

COUNTY OF BERKS
COMMISSIONERS' BOARD MEETING AGENDA
April 4, 2024

Christian Y. Leinbach, Commissioner, Chair
Michael S. Rivera, Commissioner
Dante Santoni, Jr., Commissioner
Christine M. Sadler, Esq., County Solicitor
Kevin S. Barnhardt, Chief Operations Officer
Carmen Torres, Chief Clerk

CALL TO ORDER – 10:00 A.M.

Observe a moment of silence followed by the Pledge of Allegiance to the Flag led by Christian Y. Leinbach, Commissioner Chair.

NOTICE:

Public comment will be accepted in person and through the Q&A function. Please include your first name, last name and municipality for all comments. Any comments without name and municipality will not be considered. Each citizen can submit one comment. Comment length is dictated by limitations of the platform being used (Teams Q&A, Facebook, YouTube). In person comments will be accepted first, followed by comments submitted virtually. The meeting comment period is limited to a total of 30 minutes including both in person and virtual comments. This time period may be extended at the discretion of the Board. Please be concise. Comments that are germane to County business will be read during the meeting and should not be considered to be interactive dialog with the Commissioners. The County Solicitor shall be the final arbiter of whether a comment is germane and should be read. Any Commissioner response to public comment will be done at the discretion of the Commissioners.

APPROVAL OF MINUTES

Approve the March 28, 2024, meeting minutes.

PUBLIC COMMENT ON AGENDA ITEMS

AGENDA ITEMS

1. Authorizing:

Budget

- 103.2024 A. Adopt a resolution authorizing 2023 Appropriations in the negative amount of \$(3,058,398) and 2024 Appropriations in the amount of \$3,125,021 per listing dated March 29, 2024.

104.2024 A. Adopt a resolution authorizing Human Resources Recommendations dated April 4, 2024, as follows:

1. Authorize the appointment of Adam Todoro to PC011983 Enterprise Support Technician, Information Systems, effective 04/10/2024. Rate of \$60,158/annually. Salary range minimum \$57,226; Midpoint \$68,657; Maximum \$80,088. Replacement for Anthony Caleroni who was promoted. This request meets the criteria of the Hiring Policy. Budget 10000 – 11170.
2. Authorize the appointment of Glen Aidukas to PC013650 Network Engineer, Information Systems, effective 04/10/2024. Rate of \$80,915/annually. Salary range minimum \$65,174; Midpoint \$81,467; Maximum \$97,760. Replacement for Matt Boehm who was promoted. This request meets the criteria of the Hiring Policy. Budget 10000 – 11170.
3. Authorize the promotion of Kasi Offerman from PC010591 County Caseworker II to PC013124 County Caseworker Supervisor I, Children and Youth Services, effective 04/05/2024. Rate of \$69,264/annually. Salary range minimum \$61,465; Midpoint \$76,831; Maximum \$92,198. Replacement for Luis Quiroz-Gonzalez who separated. This request meets the criteria of the Hiring Policy. Budget 22000 – 23200.
4. Authorize the promotion of Caitlyn Flemming from PC010620 County Caseworker II to PC010644 County Caseworker Supervisor I, Children and Youth Services, effective 04/05/2024. Rate of \$69,264/annually. Salary range minimum \$61,465; Midpoint \$76,831; Maximum \$92,198. Replacement for Nicole Kauffman-Jacoby who separated. This request meets the criteria of the Hiring Policy. Budget 22000 – 23200.
5. Authorize the promotion of Wayne Bridgman from PC010146 Assistant District Attorney II to PC010149 Assistant District Attorney III, District Attorney's Office, effective 05/01/2024. Rate of \$76,500/annually. Salary range minimum \$75,223; Midpoint \$94,029; Maximum \$112,835. Replacement for Michael Schoen who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11580.

- 105.2024 B. Adopt a resolution authorizing approval of the Suspicious Mail or Package Policy, Section 11.11, of the Human Resources Policy & Procedure Manual, effective April 4, 2024.

Purchasing

- 106.2024 A. Adopt a resolution authorizing a recommendation to award and further authorizing the Director of Contracts and Procurement to execute a one (1) year contract as a result of the Request for Proposal #23-22-GR for Operator of the Pennsylvania CareerLink® Berks County as follows:

Educational Data Systems, Inc.

15300 Commerce Drive North
Dearborn, MI 48120

One Stop Operator (Not to Exceed): \$902,150.07

Resource Room (Not to Exceed): \$195,675.64

Grand Total (Not to Exceed): \$1,097,825.71

during the term of 7/1/2024 to 6/30/2025

Commissioners

- 107.2024 A. Adopt a resolution authorizing Pamela Seaman, Administrator, Mental Health and Developmental Disabilities, to execute the Pennsylvania. Department of Human Services renewal letter exercising its three-year renewal option of the HealthChoices Behavioral Health Agreement by and between the County of Berks and the Commonwealth of Pennsylvania's Department of Human Services, thereby extending the contract through December 31, 2027.
- 108.2024 B. Adopt a resolution approving the sublease agreement between the County of Berks, as sublessor, and Berks Book Bonanza, Inc., as sublessee, pursuant to which the County is subleasing 9,782 square feet of warehouse space in the portion of the building located at 400 East Wyomissing Avenue, Mohnton, PA, leased by the County, together with the right to use the loading dock, up to 15 parking spaces for sublessee's operations; and, in addition, to use the multipurpose room within the County's leased space between June 1 and July 31 of each year during the sublease term, for an initial term of five years, with up to ten additional terms of two years each upon agreement of the County and the sublessee.
- 109.2024 C. Authorizing a letter to the Chairman of the Board of Supervisors of all Second-Class Townships announcing a vacancy of a 2nd Class Township position on the Reading Area Transportation Study (RATS) Coordinating Committee effective March 20, 2024, and seeking nominations of candidates to fill that position.
- 110.2024 D. Adopt a resolution authorizing a letter of support for the Berks Coalition to End Homelessness' (BCEH) application for COVID-

19 ARPA Capital Projects Fund Multi-Purpose Community Facilities Program for funding to create a Day Center/Community Facility to serve homeless and underserved individuals and families in Berks County.

- 111.2024 E. Adopt a resolution authorizing Christian Y. Leinbach, Chair, and Robert Patrizio Jr., Chief Financial Officer, to execute the Department of Human Services (DHS) Emergency Rental Assistance Program Reallocation Survey required for ERAP2 reallocation process to begin.
- 112.2024 F. Adopt a resolution authorizing the approval and execution of the Berks County Area Agency on Aging 2024-2028 Local Area Plan effective October 1, 2024 through September 30, 2028.
- 113.2024 G. Adopt a resolution authorizing execution of a letter of support to the County Commissioners Association of Pennsylvania (CCAP) on behalf of the County of Berks and the DoubleTree Hotel & Conference Center for a proposal to host the August 2029 CCAP Annual Conference.
2. Motion to authorize the execution of Contract Agreements/Amendments as set forth on the Contract Agenda listing dated April 1, 2024.
3. Motion to authorize execution of the payments and electronic transfers for the week ending April 4, 2024.
4. Motion to authorize execution of employee payroll disbursements dated April 9, 2024.

AGENDA APPROVAL**REPORTS OF TREASURER AND CONTROLLER**

1. Mitchell R. Darcourt, County Treasurer
2. Joe Rudderow, County Controller

REPORT OF CHIEF OPERATIONS OFFICER**COMMISSIONERS' COMMENTS**

Commissioner Rivera

Commissioner Santoni

Commissioner Leinbach

ROW OFFICERS' COMMENTS

ADJOURNMENT

Commissioners' Board Meeting Minutes March 28, 2024 (Draft for approval April 4, 2024)

The Berks County Board of Commissioners met on Thursday, March 28, 2024, at 7:00 P.M. in a regular session On the Road in Muhlenberg Township Municipal Building and via Microsoft Teams Live, YouTube, and Facebook, pursuant to due notice to Board members and the public.

Commissioner Chair Christian Y. Leinbach called the meeting to order, with Commissioner Dante Santoni, Jr. in attendance and Commissioner Michael S. Rivera participating via Microsoft Teams. Christine M. Sadler, Solicitor, Kevin S. Barnhardt, Chief Operations Officer, and Carmen Torres, Chief Clerk, were also present.

Commissioner Leinbach opened the meeting with a moment of silence, followed by the Pledge of Allegiance to the Flag.

NOTICE:

Public comment will be accepted in person and through the Q&A function. Please include your first name, last name and municipality for all comments. Any comments without name and municipality will not be considered. Each citizen can submit one comment. Comment length is dictated by limitations of the platform being used (Teams Q&A, Facebook, YouTube). In person comments will be accepted first, followed by comments submitted virtually. The meeting comment period is limited to a total of 30 minutes including both in person and virtual comments. This time period may be extended at the discretion of the Board. Please be concise. Comments that are germane to County business will be read during the meeting and should not be considered to be interactive dialog with the Commissioners. The County Solicitor shall be the final arbiter of whether a comment is germane and should be read. Any Commissioner response to public comment will be done at the discretion of the Commissioners.

MEETING HOST WELCOME FROM MUHLENBERG TOWNSHIP

Michael Malinowski, Chair of the Muhlenberg Township Board of Commissioners, introduced the other members of the Muhlenberg Board of Commissioners and other Muhlenberg Township staff present. He gave a breakdown of the funding received, the continued upgrades to their park systems, and continued road work, and he touched on the great work of the Muhlenberg Police Department. He noted that Muhlenberg is very busy and continues its economic growth.

APPROVAL OF MINUTES

The March 21, 2024, meeting minutes were approved as presented.

Commissioner Leinbach noted that Several Executive Sessions were held; one session was held on March 25, 2024, dealing with personnel and security. A session dealing with personnel, real estate, and contract negotiations was held on March 27, 2024.

PUBLIC COMMENT ON AGENDA ITEMS

No comments

AGENDA ITEMS

Commissioner Rivera motioned to approve the agenda as presented; Commissioner Santoni seconded the motion; There being no further discussion, the motion carried.

1. Authorizing:

Purchasing

- 94.2024 A. Adopt a resolution authorizing a recommendation to award and further authorizing the Director of Contracts and Procurement to execute, one (1) agreement as a result of ITB# 24-04-NC, Food Provisions, Produce to be utilized by the Berks County Jail System and Berks Heim as follows:

Bedway Produce Company
30 Ave E
Schuylkill Haven, PA 17972

Pricing for produce shall be quoted and awarded by the Purchasing Department to awarded vendor on a weekly basis. Awarded vendor shall submit quote in accordance with the requirements identified within the ITB listed within their respective agreement, awarded pricing will be firm for all deliveries occurring the following calendar week (Sunday-Saturday). **The estimated annual spend for produce for County of Berks facilities is \$131,616.20.**

- 95.2024 B. Adopt a resolution authorizing a recommendation to award and the Director of Contracts and Procurement to execute, a contract as a result of ITB 24-03-MZ, Fuel Oil: # 2 Heating Oil, Ultra Low Sulfur Diesel Fuel & Gasoline for a period of one (1) year to be utilized by the County of Berks and nineteen (19) participating members of the Berks County Cooperative Purchasing Council (BCCPC) as follow:

Richland Partners, LLC DBA Leffler Energy
9 W Broad Street Suite 310
Stamford, CT 06902

Estimated Annual Expenditure - Grand Total: \$1,125,730.25
Estimated Annual Expenditure – Berks Portion: \$ 93,826.83

Commissioners

- 96.2024 A. Adopt a resolution approving submission of the Application for Reimbursement for a County Recycling Coordinator to the Pennsylvania Department of Environmental Protection, Bureau of Waste Management for reimbursement of 50% of the salary, benefits, and expenses paid to the Berks County Recycling Coordinator for the calendar year 2023 (known as the 903 Recycling Coordinator grant).

Commissioners' Meeting**March 28, 2024**

- 97.2024 B. Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Pennsylvania Commission on Crime and Delinquency grant application for subgrant 43312, for the National Forensic Science Improvement Act applying for grant funding for the Combating Opioids project within the District Attorney's office in the amount of \$138,198.00 for the period July 1, 2024 – June 30, 2025, and further authorizing the Chair, to execute any and all grant award notifications.
- 98.2024 C. Adopt a resolution authorizing a letter of support for the Perry Commercial Center application for funding through the Commonwealth of Pennsylvania Department for Community and Economic Development Business in Our Sites (BOS) program.
- 99.2024 D. Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the 2023 Senior Judge Reimbursable Costs Grant from the Administrative Office of Pennsylvania Courts ("AOPC") in the reimbursement request amount of \$80,150 to offset the costs of Senior Judges and their judicial staff.
- 100.2024 E. Adopt a resolution authorizing the County Solicitor to execute fee agreements and engagement letters with outside legal counsel to handle legal matters as assigned by the County Solicitor.
- 101.2024 F. Adopt a resolution authorizing the Chief Clerk to advertise enactment of proposed Berks County Ordinance No. 01-2024 for the adoption of a responsible contractor ordinance.
- 102.2024 G. Adopt a resolution authorizing senior County leadership to take the necessary steps to establish a Shelter Care Program at the former Berks Heim Annex for children in need to have an appropriate residential setting.
2. Motion to authorize the execution of Contract Agreements/Amendments as set forth on the Contract Agenda listing dated March 28, 2024. There are a total of 8 contracts, and the departments were listed.

AGENDA APPROVAL**REPORTS OF TREASURER AND CONTROLLER**

1. Commissioner Leinbach presented the weekly Treasurer's report.
2. Joe Rudderow, County Controller, presented the Controller's report.

REPORT OF CHIEF OPERATIONS OFFICER

Nothing to report.

Commissioner Rivera

He noted he had the opportunity to visit Amanda Stoudt and join them for their reading program. He gave kudos to the United Way for sponsoring the Reading Alliance program, which brings Reading Senior High School students to read to the younger students. He displayed the Palmer Strong brochure handed out at the memorial service for the one-year anniversary of the Palmer incident. He wished Paul Bradshaw, Assistant Solicitor, the best in his retirement and thanked him for all his dedicated work to the County.

Commissioner Santoni

He announced he continues the tours of the County, and this week, he took a tour of the Berks County Planning Commission and Court Administration for a tour of the Courts. He touched on the tour of Berks Nature and shared some of their events. He spoke of the remembrance ceremony for the Palmer incident and remembering those lost. He thanked Muhlenberg Township for hosting the Commissioners.

Commissioner Leinbach

He acknowledged Stephanie Williams, who attended the meeting. He spoke about the Palmer incident that occurred a year ago, supported the community, and remembered those we lost. He congratulated RACC on winning the Bellwhether Award. He congratulated Tammy Gore and Paul Bradshaw on their retirement. He wished everyone a blessed Passover and Easter.

Christine Sadler commented on Paul's retirement and spoke highly of him and his years of service. She wished Paul a great retirement and wished him the very best.

ROW OFFICERS' COMMENTS

Joe Rudderow, Controller, spoke about Berks Encore and their event and all the great thing they do.

PUBLIC COMMENT

No comments

ADJOURNMENT

There being no further business, Commissioner Leinbach adjourned the meeting at 7:31 pm

Respectfully Submitted,

Carmen Torres, Chief Clerk

March 29, 2024
To: Carmen Torres, Chief Clerk
From: Robert Patrizio - Director of Budget & Finance
Please include the attached "Budget Transfer/Appropriation Requests" on the Commissioner's Meeting Agenda for the week of April 4, 2024.

TRANSFERS 2023

Department Name	Transfer From/Credit Acct. #					Transfer To/Debit Acct. #					Amount																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
	Fund	Dept	Prog	Acct	Proj	Grant	Account Name	Fund	Dept	Prog		Acct	Proj	Grant	Account Name																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											</

APPROPRIATIONS 2023

Department Name	Revenue / Credit Acct. #				Expense / Debit Acct. #				Fund	Department Name	Account Name		Grant	Amount
	Fund	Dept	Prog	Acct	Proi	Fund	Dept	Prog	Acct	Proi	Grant	Account Name	Grant	Amount
Election Services	26123	11050	00000	55000	000000	26123	11050	00000	70000	000000	000000	Office Equipment (< \$5k)	000000	\$ 11,628
	26123	11050	00000	55000	000000	26123	11050	00000	79999	000000	000000	Expense Clearing Account	000000	\$ 21,556
	26123	11050	00000	55000	000000	26123	11050	00000	79999	000000	000000	Expense Clearing Account	000000	\$ (21,556)
	26123	11050	00000	55000	000000	26123	11050	00000	79999	000000	000000	Payments To Institutions	000000	\$ (2,822,774)
From General Fund - Fund Balance						10000	11280	28001	63600	000000	000000	Contracted Services	000000	\$ (247,250)
From General Fund - Fund Balance						10000	11280	28001	63802	000000	000000	Default	000000	\$ (3,058,398)

TRANSFERS 2024

Department Name	Transfer From/Credit Acct. #					Transfer To/Debit Acct. #					Fund	Department Name	Account Name		Grant	Amount	
	Fund	Dept	Prog	Acct	Proj	Fund	Dept	Prog	Acct	Proj			Account Name	Grant			
																	\$ -
2024 Transfers Total																	

APPROPRIATIONS 2024

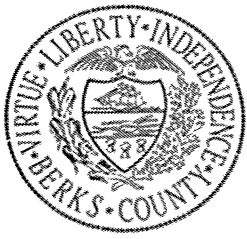
Department Name	Revenue / Credit Acct. #				Expense / Debit Acct. #				Fund	Department Name	Account Name		Grant	Amount
	Fund	Dept	Prog	Acct	Proi	Fund	Dept	Prog	Acct	Proi	Grant	Account Name	Grant	Amount
Human Services	33000	26500	00000	50000	000000	33000	26500	00000	63600	000000	000000	Payments To Institutions	000000	\$ 24,452
	33000	26500	00000	50000	000000	33000	26500	00000	63800	000000	000000	Payments To Institutions	000000	\$ 3,352
	33000	26500	00000	50000	000000	33000	26500	00000	63800	000000	000000	Payments To Institutions	000000	\$ 2,822,774
	33000	26500	00000	50000	000000	33000	26500	00000	63800	000000	000000	Contracted Services	000000	\$ 247,250
From General Fund - Fund Balance						10000	11280	28001	63802	000000	000000	Contracted Services	000000	\$ (476)
Juvenile Probation	26084	12020	00000	50000	000000	26084	12020	00000	68004	000000	000000	Contracted Services	000000	\$ 3,201
District Justices	26105	11610	10049	50000	000000	26105	11610	10049	63802	000000	000000	Other Equipment (< \$5k)	000000	\$ 24,458
SCAAP Fund Balance						26094	12090	10829	70004	000000	000000		000000	\$ 3,125,021

BUDGET TRANSFER AND APPROPRIATION REQUEST EXPLANATIONS:

1. Appropriating the reimbursement from the purchase of 22 scanners in 2023 from Election Security Grant funds.
2. Appropriating the reimbursement from the purchase of 22 computers and installation of circuit cabling in 2022 from Election Security Grant funds, including the offsetting credit to the General Fund.
3. Negatively appropriating unused Community Support funds reflecting slower than anticipated progression of projects, contracts and grant awards for community organizations to be used in 2024.
4. Appropriating 2023 Human Service Development Funds deferred grant revenue for use in 2024.
5. Appropriating Community Support Funds due to slower than anticipated progression of projects, contracts and grant awards for community organizations requires carryover of funding from 2023 to 2024.
6. Negatively appropriating Grant in Aid Conference & Training funding to reflect the revised 2024 allocation.
7. Appropriating AOPC grant revenue to provide for revised quote to purchase access control and door release equipment and installation at MDJ Yoch.
8. Appropriating SCAAP Fund Balance to provide for the cost of additional rooms being created in the Jail's multi-purpose room.

Commissioners' Meeting
HUMAN RESOURCES RECOMMENDATIONS
April 4, 2024

1. Authorize the appointment of Adam Todoro to PC011983 Enterprise Support Technician, Information Systems, effective 04/10/2024. Rate of \$60,158/annually. Salary range minimum \$57,226; Midpoint \$68,657; Maximum \$80,088. Replacement for Anthony Caleroni who was promoted. This request meets the criteria of the Hiring Policy. Budget 10000 – 11170.
2. Authorize the appointment of Glen Aidukas to PC013650 Network Engineer, Information Systems, effective 04/10/2024. Rate of \$80,915/annually. Salary range minimum \$65,174; Midpoint \$81,467; Maximum \$97,760. Replacement for Matt Boehm who was promoted. This request meets the criteria of the Hiring Policy. Budget 10000 – 11170.
3. Authorize the promotion of Kasi Offerman from PC010591 County Caseworker II to PC013124 County Caseworker Supervisor I, Children and Youth Services, effective 04/05/2024. Rate of \$69,264/annually. Salary range minimum \$61,465; Midpoint \$76,831; Maximum \$92,198. Replacement for Luis Quiroz-Gonzalez who separated. This request meets the criteria of the Hiring Policy. Budget 22000 – 23200.
4. Authorize the promotion of Caitlyn Flemming from PC010620 County Caseworker II to PC010644 County Caseworker Supervisor I, Children and Youth Services, effective 04/05/2024. Rate of \$69,264/annually. Salary range minimum \$61,465; Midpoint \$76,831; Maximum \$92,198. Replacement for Nicole Kauffman-Jacoby who separated. This request meets the criteria of the Hiring Policy. Budget 22000 – 23200.
5. Authorize the promotion of Wayne Bridgman from PC010146 Assistant District Attorney II to PC010149 Assistant District Attorney III, District Attorney's Office, effective 05/01/2024. Rate of \$76,500/annually. Salary range minimum \$75,223; Midpoint \$94,029; Maximum \$112,835. Replacement for Michael Schoen who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11580.



COUNTY OF BERKS
Purchasing Department

MEMORANDUM

DATE: Monday, April 1, 2024

TO: The Board of Commissioners & the Chief Clerk

RE: Agenda Items – Commissioners' Meeting

Please include the contract listings outlined in this Memorandum for inclusion on the Agenda for the Commissioners' meeting scheduled for **Thursday, April 4, 2024** for approval and formalization. Details are as follows:

- 1. Contract Type & #:** Amendment #1 to Agreement #PC-610637-21 (RFP #20-27-CN)

Department: Area Agency on Aging

Vendor: **The Advocacy Alliance**

Term: May 1, 2024 to April 30, 2025

Funding Source: 100% State

Description & Amount: This Amendment serves to extend this Agreement through April 30, 2025 for the provision of Guardian, Representative Payee, and Power of Attorney Services to County Clients as requested by Area Agency on Aging. The rates shall remain the same during this Term.
- 2. Contract Type & #:** Amendment #1 to Agreement #PSAP-629166-23

Department: Children and Youth Services & Juvenile Probation Office

Vendor: **Athena House, LLC.**

Term: State Fiscal Year 2023/2024

Funding Source: 13% County, 51% State, 32% Federal, 4% Other

Description & Amount: This Amendment serves to modify this Agreement for placement services to County clients as requested by Children and Youth Services or Juvenile Probation Office by replacing Attachment B-1, Fee Schedule with Attachment B-2, Fee Schedule, reducing the rates as follows: Athena House – Females (12-20) and Athena House (Shelter) – Females shall be reduced from \$399.45 per day to \$361.18 per day. The estimated expenditure during this term is \$80,000.00.

3. Contract Type & #: Change Order #1 to Agreement #PC-263975-23 (ITB #23-12-GR)

Department: Facilities and Operations

Vendor: **Vision Mechanical, Inc.**

Term: April 4, 2024 to project completion date

Funding Source: 100% County

Description & Amount: This Change Order serves to modify this Agreement for the provision of Plumbing Construction of the Berks County Agriculture Center Facility Upgrades Project – Phase 1, to include labor and materials for the USDA fit-out. The amount shall increase by \$11,705.83 to an amount not to exceed \$250,715.83.