



## **DAUPHIN COUNTY BOARD OF COMMISSIONERS**

### **SALARY BOARD**

**JANUARY 11, 2023**

#### **MEMBERS PRESENT**

Mike Pries, Chairman  
Chad Saylor  
George P. Hartwick, III  
Fran Chardo (Item C only)

Mary K. Bateman (ABSENT)

#### **STAFF PRESENT**

J. Scott Burford, Chief Clerk; Joseph A. Curcillo, III, Esq., Solicitor; Fran Chardo, District Attorney; Stephen Libhart, Deputy Chief Clerk; Chris Davis, Director of Budget & Finance; Donna Miller, Risk Manager; Fred Lighty, Esq., Solicitor's Office; Katie Hornberger, Human Resources; Jennifer Simpson, Court Administration; Frank Haulman, Information Technology; Security Guard; Jessica Spandler, Commissioners' Office; Ruby Doub, Commissioners' Office; and Richie-Ann Martz, Assistant Chief Clerk

#### **GUESTS PRESENT**

Rev. Earl Harris, Dan Mosel, and Everett Hamilton

### **MINUTES**

#### **CALL TO ORDER**

Mr. Pries, Chairman of the Board, called the meeting to order.

#### **SALARY BOARD ITEMS**

- A. Court Administration

1. Create a Full-Time Divorce Hearing Office position, Pay Level 00121, Step 01, Grade 01, Salary \$33.53 p/h, effective January 23, 2023.
- B. Probation Services
1. Create a Full-Time Administrative Assistant I position, Pay Level 01484, Step 01, Grade 01, Salary \$18.23 p/h, effective January 23, 2023.
- C. District Attorney
1. Create a Full-Time Paralegal II position, Pay Level 09338, Step 01, Grade 01, Salary \$21.27 p/h, effective January 23, 2023.
  2. Abolish a Full-Time Teamsters Legal Stenographer position, Pay Level 09335, Step 01, Grade 01, Salary \$17.23 p/h, effective January 23, 2023.
  3. Create a Full-Time Paralegal II position, Pay Level 09338, Step 01, Grade 01, Salary \$21.27 p/h, effective January 23, 2023.
  4. Abolish a Full-Time Administrative Assistant II position, Pay Level 09337, Step 01, Grade 01, Salary \$20.41 p/h, effective January 23, 2023.
  5. Create two (2) Full-Time Paralegal II position, Pay Level 09338, Step 01, Grade 01, Salary \$21.27 p/h, effective January 23, 2023.
  6. Abolish two (2) Full-Time Paralegal I position, Pay Level 09337, Step 01, Grade 01, Salary \$20.41 p/h, effective January 23, 2023.
  7. Create a Full-Time Asset Forfeiture Coordinator position, Pay Level 09339, Step 01, Grade 01, Salary \$22.24 p/h, effective January 23, 2023.
  8. Abolish a Full-Time Legal Stenographer position, Pay Level 09335, Step 01, Grade 01, Salary \$17.23 p/h, effective January 23, 2023.
  9. Create four (4) Full-Time Team Support Associate positions, Pay Level 09335, Step 01, Grade 01, Salary \$17.23 p/h, effective January 23, 2023.
  10. Abolish four (4) Full-Time Clerk III positions, Pay Level 09334, Step 01, Grade 01, Salary \$15.86 p/h, effective January 23, 2023.
- D. Voter Registration/Elections
1. Create a Full-Time Deputy for Registration position, Pay Level 00117, Step 01, Grade 01, Salary \$27.05 p/h, effective December 26, 2022.
  2. Abolish a Full-Time Administrative Assistant position, Pay Level 00106, Step 01, Grade 01, Salary \$15.85 p/h, effective December 26, 2022.
  3. Create a Full-Time Machine Technician/Records Retention position, Pay Level 01015, Step 01, Grade 01, Salary \$15.91 p/h, effective December 26, 2022.
- E. Solid Waste Management & Recycling
1. Create a Full-Time Operations Assistant position, Pay Level 00105, Step 01, Grade 01, Salary \$15.38 p/h, effective January 9, 2023.
  2. Abolish a Full-Time Recycling Center Assistant position, Pay Level 00105, Step 01, Grade 01, Salary \$15.38 p/h, effective January 9, 2023.
  3. Create a Full-Time Operations Manager position, Pay Level 00112, Step 01, Grade 01, Salary \$21.62 p/h, effective January 9, 2023.
  4. Abolish a Full-Time Lead Recyclable Materials Collector position, Pay Level 01016, Step 01, Grade 01, Salary \$17.01 p/h, effective January 9, 2023.
- F. Treasurer
1. Create a Full-Time Acting Treasurer position, Pay Level 00003, Step 01, Grade 01, Salary \$23.93.

G. 2023 Pay Scales and Pay Increases.

Mr. Saylor asked if Items A and B could be tabled. He is having a meeting with the President Judge to gather more information.

**It was moved by Mr. Saylor and seconded by Mr. Hartwick that the Board table Items A and B, listed above under Salary Board Items.**

**Question:** Mr. Pries – Aye; Mr. Saylor – Aye; and Mr. Hartwick – Aye; motion carried.

**It was moved by Mr. Chardo and seconded by Mr. Hartwick that the Board approve Item C listed above under Salary Board Items.**

**Question:** Mr. Pries – Aye; Mr. Saylor – Aye; Mr. Hartwick – Aye; and Mr. Chardo – Aye; motion carried.

**It was moved by Mr. Saylor and seconded by Mr. Hartwick that the Board approve Items D through G listed above under Salary Board Items.**

**Question:** Mr. Pries – Aye; Mr. Saylor – Aye; and Mr. Hartwick – Aye; motion carried.

## **ADJOURNMENT**

There being no further business, the Board adjourned.

Transcribed by: Richie-Ann Martz