ADMINISTRATOR ELOISE K. AHNER, SOLICITOR DANIEL A. MISCAVIGE, EXECUTIVE SECRETARY JEN BOGER, TREASURER RONALD SHEEHAN, COURT ADMINISTRATOR GREGORY ARMSTRONG, JUDGE STEPHEN SERFASS, PUBLIC DEFENDER GREGORY MOUSSEAU, AND HUMAN RESOURCES DIRECTOR DAWN BOWMAN.

GUESTS:

TREASURER RONALD SHEEHAN

RE: CHANGE OF RATE FOR THE
CONTROLLER'S FIRST DEPUTY

EXECUTIVE SESSIONS:

REPORT OF EXECUTIVE SESSIONS HELD:

FEBRUARY 3, 2020	10:30 A.M.
FEBRUARY 3, 2020	2:00 P.M.

COURTS:

COURT ADMINISTRATION:

MOTION BY JUDGE SERFASS, SECONDED BY MR. LUKASEVICH, TO CHANGE THE SALARY OF ONE (1) LAW CLERK FROM \$43,953.00 PER ANNUM (**GRADE 18 – STEP E**) TO \$39,057.20 PER ANNUM (**GRADE 18 – STEP A**) EFFECTIVE FEBRUARY 8, 2020.

BOARD POLLED: SERFASS	YES
AHNER	YES
LUKASEVICH	YES
NOTHSTEIN	YES

COUNTY CONTROLLER MARK SVERCHEK WAS AVAILABLE BY PHONE.

MINUTES:

MOTION BY MR. SVERCHEK, SECONDED BY MR. AHNER, TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD JANUARY 6, 2020.

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RECONVENED FEBRUARY 20, 2020

BOARD POLLED: SVERCHEK YES*
AHNER YES
LUKASEVICH YES
NOTHSTEIN YES

*MR. SVERCHEK STATED “HE VOTES YES, FOR THE POSITIONS AND SALARIES WITH THE EXCEPTIONS OF THE RETIREMENT BOARD SECRETARY TO WHICH I ABSTAIN. I AM ABSTAINING DUE TO A CONFLICT OF INTEREST IN THAT I AM THE RETIREMENT BOARD SECRETARY.”

CONTROLLER:

MOTION BY MR. SVERCHEK, SECONDED BY MR. LUKASEVICH, TO CHANGE THE DURATION OF THE POSITION OF ONE (1) FIRST DEPUTY TRAINEE FROM JANUARY 20, 2020 THROUGH FEBRUARY 18, 2020 TO JANUARY 20, 2020 TO FEBRUARY 28, 2020.

BOARD POLLED: SVERCHEK YES
AHNER YES
LUKASEVICH YES
NOTHSTEIN YES

MOTION BY MR. SVERCHEK, SECONDED BY AHNER, TO CHANGE THE RATE OF ONE (1) FIRST DEPUTY FROM \$22.09 PER HOUR (**GRADE S 7 – STEP H**) TO \$19.07 PER HOUR (**GRADE S 7 – STEP C**) EFFECTIVE FEBRUARY 29, 2020.

TREASURER RONALD SHEEHAN REQUESTED CLARIFICATION TO THE MOTION FOR THE FIRST DEPUTY SALARY AT GRADE S 7 – STEP C INSTEAD OF A GRADE S 7 – STEP H.

COUNTY CONTROLLER MARK SVERCHEK COMMENTED ON THE RATE CHANGE WAS BASED ON THE EXPERIENCE AND EDUCATION FOR THE NEW FIRST DEPUTY.

A BRIEF DISCUSSION WAS HELD.

BOARD POLLED: SVERCHEK YES
AHNER YES
LUKASEVICH YES
NOTHSTEIN YES

MOTION BY MR. SVERCHEK, SECONDED BY MR. LUKASEVICH, TO ABOLISH THE POSITION OF ONE (1) FIRST DEPUTY TRAINEE AT \$17.98 PER HOUR (**GRADE S 7 – STEP A**) EFFECTIVE FEBRUARY 29, 2020.

**FEBRUARY 6, 2020
RECONVENED FEBRUARY 13, 2020
RECONVENED FEBRUARY 20, 2020**

BOARD POLLED: SVERCHEK YES
AHNER YES
LUKASEVICH YES
NOTHSTEIN YES

CONTROLLER MARK SVERCHEK DEPARTED BY PHONE.

COURTS:

MOTION BY JUDGE SERFASS, SECONDED BY MR. NOTHSTEIN, TO CHANGE THE RATE OF ONE (1) CERTIFIED COURT REPORTER FROM \$29.73 PER HOUR (**GRADE 12 – STEP V**) TO \$30.62 PER HOUR (**GRADE 12 – STEP W**) EFFECTIVE FEBRUARY 10, 2020.

BOARD POLLED: SERFASS YES
AHNER NO
LUKASEVICH YES
NOTHSTEIN YES

MOTION BY JUDGE SERFASS, SECONDED BY MR. LUKASEVICH, TO CHANGE THE RATE OF ONE (1) CERTIFIED COURT REPORTER FROM \$28.03 PER HOUR (**GRADE 12 – STEP T**) TO \$28.87 PER HOUR (**GRADE 12 – STEP U**) EFFECTIVE FEBRUARY 10, 2020.

BOARD POLLED: SERFASS YES
AHNER YES
LUKASEVICH YES
NOTHSTEIN YES

ADULT PROBATION

MOTION BY JUDGE SERFASS, SECONDED BY MR. NOTHSTEIN, TO ESTABLISH THE POSITION OF ONE (1) ADMINISTRATIVE ASSISTANT AT \$14.26 PER HOUR (**GRADE 9 – STEP B**) EFFECTIVE FEBRUARY 10, 2020.

BOARD POLLED: SERFASS YES
AHNER NO
LUKASEVICH NO
NOTHSTEIN NO

JUDGE SERFASS WITHDREW THE FOLLOWING MOTION FROM THE AGENDA;

FEBRUARY 6, 2020
RECONVENED FEBRUARY 13, 2020
RECONVENED FEBRUARY 20, 2020

ABOLISH THE POSITION OF ONE (1) PART-TIME ADMINISTRATIVE ASSISTANT
AT \$13.84 PER HOUR (**GRADE 9 – STEP A**) EFFECTIVE FEBRUARY 10, 2020.

CLERK OF COURTS

MOTION BY MR. LUKASEVICH, SECONDED BY MR. AHNER, TO CHANGE THE
RATE OF ONE (1) CLERICAL SPECIALIST FROM \$10.84 PER HOUR (**GRADE 4 – STEP A**)
TO \$11.16 PER HOUR (**GRADE 4 – STEP B**) EFFECTIVE MARCH 4, 2020.

MR. AHNER ASKED FOR CLARIFICATION TO THE RATE CHANGE.
CHANGE DUE TO AN ANNIVERSARY DATE.

BOARD POLLED: AHNER YES
LUKASEVICH YES
NOTHSTEIN YES

DISTRICT ATTORNEY

MOTION BY MR. LUKASEVICH, SECONDED BY MR. AHNER, TO CHANGE THE
TITLE OF ONE (1) FULL-TIME ASSISTANT DISTRICT ATTORNEY AT \$66,866.46 PER
ANNUM TO FULL-TIME ASSISTANT DISTRICT ATTORNEY 1 AT \$66,866.48 PER ANNUM
EFFECTIVE FEBRUARY 6, 2020.

BOARD POLLED: AHNER YES
LUKASEVICH YES
NOTHSTEIN YES

MOTION BY MR. LUKASEVICH, SECONDED BY MR. AHNER, TO CHANGE THE
TITLE OF ONE (1) FULL-TIME ASSISTANT DISTRICT ATTORNEY AT \$61,529.32 PER
ANNUM TO FULL-TIME ASSISTANT DISTRICT ATTORNEY 2 AT \$61,529.32 PER ANNUM
EFFECTIVE FEBRUARY 6, 2020.

BOARD POLLED: AHNER YES
LUKASEVICH YES
NOTHSTEIN YES

MOTION BY MR. LUKASEVICH, SECONDED BY MR. AHNER, TO CHANGE THE
TITLE OF ONE (1) FULL-TIME ASSISTANT DISTRICT ATTORNEY AT \$61,529.32 PER
ANNUM TO FULL-TIME ASSISTANT DISTRICT ATTORNEY 3 AT \$61,529.32 PER ANNUM
EFFECTIVE FEBRUARY 6, 2020.

BOARD POLLED: AHNER YES
LUKASEVICH YES
NOTHSTEIN YES

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MOTION BY MR. LUKASEVICH, SECONDED BY MR. AHNER, TO CHANGE THE TITLE OF ONE (1) FIRST ASSISTANT DISTRICT ATTORNEY AT \$46,718.75 PER ANNUM TO PART-TIME ASSISTANT DISTRICT ATTORNEY 1 AT \$46,718.75 PER ANNUM EFFECTIVE FEBRUARY 6, 2020.

BOARD POLLED: AHNER YES
LUKASEVICH YES
NOTHSTEIN YES

MOTION BY MR. LUKASEVICH, SECONDED BY MR. AHNER, TO CHANGE THE TITLE OF ONE (1) SECOND ASSISTANT DISTRICT ATTORNEY AT \$42,070.00 PER ANNUM TO PART-TIME ASSISTANT DISTRICT ATTORNEY 2 AT \$42,070.00 PER ANNUM EFFECTIVE FEBRUARY 6, 2020.

BOARD POLLED: AHNER YES
LUKASEVICH YES
NOTHSTEIN YES

MOTION BY MR. LUKASEVICH, SECONDED BY MR. AHNER, TO CHANGE THE TITLE AND SALARY OF ONE (1) THIRD ASSISTANT DISTRICT ATTORNEY AT \$38,245.45 PER ANNUM TO PART-TIME ASSISTANT DISTRICT ATTORNEY 3 AT \$41,791.83 PER ANNUM EFFECTIVE FEBRUARY 10, 2020.

BOARD POLLED: AHNER YES
LUKASEVICH YES
NOTHSTEIN YES

MOTION BY MR. LUKASEVICH, SECONDED BY MR. AHNER, TO CHANGE THE TITLE OF ONE (1) SECRETARY II/DISTRICT ATTORNEY AT \$13.45 PER HOUR (**GRADE 6 – STEP E**) TO LEGAL SECRETARY I AT \$13.45 PER HOUR (**GRADE 6 – STEP E**) EFFECTIVE FEBRUARY 6, 2020.

BOARD POLLED: AHNER YES
LUKASEVICH YES
NOTHSTEIN YES

MOTION BY MR. LUKASEVICH, SECONDED BY MR. AHNER, TO CHANGE THE RATE OF ONE (1) OFFICE ADMINISTRATOR FROM \$20.64 PER HOUR AT (**GRADE S 5 – STEP I**) TO \$16.30 PER HOUR (**GRADE S 5 – STEP A**) EFFECTIVE FEBRUARY 8, 2020.

MR. AHNER SECONDED, NOTING THE DISTRICT ATTORNEY PRESENTED A PRESENTATION ON THE CHANGES.

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BOARD POLLED: AHNER YES
LUKASEVICH YES
NOTHSTEIN YES

PUBLIC DEFENDER

MOTION BY MR. MOUSSEAU, SECONDED BY MR. AHNER, TO CHANGE THE SALARY OF ONE (1) ASSISTANT PUBLIC DEFENDER FROM \$41,791.83 PER ANNUM TO \$36,000.00 PER ANNUM EFFECTIVE FEBRUARY 10, 2020.

BOARD POLLED: MOUSSEAU YES
AHNER YES
LUKASEVICH YES
NOTHSTEIN YES

CHILDREN & YOUTH SERVICES

MOTION BY MR. AHNER, SECONDED BY MR. LUKASEVICH, TO ESTABLISH THE POSITION OF ONE (1) COUNTY CASEWORKER I AT \$14.53 PER HOUR (**GRADE 10 – STEP A**) EFFECTIVE FEBRUARY 6, 2020.

BOARD POLLED: AHNER YES
LUKASEVICH YES
NOTHSTEIN YES

MOTION BY MR. LUKASEVICH, SECONDED BY MR. AHNER, TO ABOLISH THE POSITION OF ONE (1) COUNTY CASEWORKER II AT \$16.50 PER HOUR (**GRADE 12 – STEP B**) EFFECTIVE FEBRUARY 6, 2020.

BOARD POLLED: AHNER YES
LUKASEVICH YES
NOTHSTEIN YES

COMMISSIONERS' OFFICE

MOTION BY MR. LUKASEVICH, SECONDED BY MR. AHNER, TO CHANGE THE RATE OF ONE (1) EXECUTIVE SECRETARY/OPEN RECORDS OFFICER FROM \$26.15 PER HOUR (**GRADE 10 – STEP U**) TO \$14.97 PER HOUR (**GRADE 10 – STEP B**) EFFECTIVE FEBRUARY 6, 2020.

BOARD POLLED: AHNER YES
LUKASEVICH YES
NOTHSTEIN YES

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RECONVENED FEBRUARY 20, 2020

MOTION BY MR. AHNER, SECONDED BY MR. LUKASEVICH, TO ABOLISH THE POSITION OF ONE (1) EXECUTIVE SECRETARY/OPEN RECORDS OFFICER TRAINEE AT \$14.97 PER HOUR (**GRADE 10 – STEP B**) EFFECTIVE FEBRUARY 7, 2020.

BOARD POLLED: AHNER YES
LUKASEVICH YES
NOTHSTEIN YES

COOPERATIVE EXTENSION SERVICE

MOTION BY MR. LUKASEVICH, SECONDED BY MR. AHNER, TO CHANGE THE RATE OF ONE (1) 4-H ASSISTANT FROM \$16.53 PER HOUR (**GRADE 3 – STEP Q**) TO \$10.84 PER HOUR (**GRADE 4 – STEP A**) EFFECTIVE FEBRUARY 8, 2020.

BOARD POLLED: AHNER YES
LUKASEVICH YES
NOTHSTEIN YES

CORRECTIONS

MOTION BY MR. AHNER, SECONDED BY MR. LUKASEVICH, TO CHANGE THE RATE OF ONE (1) SITE COORDINATOR TRAINEE FROM \$15.98 PER HOUR (**GRADE S 4 – STEP B**) TO \$15.52 PER HOUR (**GRADE S 4 – STEP A**) EFFECTIVE FEBRUARY 6, 2020.

BOARD POLLED: AHNER YES
LUKASEVICH YES
NOTHSTEIN YES

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD,

THE CHAIRMAN RECESSED THE MEETING OF THE CARBON COUNTY SALARY BOARD AT 11:17A.M.
TO BE RECONVENED FEBRUARY 13, 2020.

FEBRUARY 13, 2020

THE FEBRUARY 6, 2020 MONTHLY MEETING OF THE CARBON COUNTY SALARY BOARD WAS RECONVENED THIS DATE AT 10:35 A.M. IN THE COMMISSIONERS MEETING ROOM, CARBON COUNTY ADMINISTRATION BUILDING, JIM THORPE, PENNSYLVANIA.

FEBRUARY 6, 2020
RECONVENED FEBRUARY 13, 2020
RECONVENED FEBRUARY 20, 2020

PRESENT WERE COMMISSIONERS WAYNE E. NOTHSTEIN, CHRIS LUKASEVICH, AND ROCKY AHNER, CHIEF CLERK/COUNTY ADMINISTRATOR ELOISE K. AHNER, SOLICITOR DANIEL A. MISCAVIGE, EXECUTIVE SECRETARY JEN BOGER, CONTROLLER MARK SVERCHEK, TREASURER RONALD SHEEHAN, COURT ADMINISTRATOR GREGORY ARMSTRONG, AND SHERIFF TONY HARVILLA.

GUESTS:

THERE WERE NO GUESTS CONCERNING SALARY BOARD BUSINESS.

EXECUTIVE SESSIONS:

THERE WERE NO EXECUTIVE SESSIONS HELD.

COURTS

ADULT PROBATION

MOTION BY MR. ARMSTRONG, SECONDED BY MR. AHNER, TO CHANGE THE RATE OF ONE (1) PART-TIME ADMINISTRATIVE ASSISTANT FROM \$13.84 PER HOUR (GRADE 9 - STEP A) TO \$14.26 PER HOUR (GRADE 9 - STEP B) EFFECTIVE FEBRUARY 19, 2020.

BOARD POLLED: ARMSTRONG YES
SVERCHEK YES
AHNER YES
LUKASEVICH YES
NOTHSTEIN YES

SHERIFF

MOTION BY MR. HARVILLA, SECONDED BY MR. AHNER, TO ESTABLISH THE POSITION OF ONE (1) CAPTAIN TRAINEE AT \$23.65 PER HOUR (**GRADE S 9 – STEP G**) EFFECTIVE FEBRUARY 13, 2020.

S – INDICATES SUPERVISORY

BOARD POLLED: HARVILLA YES
SVERCHEK YES
AHNER YES
LUKASEVICH NO
NOTHSTEIN YES

FEBRUARY 6, 2020
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RECONVENED FEBRUARY 20, 2020

MOTION BY MR. HARVILLA, SECONDED BY MR. LUKASEVICH, TO CHANGE THE RATE OF ONE (1) SPECIAL DEPUTY SHERIFF FROM \$15.26 PER HOUR (**GRADE 11 – STEP A**) TO \$15.72 PER HOUR (**GRADE 11 – STEP B**) RETROACTIVE TO FEBRUARY 9, 2020.

BOARD POLLED: HARVILLA YES
SVERCHEK YES
AHNER YES
LUKASEVICH YES
NOTHSTEIN YES

DISTRICT ATTORNEY

MOTION BY MR. AHNER, SECONDED BY MR. LUKASEVICH, TO CHANGE THE SALARY OF ONE (1) FULL-TIME ASSISTANT DISTRICT ATTORNEY FROM \$66,866.48 PER ANNUM TO \$66,866.46 PER ANNUM RETROACTIVE TO FEBRUARY 6, 2020.

(CORRECTION OF CLERICAL ERROR ON SALARY BOARD AGENDA DATED FEBRUARY 6, 2020)

BOARD POLLED: SVERCHEK YES
AHNER YES
LUKASEVICH YES
NOTHSTEIN YES

CORRECTIONS

MOTION BY MR. LUKASEVICH, SECONDED BY MR. AHNER, TO CHANGE THE RATE OF ONE (1) SITE COORDINATOR TRAINEE/PRISON FROM \$15.52 PER HOUR (**GRADE S 4 – STEP B**) TO \$19.25 PER HOUR (**GRADE S 6 – STEP E**) EFFECTIVE FEBRUARY 13, 2020.

S – INDICATES SUPERVISORY

BOARD POLLED: SVERCHEK YES
AHNER YES
LUKASEVICH YES
NOTHSTEIN YES

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD,

THE CHAIRMAN RECESSED THE MEETING OF THE CARBON COUNTY SALARY BOARD AT 10:38A.M.
TO BE RECONVENED FEBRUARY 20, 2020

FEBRUARY 6, 2020
RECONVENED FEBRUARY 13, 2020
RECONVENED FEBRUARY 20, 2020

FEBRUARY 20, 2020

THE FEBRUARY 6, 2020 MONTHLY MEETING OF THE CARBON COUNTY SALARY BOARD WAS RECONVENED THIS DATE AT 10:43 A.M. IN THE COMMISSIONERS MEETING ROOM, CARBON COUNTY ADMINISTRATION BUILDING, JIM THORPE, PENNSYLVANIA.

PRESENT WERE COMMISSIONERS WAYNE E. NOTHSTEIN, CHRIS LUKASEVICH, AND ROCKY AHNER, CHIEF CLERK/COUNTY ADMINISTRATOR ELOISE K. AHNER, SOLICITOR DANIEL A. MISCAVIGE, EXECUTIVE SECRETARY JEN BOGER, CONTROLLER MARK SVERCHEK, COURT ADMINISTRATOR GREGORY ARMSTRONG, HUMAN RESOURCES DIRECTOR DAWN BOWMAN, CHIEF ADULT PROBATION OFFICER RICHMOND PARSONS AND SHERIFF TONY HARVILLA.

GUESTS:

THERE WERE NO GUESTS CONCERNING SALARY BOARD BUSINESS.

EXECUTIVE SESSIONS:

THERE WERE NO EXECUTIVE SESSIONS HELD.

PROCEDURAL CORRECTION

ADULT PROBATION

MOTION BY MR. LUKASEVICH, SECONDED BY MR. AHNER, TO CHANGE THE RATE OF ONE (1) PART-TIME ADMINISTRATIVE ASSISTANT FROM \$13.84 PER HOUR (**GRADE 9 - STEP A**) TO \$14.26 PER HOUR (**GRADE 9 - STEP B**) EFFECTIVE FEBRUARY 19, 2020.

BOARD POLLED: SVERCHEK YES
AHNER YES
LUKASEVICH YES
NOTHSTEIN YES

CONTROLLER

MOTION BY MR. SVERCHEK, SECONDED BY MR. LUKASEVICH, TO CHANGE THE RATE OF ONE (1) FIRST DEPUTY FROM \$19.07 PER HOUR (**GRADE S 7 – STEP C**) TO \$22.09 PER HOUR (**GRADE S 7 – STEP H**) EFFECTIVE FEBRUARY 29, 2020.

FEBRUARY 6, 2020
RECONVENED FEBRUARY 13, 2020
RECONVENED FEBRUARY 20, 2020

MR. NOTHSTEIN NOTING THE RATE CHANGE TO CURRENT FIRST DEPUTY
BECAUSE THE PREVIOUS FIRST DEPUTY RESIGNED.

BOARD POLLED: SVERCHEK YES
 AHNER YES
 LUKASEVICHYES
 NOTHSTEIN YES

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD,

THE MEETING OF THE CARBON COUNTY SALARY BOARD ADJOURNED AT
10:45 A.M.

ELOISE K. AHNER,
CHIEF CLERK/COUNTY ADMINISTRATOR

WAYNE E. NOTHSTEIN, CHAIRMAN