

~Minutes~

POTTER COUNTY SALARY BOARD MEETING

December 2, 2021

**CALL TO ORDER** Commissioner Grupp called the meeting to order at 11:00 a.m.

**MOMENT OF SILENCE**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL** Commissioner Paul Heimel; Commissioner Nancy Grupp; Commissioner Barry Hayman; Chief Clerk, Jessica Giebel; Recording Secretary Danielle Gietler and Treasurer Krista Miller, all present.

**AMENDMENT:** Commissioner Grupp asked to amend the agenda to reflect approval of Potter County Starting Base-Rate Salary Schedule for any new non-union and appointed employees for 2022. Comm. Hayman moved to amend; Comm Heimel seconded; Hayman yes; Heimel yes; Grupp yes; Miller yes.

**MINUTES** – August 12, 2021 ~Action~ Treasurer Miller moved to approve. Comm. Hayman seconded. Miller yes; Hayman yes; Grupp yes; Heimel yes.

**NEW BUSINESS**

Proposed 2.25-percent pay increases for non-union and appointed employees of the County of Potter and the Potter County Human Services, effective Jan. 1, 2022. ~Action~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes; Miller yes.

Approval of starting base-rate salary schedule for any new non-union and appointed employees at Potter County Human Services. Treasurer Miller raised questions about procedural matters and a discussion followed. ~Action~ Treasurer Miller moved to table. Comm. Heimel seconded. Miller yes; Heimel yes; Grupp yes; Hayman yes.

***Addition to agenda per amendment (above):*** Proposed 2.0-percent increase in starting base-rate salaries for new non-union and appointed employees, effective Jan. 1, 2022. ~Action~ Treasurer Miller moved to approve. Comm. Hayman seconded. Miller yes; Hayman yes; Heimel yes; Grupp yes.

Approval of Thomas Shaffer, Esq., as solicitor for the County Commissioners and Row Offices, salary of \$55,000, and as solicitor for Potter County Human Services, salary of \$36,000; approval of Daniel Glassmire, Esq., as Assistant Potter County Solicitor for annual \$4,800. ~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes; Miller yes.

**PERSONNEL ACTIONS**

Proposed increase in work-hours for the position of Potter County Director of Veterans Affairs, resulting in the position becoming full-time with benefits. ~Action~ Comm. Hayman moved to approve. Treasurer Miller seconded. Hayman yes; Miller yes; Heimel yes; Grupp yes.

Approval of \$3,000 annual salary increase for the Fiscal Director in recognition of additional responsibilities and demonstrated skills. ~Action~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes; Miller no. 3-1 motion carried.

Approval of \$5,000 annual salary increase for the Chief Clerk in recognition of additional responsibilities and demonstrated skills. ~Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes; Miller no. 3-1 motion carried.

**ADJOURNMENT ~Action~** Comm. Hayman moved to adjourn. Treasurer Miller seconded. Hayman yes; Miller yes; Grupp yes; Heimel yes.

Prepared by Danielle Gietler

  
Potter County Executive Secretary

  
Approval Date