



THE COUNTY OF CHESTER



COMMISSIONERS
Josh Maxwell
Marian D. Moskowitz
Eric M. Roe

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SALARY BOARD ANNUAL MEETING MINUTES

January 2, 2024

1. CALL MEETING TO ORDER

The public annual meeting of the Chester County Salary Board was called to order at 10:14 AM on Tuesday, January 2, 2024 in the Commissioners' Boardroom by the Chair of the Salary Board, Commissioner Josh Maxwell. Commissioner Marian Moskowitz, Commissioner Eric Roe, Controller Margaret Reif, Coroner Sophia Garcia-Jackson, District Attorney Christopher de Barrena-Sarobe, Prothonotary Debbie Bookman, Recorder of Deeds Diane O'Dwyer, and Sheriff Kevin Dykes were also present.

CALL TO ORDER

2. PUBLIC COMMENT

There was no public comment.

PUBLIC COMMENT

3. NOMINATION AND ELECTION OF SALARY BOARD VICE CHAIR

Chair Maxwell asked for nominations for the position of Vice-Chair of the Salary Board. Commissioner Maxwell nominated Commissioner Moskowitz for Vice-Chair. A vote was conducted; Commissioner Moskowitz was unanimously elected as Vice-Chair of the Salary Board.

NOMINATION AND ELECTION OF VICE CHAIR

4. NOMINATION AND ELECTION OF SALARY BOARD PRESIDENT PRO TEMPORE

Chair Maxwell asked for nominations for the position of President Pro Tempore of the Salary Board. Commissioner Moskowitz nominated Controller Reif. A vote was conducted; Controller Reif was unanimously elected as President Pro Tempore of the Salary Board.

NOMINATION AND ELECTION OF PRESIDENT PRO TEMPORE

5. CONFIRMATION OF 2024 SALARY BOARD MEETING SCHEDULE ADVERTISED

County Administrator Bobby Kagel confirmed that the 2024 Public Meeting schedule of the Chester County Salary Board was advertised in the *Daily Local News* on December 27, 2023.

CONFIRMATION OF 2024 SALARY BOARD MEETING SCHEDULE ADVERTISED

6. PROMULGATION AND ADOPTION OF MEETINGS RULES AND REGULATIONS FOR SALARY BOARD MEETINGS

Commissioner Roe made a motion to approve the proposed Meeting Rules and Regulations for Salary Board Meetings. Commissioner Moskowitz seconded the motion. All were in favor; motion carried to approve the proposed Meeting Rules and Regulations for Salary Board Meetings.

PROMULGATION AND ADOPTION OF MEETINGS RULES AND REGULATIONS FOR SALARY BOARD MEETINGS

7. ANNUAL APPROVAL OF AUTHORIZED POSITIONS

**AUTHORIZED
POSITIONS
Commissioners**

a. Commissioners and related departments

Commissioner Moskowitz made a motion to approve the list of authorized positions for the Commissioners' office and related departments. Commissioner Roe seconded the motion. All were in favor; motion carried to approve the authorized positions list for the Commissioners' office and related departments.

b. Courts and related departments

Courts

Commissioner Moskowitz made a motion to approve the list of authorized positions for the Courts and related departments. Commissioner Roe seconded the motion. All were in favor; motion carried to approve the authorized positions list for the Courts and related departments.

c. Clerk of Courts

Clerk of Courts

Commissioner Roe made a motion to approve the list of authorized positions for the Clerk of Court's office. Commissioner Moskowitz seconded the motion. All were in favor; motion carried to approve the authorized positions list for the Clerk of Court's Office.

d. Controller

Controller

Controller Reif made a motion to approve the list of authorized positions for the Controller's office. Commissioner Moskowitz seconded the motion. All were in favor; motion carried to approve the authorized positions list for the Controller's office.

e. Coroner

Coroner

Coroner Sophia Garcia-Jackson made a motion to approve the list of authorized positions for the Coroner's office. Commissioner Roe seconded the motion. All were in favor; motion carried to approve the authorized positions list for the Coroner's office.

f. District Attorney

District Attorney

District Attorney Christopher de Barrena-Sarobe made a motion to approve the list of authorized positions for the District Attorney's office. Commissioner Moskowitz seconded the motion. All were in favor; motion carried to approve the authorized positions list for the District Attorney's office.

g. Prothonotary

Prothonotary

Prothonotary Debbie Bookman made a motion to approve the list of authorized positions for the Prothonotary's office. Commissioner Roe seconded the motion. All were in favor; motion carried to approve the authorized positions list for the Prothonotary's office.

h. Recorder of Deeds

Recorder of Deeds

Recorder of Deeds Diane O'Dwyer made a motion to approve the list of authorized positions for the Recorder of Deeds' office. Commissioner Moskowitz seconded the motion. All were in favor; motion carried to approve the authorized positions list for the Recorder of Deeds' office.

i. Register of Wills

Register of Wills

Commissioner Moskowitz made a motion to approve the list of authorized positions for the Register of Wills' office. Commissioner Roe seconded the motion. All were in favor; motion carried to approve the authorized positions list for the Register of Wills' office.

j. Sheriff

Sheriff

Sheriff Kevin Dykes made a motion to approve the list of authorized positions for the Sheriff's office. Commissioner Moskowitz seconded the motion. All were in favor; motion carried to approve the authorized positions list for the Sheriff's office.

k. Treasurer

Treasurer

Commissioner Moskowitz made a motion to approve the list of authorized positions for the Treasurer's office. Commissioner Roe seconded the motion. All were in favor; motion carried to approve the authorized positions list for the Treasurer's office.

8. ADJOURNMENT

ADJOURNMENT

The meeting was adjourned following a motion made by Commissioner Moskowitz, which was seconded by Commissioner Roe. Motion carried to adjourn the meeting. Meeting adjourned at 10:21 AM.



Taken by Taylor Pettit

On behalf of Chief Clerk Robert J. Kagel