



Snyder County

PENNSYLVANIA

SALARY BOARD
DECEMBER 16, 2025
10:30 A.M.

Call to order

Approval of minutes of the October 2, 2025 meeting

2025 Cost of Living Increases and Standard Step Increases

Approval of the revised Compensation Schedule for 2026 reflecting an increase of 2%, as reflected in the 2026 Final County Budget, effective Pay 1 of 2026

Approval of a general wage increase of 2%, as reflected in the 2026 Final County Budget, for all part-time hourly non-bargaining employees, effective Pay 1 of 2026

Approval of a general wage increase of 2.25%, applied to the annual salary amounts as reflected in the 2026 Final County Budget, for all full-time and part-time salaried, non-bargaining employees, effective Pay Period 1 of 2026. This includes no longevity increases for 2026 and notes that annual salaries will be divided equally over 27 pay periods for the year

Approval of standard step increases for all full-time eligible non-bargaining hourly employees for 2026, per the attached list, all to become effective Pay 1 of 2026

Assessment Office

The approval of a reduction in the standard pay-period hours for Debbie J. Bilger, Field Assessor/Mapper, from 80 hours to 70 hours, effective November 3, 2025

The classification of Ella M. Swartz as an Administrative Assistant Trainee at a Grade 6 Step 1 (\$15.57 per hour) based on a 70 hour pay period, effective October 20, 2025

Children and Youth Services

The approval of the elimination of an Administrative Assistant position classified as a Grade 7 and the creation of an Administrative Officer position (non-exempt) classified as a Grade 9, effective December 13, 2025, as requested by The Child and Youth Services Administrator

The approval of a reclassification of Hope M. Goodling as an Administrative Officer at Grade 9 Step 5 (\$22.99 per hour) based on an 80 hour pay period effective December 13, 2025

The classification of Mako J. L. Klisiewicz as a Caseworker I at a Grade 8 Step 1 (\$18.24 per hour) based on a 80 hour pay period, effective October 27, 2025

The consideration of a request from the Children and Youth Administrator to waive salary schedule protocol and allow Jenifer L. Weimer Paige, recently reclassified to Casework Supervisor (Grade 12, Step 9, effective September 8, 2025), to receive a standard step increase (Grade 12, Step 10, \$31.30 per hour) in the first pay of 2026

District Attorney Office

The consideration of a request from the District Attorney to increase the annual salary of First Assistant District Attorney Matthew R. Cravitz from \$59,448.31 to \$71,722.56, effective December 13, 2025

The consideration of a request from the District Attorney to set the starting annual salary of the vacant Second Assistant District Attorney position at \$70,080.00, effective December 13, 2025

The consideration of a request from the District Attorney of the elimination of an Administrative Assistant position classified as a Grade 7 and the creation of a Paralegal position (non-exempt) classified as a Grade 9, effective December 13, 2025

The consideration of a request from the District Attorney for the reclassification of Jennifer L. Simpson as a Paralegal at Grade 9 Step 6 (\$23.74 per hour) based on a 75 hour pay period effective December 13, 2025. NOTE: The original request was for \$23.48 per hour but that amount is not an option on a Grade 9 of the schedule.

The consideration of a request from the District Attorney to place the Victim Witness Coordinator position (non-exempt) on the hourly grade and step scale, classified as Grade 7, effective December 13, 2025

The consideration of a request from the District Attorney for the reclassification of Laurie J. Wilson as the Victim Witness Coordinator at Grade 7 Step 12 (\$23.15 per hour) based on a 75 hour pay period effective December 13, 2025 NOTE: The original request was for \$22.92 per hour but that amount is not an option on a Grade 7 of the schedule.

The consideration of a request from the District Attorney to reduce the full time Administrative Assistant Position (Grade 7 – 75 hour pay period) to a part time position (maximum 38 hour pay period) with compensation consistent with the County starting part time rate

Maintenance

The classification of Kristin N. Keister as a Custodian on a Grade 6 Step 1 (\$15.57 per hour) based on a 80 hour pay period, effective November 3, 2025

The classification of Kolby Blackwell as a Custodian on a Grade 6 Step 3 (\$17.04 per hour) based on a 80 hour pay period, effective January 12, 2026

Discussion regarding the reclassification of the Maintenance Director position placing it on the hourly grade and step scale

Discussion regarding an increase to the compensation of Keith A. Kline, Maintenance Director effective December 13, 2025

Public Defender

The classification of Kelli A. Herbster as Part Time Legal Secretary at a rate of \$14.00 per hour for a maximum of 38 hour per pay period effective November 17, 2025

Prison/Corrections

Acknowledgement of the following rates for the Correctional Officers, as stipulated in the Act 195 Interest Arbitration Award issued on December 9, 2024, and in accordance with the current Collective Bargaining Agreement with Teamsters Local Union No. 764:

Effective January 1, 2026

Kristopher W. Adams	\$25.19 per hour
Chad M. Bitting	\$24.14 per hour
Nathan A. Bitting	\$23.59 per hour
Natasha L. Dunlap	\$24.16 per hour
Troy D. Dunlap	\$24.16 per hour
Jason E. Royer	\$24.16 per hour
Carrie E. Sampsell	\$24.07 per hour
Christopher G. Schulgen	\$23.10 per hour
James L. Shenck	\$23.59 per hour
Bruce A. Teats, Jr.	\$24.72 per hour

New Business

Executive Session (If Needed)

Adjournment