



# BLAIR COUNTY SALARY BOARD

c/o Blair County Controller, 423 Allegheny St., Ste 141, Hollidaysburg, PA 16648

## Blair County Salary Board Meeting of June 17, 2025, at 1:00 p.m. in the Commissioner's Public Meeting Room.

**Board Members in Attendance:** Commissioner David Kessler, Commissioner Laura Burke, Commissioner Amy Webster, Deputy Controller Angela Wagner

**Board Members not in Attendance:** Controller A.C. Stickel

**Quorum:** Present

**Non-Board Members in Attendance:** President Judge Wade Kagarise<sup>1</sup>, Judge Jackie Atherton Bernard<sup>2</sup>, District Attorney Peter Weeks<sup>3</sup>, Kyle Brashear, Lindsay Dempsie, Melena Koegler, Cathy Lythgoe, Alicia Tiracave, Jennifer Walders

**Media in Attendance:** Rachel Foor: Altoona Mirror, Kay Stephens: Altoona Mirror

**Call to Order:** Commissioner Kessler called the meeting to order at 1:02 p.m.

**Moment of Silent Refection:** Led by Commissioner Kessler.

**Pledge of Allegiance to the Flag:** Led by Commissioner Kessler.

**Call for Public Comment:** There was none.

**Approval of Minutes:** A motion was made by Commissioner Kessler and seconded by Commissioner Webster that the minutes from the May 15, 2025, meeting be approved. The motion was unanimously carried.

### Positions:

6.

Department	Court Administration			Presented By:	President Judge Wade A. Kagarise		
Type	Other				# of Positions	20	
Position	Tipstaff - Court (Pool)				Position #	346001	
Union	UMWA – Court related			Exempt Status		Non-Exempt	
PT/FT Status	Part-time (max 999 hours per anniversary year)			Schedule		19 hours per week	
Wage	\$13.75	Per hr.	\$110,000	expected bi-weekly		110,000	expected annually
Funding Source	001 General Fund				Budget	Not Included in Budget	
Effective Date	08/02/2025						
Request	Creation of tipstaff pool						
Reason/Justification	Requesting creation of tipstaff pool of 6,500 hours, 20 people maximum. No single employee to exceed 999 hours in an anniversary year. This pool would allow Court to better allocate hours while ensuring Court staff coverage. Creating a tipstaff pool will increase flexibility for recruitment and as a result better serve the administration of justice.						

After some discussion an amendment was made to create the Tipstaff pool for Court Administration at 6,500 hours. The motion was made by Judge Kagarise and Seconded by Commissioner Kessler. The motion was unanimously approved.

<sup>1</sup> President Judge Kagarise is a voting member for Court related items.

<sup>2</sup> Judge Bernard is a voting member on court related items.

<sup>3</sup> District Attorney Weeks is a voting member on his related items.

7.

Department	Court Administration				Presented By:	President Judge Wade A. Kagarise		
Type	Creation					# of Positions	1	
Position	Administrative Technician					Position #		
Pay Grade	H-1	Step	Step 1					
Union	Non-union				Exempt Status	Non-Exempt		
PT/FT Status	Part-time (max 1,500 hours per benefit plan year)					Schedule	29 hours per week	
Wage	\$12.47	Per hr.	\$361.63	expected bi-weekly		\$9,402.38	expected annually	
Funding Source	001 General Fund					Budget	Not Included in Budget	
Effective Date	8/2/2025							
Request	Confirming position							
Reason/Justification	Confirming this position within the County's Position Control. Confirming this position will allow it to be utilized for the increased court activity when the number of commissioned judges is increased and in light of the vacancies existing in the court reporter/court recorder compliment.							

A motion was made by Judge Kagarise and seconded by Commissioner Kesslering for discussion. After much discussion between the Judge and the Board the motion did not pass with Judge Kagarise voting in the affirmative and the Board voting in the negative.

8.

Department	Court Administration			Presented By:	President Judge Wade A. Kagarise		
Type	Set Rate				# of Positions	1	
Position	Custody Manager				Position #	128204	
Pay Grade	H-10	Step	Step 4				
Union	Non-Union			Exempt Status		Non-Exempt	
PT/FT Status	Full-time			Schedule	35 hours per week		
Wage	\$20.23	Per hr.	\$1,618.40	expected bi-weekly		\$42,078.40	expected annually
Funding Source	001 General Fund				Budget	Included in Budget	
Effective Date	1/4/2025						
Request	Set Step for incumbent						
Reason/Justification	Pay Policy application for Marissa Amerine.						

After a correction to the wage listed, a motion was made by Judge Kagarise and seconded by Commissioner Kesslering to set the rate for the position as stated. The motion was unanimously carried.

9.

Department	Court Administration				Presented By:		President Judge Wade A. Kagarise	
Type	Set Rate					# of Positions		1
Position	Civil Case Manager					Position #		204802
Pay Grade	H-10	Step			Step 10			
Union	Non-union					Exempt Status		Non-Exempt
PT/FT Status	Full-time					Schedule		35 hours per week
Wage	\$22.12	Per hr.	\$1,548.40	expected bi-weekly			\$40,258.40	expected annually
Funding Source	001 General Fund					Budget		Included in Budget
Effective Date	4/26/2025							
Request	Set Step for incumbent							
Reason/Justification	Pay Policy application for Thomas Rice.							

A motion was made by Judge Kagarise and seconded by Commissioner Kesslering to set the rate for the position as stated. The motion was unanimously carried.

10.

Department	Judge Milliron		Presented By:	President Judge Wade A. Kagarise	
Type	Set Rate			# of Positions	1
Position	Law Clerk			Position #	1288405
Pay Grade	S-5	Step	Step 7		
Union	Non-union		Exempt Status		Exempt
PT/FT Status	Full-time		Schedule	35 hours per week	
Salary	\$2,112.40	bi-weekly		\$54,922.40	annually
Funding Source	General Fund			Budget	Included in budget
Effective Date	1/4/2024				
Request	Set Step for incumbent.				
Reason/Justification	Pay Policy application for Vicki Wertz.				

This item was withdrawn by Judge Kagarise.

13.

Department	Adult Parole and Probation		Presented By:	President Judge Wade A. Kagarise	
Type	Set Rate			# of Positions	1
Position	Supervisor - APO Altoona			Position #	140302
Pay Grade	S-7	Step	Step 6		
Union	Non-union		Exempt Status		Exempt
PT/FT Status	Full-time		Schedule	35 hours per week	
Salary	\$2,272.70	bi-weekly		\$59090.20	annually
Funding Source	General Fund			Budget	Included in budget
Effective Date	1/4/2024				
Request	Set Step for incumbent				
Reason/Justification	Pay Policy application for Kelly Kirsch.				

A motion was made by Judge Kagarise and seconded by Commissioner Kessler to set the rate for the position as stated. The motion was unanimously carried.

11.

Department	Judge Bernard		Presented By:	Judge Jackie Atherton Bernard	
Type	Set Rate			# of Positions	1
Position	Law Clerk			Position #	128403
Pay Grade	S-5	Step	Step 4		
Union	Non-union		Exempt Status		Exempt
PT/FT Status	Full-time		Schedule	35 hours per week	
Salary	\$2,020.13	bi-weekly		\$52,523.38	annually
Funding Source	General Fund			Budget	Included in budget
Effective Date	1/4/2024				
Request	Set Step for incumbent				
Reason/Justification	Pay Policy application for Salua Kamerow				

A motion was made by Judge Bernard and seconded by Commissioner Kessler to set the rate for the position as stated. The motion was unanimously carried.

12.

Department	Judge Bernard	Presented By:	Judge Jackie Atherton Bernard		
Type	Set Rate			# of Positions	1
Position	Judicial Executive Assistant			Position #	207503
Pay Grade	H-9	Step	Step 4		
Union	Non-union		Exempt Status		Non-exempt
PT/FT Status	Full-time		Schedule	35 hours per week	
Salary	\$1,348.90	bi-weekly		\$35,071.40	annually
Funding Source	General Fund			Budget	Included in budget
Effective Date	1/4/2024				
Request	Set Step for incumbent.				
Reason/Justification	Pay Policy application for Amy Claar.				

A motion was made by Judge Bernard and seconded by Commissioner Kessler to set the rate for the position as stated. The motion was unanimously carried.

14.

Department	District Attorney's Office			Presented By:	District Attorney Peter J. Weeks		
Type	Abolishment				# of Positions		1
Position	Victim Witness				Position #		346601
Union	UMWA- Court related			Exempt Status		Non-Exempt	
PT/FT Status	Full-time			Schedule		35 hours per week	
Wage	\$15.92	Per hr.	\$1,114.40	expected bi-weekly		\$28974.40	expected annually
Funding Source	General Fund				Budget		Included in Budget
Effective Date	6/30/2025						
Request	Abolish position						
Reason/Justification	Abolish Victim Witness Advocate in preparation for creating a Child Abuse Case Manager.						

After a correction of the effective date, a motion was made by District Attorney Weeks and Seconded by Commissioner Kessler. The motion was unanimously carried.

15.

<b>Department</b>	District Attorney's Office		<b>Presented By:</b>	District Attorney Peter J. Weeks	
<b>Type</b>	Creation			<b># of Positions</b>	1
<b>Position</b>	Child Abuse Case Manager			<b>Position #</b>	331507
<b>Union</b>	UMWA- Court related		<b>Exempt Status</b>	Non-Exempt	
<b>PT/FT Status</b>	Full-time		<b>Schedule</b>	35 hours per week	
<b>Wage</b>	\$19.35	<b>Per hr.</b>	\$1,375.50	<b>expected bi-weekly</b>	\$35,217.00
<b>Funding Source</b>	VOCA/RASA/ARD Funds			<b>Budget</b>	Not Included in Budget
<b>Effective Date</b>	6/30/2025				
<b>Request</b>	Convert vacant Victim Witness Advocate position to Child Abuse Prosecution Coordinator. Position is funded by Victim Witness PCCD grants (RASA and VOCA).				
<b>Reason/Justification</b>	Position is funded by Victim Witness PCCD grants (RASA and VOCA). No cost to the County.				

Ater a correction of the effective date and wage, a motion was made by District Attorney Weeks and Seconded by Commissioner Kesslering. The motion was unanimously carried.

16.

<b>Department</b>	Prison		<b>Presented By:</b>	Commissioner David Kesslering	
<b>Type</b>	Temporary Rate			<b># of Positions</b>	1
<b>Position</b>	Deputy Warden-Facilities			<b>Position #</b>	124504
<b>Temporary Rate</b>	\$1.96 hourly	<b>Bi-weekly</b>	\$137.45		
<b>Union</b>	Non-union		<b>Exempt Status</b>	Exempt	
<b>PT/FT Status</b>	Full-time		<b>Schedule</b>	35 hours per week	
<b>Funding Source</b>	001 General Fund			<b>Budget</b>	Included in Budget
<b>Effective Date</b>	6/9/2025				
<b>Request</b>	Out of class pay				
<b>Reason/Justification</b>	Assumption of interim Warden status by Shaun Edmundson.				

A motion was made by Commissioner Kesslering and seconded by Commissioner Webster to set the temporary rate for the position as stated. The motion was unanimously carried.

17.

Department	Commissioners		Presented By:	Commissioner David Kesslering	
Type	Set Rate			# of Positions	1
Position	Assistant Chief Clerk			Position #	130601
Pay Grade	S-8	Step	Step 9		
Union	Nonunion			Exempt Status	Exempt
PT/FT Status	Full-time			Schedule	35 hours per week
Salary	\$2,483.46	bi-weekly		\$64,569.96	annually
Funding Source	001 General Fund			Budget	Included in Budget
Effective Date	2/18/2025				
Request	Pay Policy Application				
Reason/Justification	Pay policy application for Lori Guyer.				

A motion was made by Commissioner Kesslering and seconded by Commissioner Webster to set the rate for the position as stated. The motion was unanimously carried.

18.

Department	Commissioners		Presented By:	Commissioner David Kesslering	
Type	Set Rate			# of Positions	1
Position	Assistant Chief Clerk			Position #	130601
Pay Grade	S-8	Step	Under Review		
Union	Nonunion		Exempt Status		Exempt
PT/FT Status	Full-time		Schedule	35 hours per week	
Salary	\$1,944.21	bi-weekly		\$50,549.46	annually
Funding Source	001 General Fund			Budget	Included in Budget
Effective Date	12/9/2024 – 1/3/2025				
Request	Pay Policy				
Reason/Justification	Pre-salary study Pay Policy application for Alicia Tiracave from 12/9/24 through 1/3/25				

A motion was made by Commissioner Kesslering and seconded by Commissioner Webster to set the rate for the position as stated. The motion was unanimously carried.

19.

Department	Commissioners		Presented By:	Commissioner David Kessling	
Type	Set Rate			# of Positions	1
Position	Assistant Chief Clerk			Position #	130601
Pay Grade	S-8	Step	Step 5		
Union	Nonunion		Exempt Status		Exempt
PT/FT Status	Full-time		Schedule	35 hours per week	
Salary	\$2,339.88	bi-weekly		\$60,836.88	annually
Funding Source	001 General Fund			Budget	Included in Budget
Effective Date	1/4/2025 – 2/3/2025				
Request	Pay Policy				
Reason/Justification	Post-salary study Pay Policy application for Alicia Tiracave from 1/4/25 through 2/3/25				

A motion was made by Commissioner Kessling and seconded by Commissioner Webster to set the rate for the position as stated. The motion was unanimously carried.

20.

Department	Commissioners		Presented By:	Commissioner David Kessling	
Type	Set Rate			# of Positions	1
Position	Chief Clerk			Position #	123901
Pay Grade	S-15	Step	Step 5		
Union	Nonunion		Exempt Status		Exempt
PT/FT Status	Full-time		Schedule	35 hours per week	
Salary	\$3,185.25	bi-weekly		\$82,790.52	annually
Funding Source	001 General Fund			Budget	Included in Budget
Effective Date	2/4/2025				
Request	Pay Policy				
Reason/Justification	Pay Policy application for Alicia Tiracave.				

A motion was made by Commissioner Kessling and seconded by Commissioner Webster to set the rate for the position as stated. The motion was unanimously carried.

**Additional and Overtime Report** was presented by Deputy Controller Wagner and will be kept with the minutes.

**Vacancy Report:** County is currently running at a 16.3% vacancy rate. This is significantly increased with high turnover namely from the Prison.

**Adjournment.** The meeting was called to adjourn at 2:17 p.m. by Commissioner Kessling and seconded by Commissioner Webster. The motion was unanimously carried.

The next regular Salary Board Meeting will be on August 21, 2025, at 1:00 p.m. in the Commissioner's Public Meeting Room.

Respectfully Submitted,



August C. Stickel IV  
Secretary