MEETING OF THE MERCER COUNTY SALARY BOARD December 8, 2011

Members Present: Commissioners Brian Beader, Kenneth R. Ammann, John N. Lechner, Controller Thomas Amundsen Others present Prothonotary Elect Bice, Recorder Elect Zickar

Motion to approve October 13, 2011 Meeting minutes.

Moved: Mr. Ammann Seconded: Mr. Lechner Vote: Yes Mr. Lechner, Mr. Ammann, Mr. Beader, Mr. Amundsen

Motion to approve the Human Resources action as follows:

Create one Enforcement Specialist position in Domestic Relations set at the P&A 5 level effective October 25, 2011.

Eliminate the Intake/Paternity Supervisor position at Domestic Relations effective October 25, 2011.

Approve Michelle Durkos as receiving an additional \$618 per year for secretarial services provided for Senior Judge Fornelli.

Approve Carolyn Franklin as receiving an additional \$618 per year for secretarial services provided for President Judge Dobson.

Create one Temporary Part-Time Second Deputy position in the Treasurer's office set at the P&A Level 3 effective December 6, 2011.

Approve a 3% pay increase for all non-union hourly employees and all non-union salaried employees associated with the TC&S and P&A non-union pay tables effective 1/1/2012. (Note: All Bargaining Unit employees will receive increases as outlined in previously negotiated and approved Collective Bargaining Agreements)

Moved: Mr. Ammann Seconded: Mr. Lechner

Vote:Mr. BeaderYesMr. LechnerYesMr. AmmannYesMr. AmundsenYes

Motion to approve a \$0.50 per day pay increase for all Court Per Diem Employees paid at a daily rate.

Moved: Mr. Ammann Seconded: Mr. Lechner

Vote: Mr. Beader Yes Mr. Lechner Yes Mr. Ammann Yes Mr. Amundsen Yes

Changes in employee contributions for benefit costs in the following motions take effect 01/01/2012.

Motion to approve Medical Benefit premium payroll deductions for all non-Union hourly employees as follows for 2012. Coverage will remain with High Mark Blue Cross/Blue Shield thru the Reschini Group. Effective 1/1/2012

2012 Year - Health care Premium Employee Portion

	Total Monthly	Semi-monthly Pay deduction
2012 Rates	Premium	(10%)
Single	667.78	33.38
Employee/Child(ren)	1,421.67	71.08
Employee/Spouse	1,583.26	79.16
Family	1,734.84	86.74

Moved: Mr. Ammann Seconded: Mr. Lechner

Vote:Mr. BeaderYesMr. LechnerYesMr. AmmannYesMr. AmundsenYes

Motion to approve Medical Benefit premium payroll deductions for all non-Union salaried employees as follows for 2012. Coverage will remain with High Mark Blue Cross/Blue Shield thru the Reschini Group. Effective 1/1/12.

2012 Health Care Premium Employee Portion

			P&A 5/6	P&A 7/8	P&A 9/10
		P&A 3/4 Semi-	Semi-	Semi-	Semi-
		monthly pay	monthly pay	monthly pay	monthly pay
	Total Monthly	Deduction	Deduction	Deduction	Deduction
2012 Rates	Premium	(10%)	(11%)	(12%)	(13%)
Single	667.78	33.38	36.72	40.06	43.40
Employee/Child(ren)	1,421.67	71.08	78.19	85.30	92.40
Employee/Spouse	1,583.26	79.16	87.07	94.99	102.91
Family	1,734.84	86.74	95.41	104.09	112.76

Moved: Mr. Ammann Seconded: Mr. Lechner

Vote:Mr. BeaderYesMr. LechnerYesMr. AmmannYesMr. AmundsenYes

Motion to approve the pay step increases on their respective anniversaries of Date of Hire for all Mercer County employees who are eligible for such an increase during 2012.

Moved: Mr. Lechner Seconded: Mr. Ammann

Vote: Mr. Beader Yes Mr. Lechner Yes Mr. Amundsen Yes

Motion to approve additional pay of \$546/year effective beginning on the first Anniversary Date after reaching Step 10 for Professional & Administrative employees.

Moved: Mr. Lechner Seconded: Mr. Ammann

Vote: Mr. Beader Yes Mr. Lechner Yes Mr. Ammann Yes Mr. Amundsen Yes

Motion to correct any clerical errors, additions, deletions or adjustments found in the number and compensation of all County employees for 2012.

Moved: Mr. Lechner

Vote: Mr. Beader

Mr. Ammann

Yes

Mr. Lechner

Yes

Mr. Amundsen Yes

Motion to continue the policy that elected Tax Assessors are paid at the prevailing minimum wage.

Moved: Seconded:

Vote: Mr. Beader Mr. Lechner Mr. Amundsen

After discussion motion was withdrawn

The following motions approving the number and compensation (annual salary or hourly rate) of the employees reporting to the various departments as listed below, for the year 2012, are effective January 1, 2012. These rates do not include any step increases, upgrades or reclassifications for 2012.

Motion to approve the number and compensation (annual salary or hourly rate) of the employees reporting to the COMMISSIONERS, as set forth below, for the year 2012:

Department	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
Commissioners	1	Chief Clerk	29 (20 7)	
Commissioners	1	Chief Clerk	38,629.76	
	3	Administrative Assistant	69,960.80	
			05,500.00	
Registration and				
Elections	1	Director	39,117.26	
	4	Clerical Assistant (1 unfilled)		15.62
	4	PT Machine Custodian		12.00
	10	Rover		12.00
Times!	1	Fiscal Administrator	74 491 42	
Fiscal	1	Grant Accounting Administrator	74,481.42 32,163.30	
	1	Fiscal Assistant	26,419.90	
	1	1 Ioon 1 Issistant	20,717.70	
Tax Assessment and				
Tax Claim	1	Director	59,577.70	
	4	Clerical Assistants (1 unfilled)		15.10
	2	Mapper		16.08
	2	Sr. Procedure Clerk		16.08
	1	Computer Operator		16.74
	1	Administrative Assistant	36,868.52	
	1	Part Time Poster		8.87
Purchasing	1	Purchasing Clerk		15.62
		-		
MIS	1	Director	70,935.28	
	1	Network Administrator	55,628.56	
	1	Computer Support Specialist	36,868.52	
	1	Electronic Maintenance Tech	30,000.32	
	1	(unfilled)	27,201.00	
	1	GIS Technician (unfilled)	25,206.00	
		(
Human Resources	1	Director	53,698.84	
	1	Assistant Human Rec. Manager	26,419.90	
	1	Administrative Assistant (unfilled)		
	1	Administrative Assistant (unfined)	22,454.00	
Maintenance	1	Facilities Manager	22 416 90	
Mamichance		Facilities Manager	32,416.80	10.53
	1	MAINTENANCE LEADER		18.72
	3	MAINTENANCE III		16.74
	1	CUSTODIAN LEADER		15.10
	3	CUSTODIAN I		14.23
	4	PT CUSTODIAN I		11.64 – 13.73
Micrographics	1	MICROGRAPHIC TECH		15.62

EMA	1	PUBLIC SAFETY DIRECTOR	63,849.24	
	1	DEPUTY DIRECTOR	45,837.74	
	1	ADMINISTRATIVE ASSISTANT	33,594.86	
Bridge/Liquid Fuels				
	1	ENGINEER	75,970.96	
	1	ADMINISTRATIVE SECRETARY		16.08
	4	BRIDGE MAINTENANCE LEADER		14.59-16.74
	1	BRIDGE INSPECTOR		16.86
	1	ENGINEERING TECH (1 unfilled)		15.99
MH/MR	1	MH/MR ADMINISTRATOR	68,384.16	
	1	PROGRAM SPECIALIST I	33,227.48	
	1	ADMINISTRATIVE ASSISTANT	24,298.04	
	1	ADMINISTRATIVE ASSISTANT	44,430.U4	
Veterans' Affairs	1	Director	44,938.40	
veccians Anans	1	Assistant Director	27,081.08	
	1	Administrative Assistant	27,081.08	13.47
	1	Administrative Assistant		13.47
Conservation	1	MANAGER	59,577.70	
	1	CLERICAL ASSISTANT	63,677.70	15.10
	1	NUTRIENT MGMT. SPECIALIST	45,837.74	10.110
	1	ENVIRONMENTAL EDUCATION COORDINATOR	32,416.80	
	1	COORDINATOR TECHNICIAN	,	16.74
	1	PT TEMP SERVICES EQ		
		OPERATOR		11.09
	2	PT ENVIRONMENTAL EDUCATOR		15.00
E911 Center	1	Deputy Director	45,837.74	
	4	Supervisor	154,207.56	
	1	System Administrator	36,868.52	
	1	Staff Development Spec Supervisor	40,568.58	
	16	Telecommunicator (Full Time)	10,500.50	14.53 - 16.08
	12	Telecommunicator (Part Time)		12.75 – 16.08
CYS	1	DIRECTOR (Unfilled)	47,853.00	
	1	ASST DIR (Unfilled)	42,775.46	
	1	Acting Director	50,521.38	
	1	CASE NURSE MANAGER	49,582.52	
	1	SYSTEMS SPECIALIST I	36,868.52	
	1	FISCAL OPERATIONS OFC.	36,868.52	

	1	FISCAL OPERATIONS OFF. II	52,161.20	
	1	ADMINISTRATIVE ASSISTANT	36,868.52	
	1	FISCAL ASSISTANT		16.98
	1	PROGRAM SPECIALIST I		
		(unfilled)	35,000.00	
	4	Casework Supervisors	164,488.48	
_	21	Caseworkers (1 unfilled)		16.01 - 21.67
	3	Clerk Typist		13.08 - 16.18

**Special Note: CYS Caseworkers, Clerk Typist, and Fiscal Assistant position's wages are based on a negotiated but yet unsigned contract. Wages will be effective only after signing of the final contract.

Moved: Mr. Lechner Seconded: Mr. Ammann

Vote:Mr. BeaderYesMr. LechnerYesMr. AmmannYesMr. AmundsenYes

Motion to approve the number and listed wage for the employees reporting to the PROTHONOTARY, as set forth below, for the year 2012:

Prothonotary's Office	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	1	SOLICITOR	3,937.08	
	1	SECOND DEPUTY	33,594.86	
	1	FIRST DEPUTY	36,868.52	
	2	CLERICAL ASSISTANT		15.69
	1	CHIEF CLERK		16.33

Moved: Mr. Ammann Seconded: Mr. Lechner

Vote: Mr. Beader Yes Mr. Lechner Yes Mr. Ammann Yes Mr. Amundsen Yes

Prothonotary Fair Yes

Motion to approve the number and listed wages for the employees of the PUBLIC DEFENDER reporting to the COMMISSIONERS, as set forth below, for the year 2012:

Public Defenders	# of	Position	Salaried	Hourly
Office	Emp		Wages	Wages
	1	PUBLIC DEFENDER	59,657.26	
	2	ASSISTANT PUBLIC DEF.	136,768.32	
	1	FIRST ASSISTANT P.D.	63,849.24	
	6	PT ASSISTANT P.D.	157,210.56	
	1	PARALEGAL/SENT. ADVOCATE	34,057.92	
	1	INVESTIGATOR / INTAKE	39,117.26	
	1	INVESTIGATOR / INTAKE		
		(Part Time)		17.13
	3	ADMINISTRATIVE ASSISTANT	98,968.22	

Moved: Seconded:

Vote: Mr. Beader Mr. Lechner

Mr. Ammann Mr. Amundsen Mr. Bogaty

Motion to approve the number and listed wages for the employees of the JAIL reporting to the COMMISSIONERS and PRISON BOARD, as set forth below, for the year 2012:

Mercer County Jail	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	1	Warden	68,384.16	
	2	Deputy Warden	106,409.68	
	6	Lieutenant	264,351.40	
	1	Work Release Coordinator	45,837.74	
	1	Administrative Assistant	32,936.02	
	2	Clerical – Part Time		15.23
	2	FT FACILITY MGMT.		
		ASST./Corrections Officer		19.60 - 20.23
	1	RECORDS COORDINATOR	32,163.30	
	1	ASST. RECORDS COORDINATOR	36,868.52	
	1	FISCAL ASSISTANT	31,224.70	
	3	JAIL COUNSELOR	120,052.24	
	6	Corrections Officer/Sergeant		21.23
	57	Corrections Officer (Full Time)		17.30 - 20.23
	7	Corrections Officer (Part Time)		
		(4 unfilled)		14.75 - 17.30

Moved: Seconded:

Vote: Mr. Beader Mr. Lechner Mr. Ammann Mr. Amundsen

President of Prison Board

Motion to approve the number and listed wages for the employees reporting to the CONTROLLER, as set forth below, for the year 2012:

Controller's Office	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	1	Deputy Controller	45,837.74	
	3	AUDITOR (1 unfilled)	104,322.40	
	1	SECOND DEPUTY/Network	53,204.84	
		Financial Administrator		
	4	SR. PROCEDURE CLERK		15.58 – 16.08
	1	Solicitor	3,937.00	

Moved: Seconded:

Vote: Mr. Beader Mr. Lechner

Mr. Ammann Controller Amundsen

Motion to approve the number and listed wages for the employees reporting to the DISTRICT ATTORNEY, as set forth below, for the year 2012:

DA's office	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	1	OFFICE ADMINISTRATOR	53,204.84	
	1	FIRST ASSISTANT D.A.	75,970.96	
	6	ASSISTANT D.A.	325,664.82	
	1	ASST D A-ARRA JUV PROS/DEF		
		ALL (Grant Based – 3 mo)	50,521.38	

3	PT ASSISTANT DA	84,292.00	
4	PARALEGAL ASSISTANT	121,312.36	
7	PT INVESTIGATOR - MAIN PSTN		16.45
2	CLERICAL ASSISTANT PT		12.07 - 14.23
1	ADMINISTRATIVE ASSISTANT	36,868.52	
1	DIRECTOR - VICTIM WITNESS	53,204.84	
1	ASST VW COORDINATOR	27,758.64	
1	JUVENILE VW COORDINATOR	27,758.64	
1	VW COORDINATOR PT		14.88

Moved: Seconded:

Vote: Mr. Beader Mr. Lechner Mr. Ammann Mr. Amundsen

District Attorney Kochems

Motion to approve the number and listed wages for the employees reporting to the CLERK OF COURTS, REGISTER OF WILLS and CLERK OF ORPHANS COURT, as set forth below, for the year 2012:

Clerk of Courts	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	1	SOLICITOR	5566.08	
	1	FIRST DEPUTY	36,868.52	
	1	SECOND DEPUTY	33,594.86	
	1	COST COLLECTION COORD-		
		ASST	34,425.04	
	6	SR. PROCEDURE CLERK		15.69
	3	PT SR. PROCEDURE CLERK (1		
		UNFILLED)		14.75 - 15.23
	1	COST COLL COORDINATOR	39.117.26	

Register of Wills	# of Emp	Position	Salaried Wages	Hourly Wages
	1	FIRST DEPUTY	31,366.66	
	1	SECOND DEPUTY	36,868.52	

Moved: Seconded:
Vote: Mr. Beader Mr. Lechner
Mr. Ammann Mr. Amundsen

Clerk and Register Kloos

Motion to approve the number and listed wages for the employees reporting to the RECORDER, as set forth below, for the year 2012:

Recorder's Office	# of Emp	Position	Salaried Wages	Hourly Wages
	1	SOLICITOR	3937.08	
	1	FIRST DEPUTY	31,224.70	
	1	SECOND DEPUTY	23,127.52	
	3	CLERICAL ASSISTANT		15.10

Moved: Seconded:

Vote: Mr. Beader Mr. Lechner Mr. Ammann Mr. Amundsen

Recorder McClelland

Motion to approve the number and listed wages for the employees reporting to the CORONER, as set forth below, for the year 2012:

Coroner's Office	# of Emp	Position	Salaried Wages	Hourly Wages
	9	Deputy Coroners	16,872.31	
	1	Administrative Assistant	1,909.68	

Moved: Seconded:

Vote: Mr. Beader Mr. Lechner Mr. Ammann Mr. Amundsen

Coroner McGonigle

Motion to approve the number and listed wages for the employees reporting to the SHERIFF, as set forth below, for the year 2012:

Sheriff's Department	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	1	Solicitor	4,569.00	
	1	First Deputy	47,221.20	
	1	Deputy Sheriff Captain		23.60
	1	Deputy Sheriff Lieutenant		23.10
	1	Deputy Sheriff Sergeant		22.85
	10	Deputy - Full Time		17.51 – 21.21
	3	Administrative Assistant		19.11

Moved: Seconded: Vote: Mr. Beader Mr. Lechner

Mr. Ammann Mr. Amundsen

Sheriff Romine

Motion to approve the number and listed wages for employees reporting to the TREASURER, as set forth below, for the year 2012:

Treasurer's Office	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	1	SOLICITOR	3,937.08	
	1	FIRST DEPUTY	34,425.04	
	1	SECOND DEPUTY	25,000.00	
	2	CLERICAL ASSISTANT		14.23 – 14.66
	1	SR. PROCEDURE CLERK		16.08

Moved: Seconded:
Vote: Mr. Beader Mr. Lechner
Mr. Ammann Mr. Amundsen

Treasurer Richardson

Motion to approve the number and listed wages for the employees reporting to the COURTS, as set forth below, for the year 2012:

Court Administration	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	5	ADMINISTRATIVE ASSISTANT	170,625.78	
	4	Law Clerks	141013.60	
	1	PT Clerical Assistant		14.17
	6	Court Stenographer	217,127.82	
	18	Tip Staff		72.50 per day
	16	Court Crier		88.00 per day
	1	Master's Specialist	33,594.86	

Jury Commissioners	# of Emp	Position	Salaried Wages	Hourly Wages
	1	TEMP PER DIEM CLERK		50.00 per day
		(1 unfilled)		

Juvenile Probation	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	1	CHIEF JUVENILE PROB. OFC.	68,384.16	
	1	DEP CHIEF JUV. PROB. OFC	53,204.84	
	10	Juvenile Probation Officers	407,020.90	
	1	PROCEDURE CLERK		15.23
	1	FISCAL ASSISTANT		36,868.52
	1	ADMINISTRATIVE ASSISTANT		28,504.84

Domestic Relations	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	1	SOLICITOR	17,789.20	
	1	DIRECTOR	68,384.16	
	1	ASSISTANT DIRECTOR	43,139.98	
	3	Conference Officer	107,718.52	
	9	Enforcement Officer	265,396.04	
	1	Enforcement Supervisor	45,837.74	
	1	Enforcement Specialist	29,435.00	

1	Court Conference Supervisor	42,799.12	
1	County Investigator	39,773.24	
3	USIFA Officer	96,795.14	
3	INTAKE OFFICER/LOCATOR		14.56 - 15.90
4	SR. PROCEDURE CLERK (1		
	unfilled)		13.42 - 15.23
1	DATA PROCESSING TECH.		16.33

DUI School	# of Emp	Position	Salaried Wages	Hourly Wages
	3	Instructors		40.00

Law Library	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
		Law Librarian	34,653.58	

District Judges'	# of	Position	Salaried	Hourly
Offices	Emp		Wages	Wages
	5	Administrative Assistant	163,593.82	
	14	Sr. Procedure Clerk (Full – Time)		15.69
	3	Sr. Procedure Clerk (Part Time)		15.69

Moved: Seconded:

Vote: Mr. Beader Mr. Lechner Mr. Ammann Mr. Amundsen

President Judge Fornelli

Motion to approve the number and listed wages for the employees of INTERMEDIATE PUNISHMENT reporting to the COMMISSIONERS and PRISON BOARD, as set forth below, for the year 2012:

IPP Department	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	1	DIRECTOR	59,577.70	
	3	SUPERVISOR	113,300.46	
	2	HOUSE ARREST OFFICER	58,437.08	
	1	PT-HOUSE ARREST OFFICER (1		
		unfilled)	15000.00	
	2	IPP INTAKE ADMIN ASSISTANT	59,746.44	

Moved: Seconded: Vote: Mr. Beader Mr. Lechner

Mr. Amundsen Mr. Ammann

President of the Prison Board

Old Business:		
New Business:		
Questions from the Media:		
Motion to adjourn. Moved:	Seconded:	
		Mercer County Salary Board
Attest:		Marca County Salary Doard
Chief Clerk		