



CENTRE COUNTY
SALARY BOARD MINUTES

Thursday, October 21, 2021, 10:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Bellefonte, PA 16823

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I. CALL TO ORDER

The public meeting of the Salary Board was convened at 10:02 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Deputy Administrator John Franek Jr., Executive Office Supervisor Natalie Smith, Director of Human Resources Kristen Simkins, and Controller Jason Moser.

County personnel present included Recorder of Deeds Joseph Davidson, Sheriff Bryan Sampsel, Jim Coslo, and Travis Walker.

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

IV. MEETING MINUTES

Minutes from the Thursday, October 7, 2021 Salary Board Meeting.

Action: *On a motion by Controller Moser, seconded by Commissioner Higgins, the Board voted unanimously to approve the Salary Board meeting minutes from Thursday October 7, 2021.*

V. ACTION ON PERSONNEL ITEMS

A. Recorder of Deeds

Recorder of Deeds Joseph Davidson joined the Salary Board as a voting member to request approval for the following items:

- i. Change in status to the position of full-time Second Deputy Recorder of Deeds, Recorder of Deeds, (p.c. #05, non-exempt), from temporary until December 3, 2021 to permanent, at SG-N10A(01)–\$15.16/hour, effective October 21, 2021, pay period 22. Salary budget impact for 2021 \$18,349.50, annualized salary impact for 2022 \$29,562 – Dept. 133.

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- ii. Elimination to the position of Department Clerk 2 (75), Recorder of Deeds, (p.c. #06, non-exempt), at SG-N06A(01)--\$12.55/hour, effective October 21, pay period 22. Salary budget savings for 2021 \$18,596.25, annualized salary savings for 2022 \$25,447.50 – Dept. 133.

Action: *On a motion by Recorder of Deeds Joseph Davidson, seconded by Commissioner Dershem, the Board voted unanimously to approve Recorder of Deeds items i-ii.*

- B. Tax Claim - Deputy Administrator John Franek, Jr. requested the Board consider approval of the creation of a full-time Director - Tax Claim and Collections, Tax Claim, (p.c. #01, exempt, 80 hour), at SG-S54A(01)--\$49,420.80/annum, effective October 21, pay period 22. Salary budget impact for 2021 \$9,504, annualized salary impact for 2022 \$49,420.80 – Dept. 123.

John has been acting as interim Director to determine the need for a full-time position. Controller Moser noted that the department handles a considerable amount of revenue.

Action: *On a motion by Commissioner Higgins, seconded by Controller Moser, the Board voted unanimously to approve the creation of a Director - Tax Claim and Collections.*

VI. ADJOURNMENT

On a motion by Controller Moser, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:09 AM.

ATTEST:

Jason Moser
Controller