



Snyder County

PENNSYLVANIA

SPECIAL SALARY BOARD (ADVERTISED)

September 3, 2026

9:30 A.M.

Call to order

Approval of minutes of the July 2, 2026 meeting

Elections

Request approval to classify Abigail M. Klingler as Election Director, an exempt position, at an annual compensation of \$58,000.00, to be increased to \$60,000.00 effective the beginning of the pay period following six months of service, effective September 21, 2026

Request approval to transfer the Administrative Assistant position currently held by Ella M. Swartz, along with the employee, from the Assessment Department to the Elections Department, effective immediately, with no changes in compensation or hours

Probation

Request approval to adjust the salary for Dexter J. Herman, Probation Supervisor, from Grade 12, Step 8 (\$30.00 per hour plus a \$1.00 training stipend) to Grade 13, Step 7 (\$31.06 per hour) with no additional compensation for training duties, effective Pay 19 of 2026, as requested by the President Judge.

Request approval to create one (1) full-time Office Manager position within the Probation Department at Pay Grade 8, effective Pay 1 of 2027, while maintaining the current Administrative Assistant position as vacant, as requested by the President Judge.

Request approval to reclassify Trish A. Jordan from Administrative Assistant (Grade 7, Step 7, \$20.89 per hour) to Office Manager within the Probation Department at Grade 8, Step 6 (\$22.08 per hour plus COLA), effective Pay 1 of 2027, with the pay rate difference to be reimbursed to the General Fund via Act 35 funds for one year, as requested by the President Judge

Request approval to pay a quarterly stipend of \$500.00 to Kristin E. Hoot for her designation as Master Trainer of the Probation Department, effective Pay 1 of 2027, provided that the full amount is reimbursed through Act 35/77 funds, excluded from standard cost-of-living increases, and maintained only while funded, as requested by the President Judge

Prothonotary

Request approval to reclassify Lacey Knouse following her promotion to Chief Deputy within the Prothonotary, Clerk of Courts, and Clerk of Orphans' Court Department, adjusting her rate from Grade 7, Step 6 (\$20.42 per hour) to Grade 8, Step 9 (\$23.55 per hour), effective immediately, as requested by the Prothonotary

New Business

Executive Session (If Needed)

Adjournment