



- It was moved by Graybill and seconded by Partner to approve payment of the following checklists. The motion was unanimously carried.
  - #64107 - #64159 in the amount of \$211,584.61.
  - #64160 - #64234 in the amount of \$119,430.78.
- **Informational:** April 2022 is “Pennsylvania Safe Digging Month” and Citizens are reminded to dial 8-1-1 at least three business days before any digging project. The 8-1-1 utility notification information center is celebrating its 50<sup>th</sup> year of continuous service to the Commonwealth of Pennsylvania.

There being no further business, it was moved by Partner and seconded by Graybill to adjourn at 10:15 a.m. The motion was unanimously carried.

## II. Salary Board

Chairperson Alice Gray called to order the Salary Board meeting of Tuesday, March 28, 2022 at 10:16 am. Other Salary Board Members present were Commissioners Todd Graybill, Mark Partner, and County Treasurer Laurie S. Hower. An anonymous caller was in attendance via Webex. Also attending were County Administrator and Chief Clerk Jim Bahorik, Director of Fiscal Management Lindsey Shoop, Sheriff Josh Stimeling and Tyler Rupert with the Lewistown Sentinel.

Chairperson Gray called for discussion on the starting wage for a clerical position within the Juniata County Sheriff’s Office. Josh Stimeling had reached out to several other sixth, seventh and eighth class counties to survey wages and duties of clerical staff to compare and incorporate in the decision on a starting wage for this position. Josh stated that this would be a new position as “Office Manager” and both clerical workers in the department would need to be cross trained. The current Office Manager will be leaving as soon as the end of August or first week in September. Lindsey and Jim will begin working with the information given by Josh to establish a starting wage. On another note, Alice asked about the Telesoft Suite software that was installed in 2015 and Josh said it is functioning well for the Sheriff’s office.

Chairperson Gray called for a motion to approve a change in employment status for John W. Matter from his position as part-time telecommunicator to full-time position of Communications Supervisor at Juniata County 911 Center at a wage of \$53,093.33. Commissioner Partner made a motion to approve with Commissioner Graybill seconding the motion. Motion passed 4/0.

Chairperson Gray called for a motion to approve a compensation increase from current salary of \$51,320.06 (hourly \$26.32) to proposed salary of \$55,000 for the Director of Fiscal Management to reflect the addition of duties to act in the capacity of a Deputy County Administrator/Chief Clerk effective April 4, 2022. Commissioner Partner made a motion to approve with Commissioner Graybill seconding the motion. Motion passed 4/0.

Chairperson Gray called for a motion to approve, pending confirmation of the required background clearances, the hiring of Keith R. Mingle as a casual, part-time employee within the Commissioners’ Office at an hourly wage of \$14.87. The position is classified at less than 1000 hours per year and is not eligible to be a part of the County’s Retirement Fund as outlined in the Juniata County Employee’s Retirement System Summary Plan. Commissioner Graybill made a motion to approve with Commissioner Partner seconding the motion. Motion passed 4/0.

Commissioner Partner made a motion to adjourn at 10:29 am and Commissioner Graybill seconded the motion. Motion carried 4/0.

Respectfully, Laurie S. Hower

## III. Retirement Board – No business scheduled.

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Alice J. Gray, Chairperson

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Todd A. Graybill, Vice Chairman

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Mark R. Partner, Secretary

Submitted for Approval  
S. James Bahorik, County Administrator