

Lewistown, PA

March 20, 2025

The Mifflin County Salary Board met on Thursday, March 20, 2025 at 10:30 a.m. In attendance were Chairman Robert Postal, Commissioner Kevin Kodish, Commissioner Noah Wise, Treasurer Diane Griffith, Fiscal Affairs Payroll Manager/Assistant Chief Clerk Charity Larson and Fiscal Affairs Assistant Holly Yeager. Solicitor Steve Snook was absent.

There were no guests in attendance.

I. Call to Order:

The meeting was called to order at 10:30 a.m. by Chairman Robert Postal.

II. Approval of Minutes of February 20, 2025

A motion was made by Commissioner Kodish to approve. The motion was seconded by Commissioner Wise. The motion was unanimously approved.

III. New Business

1. Update job description for Fiscal Affairs Payroll Manager/Assistant Chief Clerk

The update is due to the reorganization in the office.

A motion was made by Commissioner Kodish to approve the updated job description. The motion was seconded by Commissioner Wise. The motion carried.

2. Update job description for Accounts Payable/Fiscal Assistant and salary adjustment due to additional duties

The changes are due to the reorganization in the office. The position will change from an hourly rate to a salary of \$48,000/year effective the first full pay period after March 31.

A motion was made by Commissioner Kodish to approve the item. The motion was seconded by Commissioner Wise. The motion carried.

3. Update job description for Chief Clerk and salary adjustment due to additional duties

The changes are due to the reorganization in the office. The increase to \$71,000/year becomes effective the next full pay period.

A motion was made by Commissioner Kodish to approve the item. The motion was seconded by Commissioner Wise. The motion carried.

4. Adjournment

With no further business to discuss, Chairman Postal adjourned the meeting at 10:33 a.m.

Secretary

ATTEST:

Chief Clerk