

# Berks County SERVICES DIRECTORY



*Direct Connection  
to Your Local Government*

Election Services • Juvenile Probation • Sheriff's Office • Tax Claims Bureau • Farm Service Agency  
County Commissioners • Parks & Recreation • Veterans Affairs • District Attorney • Pronothotary  
Planning Commission BARTA • Recorder of Deeds • Berks Heim • Magisterial District Judges • etc.

# BERKS COUNTY GOVERNMENT DIRECTORY INDEX

| County Department           | Building       | Fl. | Phone No.           | Fax No.      | page      |
|-----------------------------|----------------|-----|---------------------|--------------|-----------|
| Adult Probation             | Services Ctr   | 7   | <b>610-478-3480</b> | 610-478-3451 | <b>28</b> |
| Aging (Office of)           | Services Ctr   | 8   | <b>610-478-6500</b> | 610-478-6886 | <b>33</b> |
| Agricultural Coordinator    | Ag Center      | 1   | <b>610-898-5482</b> | 610-378-7961 | <b>17</b> |
| Ag Land Preservation        | Ag Center      | 2   | <b>610-378-1844</b> | 610-378-7983 | <b>16</b> |
| Assessment/Mapping          | Services Ctr   | 3   | <b>610-478-6262</b> | 610-478-6261 | <b>13</b> |
| Berks Heim                  | Berks Heim     |     | <b>610-376-4841</b> | 610-376-4168 | <b>34</b> |
| Budget                      | Services Ctr   | 13  | <b>610-478-6190</b> | 610-478-6206 | <b>7</b>  |
| CareerLink                  | CareerLink     |     | <b>610-988-1360</b> | 610-988-1301 | <b>40</b> |
| Children & Youth Services   | Services Ctr   | 11  | <b>610-478-6700</b> | 610-478-6799 | <b>37</b> |
| Clerk of Courts             | Courthouse     | 4   | <b>610-478-6550</b> | 610-478-6570 | <b>29</b> |
| Commissioners               | Services Ctr   | 13  | <b>610-478-3374</b> | 610-478-6139 | <b>5</b>  |
| Community Development       | Services Ctr   | 14  | <b>610-478-6325</b> | 610-478-6326 | <b>22</b> |
| Conservation District       | Ag Center      | 2   | <b>610-372-4657</b> | 610-478-7058 | <b>18</b> |
| Controller                  | Services Ctr   | 12  | <b>610-478-6150</b> | 610-478-6890 | <b>7</b>  |
| Coroner                     | Courthouse     | 15  | <b>610-478-3280</b> | 610-478-3289 | <b>46</b> |
| Court Reporters             | Courthouse     | 14  | <b>610-478-6467</b> | 610-478-4949 | <b>29</b> |
| Court Administration        | Courthouse     | 7   | <b>610-478-6208</b> | 610-478-6366 | <b>25</b> |
| District Attorney           | Services Ctr   | 5   | <b>610-478-6000</b> | 610-478-6002 | <b>46</b> |
| DA Detectives               | Services Ctr   | 15  | <b>610-478-7171</b> | 610-478-6060 | <b>47</b> |
| Domestic Relations          | Services Ctr   | 6   | <b>610-478-2900</b> | 610-478-6585 | <b>28</b> |
| Election Services           | Services Ctr   | 1   | <b>610-478-6490</b> | 610-478-6218 | <b>8</b>  |
| Emergency Services          | Direct Link    | 1   | <b>610-374-4800</b> | 610-374-8865 | <b>48</b> |
| Fire Training Center        | Fire Trng Ctr  |     | <b>610-378-5509</b> | 610-378-5568 | <b>49</b> |
| Facilities & Operations     | Services Ctr   | 16  | <b>610-478-6201</b> | 610-478-3378 | <b>9</b>  |
| Family Court Administration | Services Ctr   | 7   | <b>610-478-6208</b> | 610-478-6995 | <b>25</b> |
| GIS                         | Services Ctr   | 14  | <b>610-478-6283</b> | 610-478-3470 | <b>10</b> |
| Human Services              | Services Ctr   | 13  | <b>610-478-6194</b> | 610-478-0206 | <b>39</b> |
| Human Resources             | Service Ctr    | 8   | <b>610-478-6118</b> | 610-478-6084 | <b>9</b>  |
| Information Systems         | Services Ctr   | 12  | <b>610-478-6175</b> | 610-478-6909 | <b>10</b> |
| Judges (all)                |                |     | <b>610-478-6208</b> |              | <b>25</b> |
| Juvenile Probation          | Services Ctr   | 10  | <b>610-478-3200</b> | 610-478-3251 | <b>28</b> |
| Law Library                 | Courthouse     | 10  | <b>610-478-6370</b> | 610-478-6375 | <b>29</b> |
| Library System              | Library System |     | <b>610-378-5260</b> | 610-378-1525 | <b>12</b> |
| Mail Room/Print Shop        | Services Ctr   | 1   | <b>610-478-6245</b> | 610-478-6247 | <b>12</b> |
| Magisterial District Judges | Courthouse     | 1   | <b>610-478-6452</b> | 610-478-6608 | <b>27</b> |
| MH/MR Services              | Services Ctr   | 15  | <b>610-478-3271</b> | 610-478-4980 | <b>39</b> |

| County Department          | Building         | Fl. | Phone No.           | Fax No.      | page      |
|----------------------------|------------------|-----|---------------------|--------------|-----------|
| Parks & Recreation         | Gring's Mill     |     | <b>610-372-8939</b> | 610-374-8839 | <b>52</b> |
|                            | Heritage Ctr     |     | <b>610-373-7066</b> | 610-373-7049 | <b>52</b> |
| Planning Commission        | Services Ctr     | 14  | <b>610-478-6300</b> | 610-478-6316 | <b>10</b> |
| Prison                     | Prison           |     | <b>610-208-4800</b> | 610-376-0956 | <b>45</b> |
| Protection from Abuse      | Services Ctr     | 1   | <b>610-478-6208</b> | 610-478-6397 | <b>29</b> |
| Prothonotary               | Courthouse       | 2   | <b>610-478-6970</b> | 610-478-6969 | <b>29</b> |
| Public Defender            | Courthouse       | 12  | <b>610-478-6650</b> | 610-478-6673 | <b>50</b> |
| Purchasing                 | Services Ctr     | 13  | <b>610-478-6168</b> | 610-478-6206 | <b>7</b>  |
| Recorder of Deeds          | Services Ctr     | 3   | <b>610-478-3380</b> | 610-478-3359 | <b>14</b> |
| Register of Wills          | Services Ctr     | 2   | <b>610-478-6600</b> | 610-478-6251 | <b>14</b> |
| Security                   | Courthouse       | 1   | <b>610-478-6352</b> |              |           |
| Sheriff                    | Courthouse       | 3   | <b>610-478-6240</b> | 610-478-6222 | <b>50</b> |
| Solicitor                  | Services Ctr     | 13  | <b>610-478-6106</b> | 610-478-6139 | <b>6</b>  |
| Solid Waste Authority      | Services Ctr     | 14  | <b>610-478-6362</b> | 610-478-3470 | <b>31</b> |
| Special Courts Adm.        | Courthouse       | 1   | <b>610-478-6456</b> | 610-478-6608 | <b>26</b> |
| Telecommunications         | Services Ctr     |     | <b>610-478-6175</b> | 610-478-6909 |           |
| Treasurer/Tax Claim Bureau | Services Ctr     | 2   | <b>610-478-6640</b> | 610-478-6621 | <b>15</b> |
| Veterans Affairs           | Veterans Affairs |     | <b>610-378-5601</b> | 610-378-5627 | <b>41</b> |
| Youth Center               | Youth Center     |     | <b>610-396-0310</b> | 610-376-7136 | <b>51</b> |
| ICS Family Shelter         | Youth Center     |     | <b>610-396-0310</b> | 610-376-7136 | <b>51</b> |

### County Related Agencies

|  |              |    |                          |              |           |
|--|--------------|----|--------------------------|--------------|-----------|
| BARTA  |              |    | <b>610-921-0601</b>      |              | <b>34</b> |
| Berks Connections/<br>Pretrial Services        | Courthouse   | 16 | <b>610-478-6920</b>      | 610-478-6921 | <b>43</b> |
| Cooperative Extension                          | Ag Center    | 1  | <b>610-378-1327</b>      | 610-378-7961 | <b>18</b> |
| Council on Chemical Abuse                      |              |    | <b>610-376-8669</b>      |              | <b>36</b> |
| Farm Service Agency                            | Ag Center    | 2  | <b>610-478-7158</b>      |              | <b>17</b> |
| Berks County Housing Authority                 |              |    | <b>610-370-0822</b>      |              | <b>42</b> |
| City of Reading Housing Authority              |              |    | <b>610-775-4813</b>      |              | <b>42</b> |
| Industrial Development<br>Authority (IDA)      | Services Ctr | 14 | <b>610-478-6069</b>      | 610-478-6331 | <b>22</b> |
| Municipal Authority                            |              |    | <b>610-376-4000 x223</b> |              | <b>23</b> |
| Reading Area Community College                 |              |    | <b>610-372-4721</b>      |              | <b>41</b> |
| Reading & Berks County Visitors Bureau         |              |    | <b>610-375-4085</b>      |              | <b>53</b> |
| Redevelopment Authority                        | Services Ctr | 14 | <b>610-478-6325</b>      |              | <b>42</b> |
| Solid Waste Authority                          | Services Ctr | 14 | <b>610-478-6362</b>      |              | <b>31</b> |
| USDA Natural Resources<br>Conservation Service | Ag Center    | 2  | <b>610-372-4655</b>      |              | <b>19</b> |

The dynamic and storied cultural, environmental and industrial heritage of Berks County continues to craft a progressive and vibrant community as it has for over 250 years. As elected stewards of the public trust, the Board of Commissioners strive to maintain an open and efficient government, and as guardians of the public treasury we are acutely aware of the sacrifices our taxpayers make to fund our county government. Despite the challenges of a global recession, we look to 2009 as a year of opportunity and we encourage you to share in the great bounty that Berks County has to offer.

Berks County remains an affordable, family-friendly community in which to live, work and recreate. Nestled comfortably in the heart of the Schuylkill River valley, Berks County offers all the verdant charm of its agricultural legacy balanced

by the urban environs of the City of Reading and the nearby major metropolitan amenities of Philadelphia, New York and Baltimore.

While economic concerns will continue to influence policy and decision-making throughout the year to come, Berks County is poised to once again emerge as a leader in developing and cultivating jobs and industry despite the challenges we face. Berks County is in the comparatively unique position to be able to boast improved transportation infrastructure, two proposed industrial parks, a commercial airport and an award-winning corps of economic development agencies, plus five institutions of higher learning that routinely graduate young minds of the highest quality and skills. Further, the continuing growth of amenities that enhance the overall quality of life, such as entertainment, preservation

of open spaces/greenways, and passive and active recreational opportunities has and will continue to attract a well-educated populace to live and work in Berks.

The Berks County Board of Commissioners invites you to join us as we continue to draw wisdom from the past, gather momentum in the present and look forward with resolve.



## **BERKS COUNTY COMMISSIONERS**

2008 - 2011

**Mark C. Scott, Esq.**  
**Kevin S. Barnhardt**  
**Christian Y. Leinbach**

The Board of County Commissioners in cooperation with the Reading Eagle and Keystone Health Plan Central has partnered to produce this informative County Guide at no cost to our tax payers. We hope you will keep this publication in your home as a handy reference guide. For more information and updates on other County related information please visit our web site at [www.countyofberks.com](http://www.countyofberks.com)



## *Administrative Services*

### **BOARD OF COMMISSIONERS**

*Services Center – 13th Floor*

[www.countyofberks.com](http://www.countyofberks.com)

*Commissioner*

**Mark C. Scott**

**(610) 478-6136 Ext. 6130**

*Commissioner*

**Kevin S. Barnhardt**

**(610) 478-6136 Ext. 6133**

*Commissioner*

**Christian Y. Leinbach**

**(610) 478-6136 Ext. 6127**

The Board of Commissioners constitutes the chief governing body of the County. The three elected at large members perform the executive and legislative functions of county government. The Commissioners serve four-year terms. The Commissioners serve on the Salary, Prison, Retirement and Election Boards. In carrying out the management of County finances and property, they appoint a

board for the assessment of real property in the County; formulate and approve the annual budget; fix the annual County tax rates, and authorize expenditures. They must also supervise the conduct of elections, provide for the care and maintenance of prisoners, and maintain county roads, bridges and buildings.



## Chief Operations Officer

**610-478-6136**

**Services Center - 14th Floor**

Manages day-to-day operations directed by the Board of County Commissioners

## Chief Clerk / County Open Records Officer

**610-478-6136**

**Services Center - 13th Floor**

Provides administrative support for Board of County Commissioners  
Performs public information duties for Commissioners and organization  
Administers the County Open Records Policy

## Solicitor

**610-478-6105**

**Services Center - 13th Floor**

Advises Commissioners and represents County in legal matters

## *Berks County Fiscal Plan*

The Berks County Board of Commissioners has adopted both a budget and a fiscal plan to assure that all County service needs are met while addressing the biggest challenge to contain the rate of budget growth so that we do not outrun our future projected revenues.

Significant budgetary challenges continue, exacerbated by such things as negligible growth in assessed property values and federal and state budget cuts. Our projections indicate that in future years the County budget will not experience enough revenue growth to pay for the services we currently provide and accordingly we have successfully identified inefficiencies, made cuts from existing budgets, and identified increases that we can avoid. While the entire organization continues to make good progress in redirecting savings to cover most cost increases, this alone is simply not enough to cover projected cost trends in 2010 and beyond.

Like most Counties in Pennsylvania, Berks County has few options for generating additional revenue. We are largely dependent on the property tax as our primary source of revenue; therefore, generating additional revenue above that which we receive through normal growth means a tax increase. This Board of Commissioners has committed to not raising taxes in their term of office, so we must look to other strategies.

The challenge is to strike a balance between what is responsible, sustainable and affordable. Our goal is to reduce or eliminate service costs to the level needed to balance the budget at the current tax rate of 6.935 mills. This has been done in recent years in large part by redesign of departments and programs, a strategy that will continue to play a major role in our balancing efforts.

In August of 2008, the Board of Commissioners completed an aggressive reduction in the County's total debt burden. At that time, the County's total general obligation debt service

# *Direct Connection to Your Local Government*

requirements were \$430,417,642 payable in fiscal years 2008 through 2029. In August of 2008 the County Commissioners made the decision to pay down a large portion of its outstanding debt. This action resulted in lowering the County's total general obligation debt service requirements to \$376,677,850 payable in fiscal years 2008 through 2029, a total savings of \$53,739,792. This reduction in total debt reduced the net debt per capita number from \$555.05 to \$446.70. The County has also refunded its only variable rate bond to a fixed rate deal and converted a potential variable rate refunding bond that was executed in 2004

that would have been effective in 2009 to a fixed rate issue. Refunding or converting the variable rate debt has assisted the County with reducing its overall debt payments and reduced uncertainty for the future.

In addition, the County's credit rating was significantly upgraded in August of 2008 by both Standard & Poor's and Moody's Investor Services to ratings of AA and Aa2 respectively. This credit rating increase allows the County to sell its debt at lower absolute interest rate levels and without bond insurance, both of which have saved and will continue to save the County significant dollars.

## **Budget & Finance**

### **Services Center – 13th Floor**

- Prepares County budget and monitors actual performance to plan
- Plans and manages the County's cash flow
- Monitors state and federal reimbursement grant programs
- Monitors County investment performance
- Prepares County payroll

**610-478-6190**

## **Purchasing**

The Purchasing Department is the Central purchasing agency for the County of Berks. The primary function is to acquire services, supplies and equipment for all County departments.

**610-478-6168**

## **Controller**

### **Sandra Graffius**

#### **Services Center - 12th Floor**

[www.countyofberks.com/controller](http://www.countyofberks.com/controller)

The Controller's Office pays all County bills; Performs internal auditing of other County departments; Is responsible for maintaining the accounting records for the County of Berks.

It is the goal of the Office of the Controller to provide financial information on a timely basis, to continually improve the pre- and post-audit functions, to better use technology to increase

productivity, to work collaboratively to improve County operating efficiencies, and to improve internal controls throughout County operations.



## Election Services

Services Center - 1st Floor

610-478-6490

[www.countyofberks.com/elections](http://www.countyofberks.com/elections)

### *Mission Statement:*

It is the goal of this office to administer Voter Registration and conduct Elections in accordance with Federal and State voter registration and election laws.

### *Municipal Election Year*

The office of Election Services will distribute petitions to candidates to run for County-wide Office, Municipal Office, City Office and local Election Boards. Candidates are required to file Campaign Expense Reports with the office unless waived on their petition. Depending upon the office filing fees are due upon receipt of petition. The office will send out a notice of offices to be elected to each municipality to confirm.

### *Federal Election Year*

Petitions to run for office are handled at the State Level other than the year local Party Committee Offices run; petitions for this office would be filed in the Election Services Office. This is typically a heavy voter registration year. In 2008 this office processed 35,000 voter registration applications for the General Election and 9,800 absentee ballots.

The County Commissioners sit as the **County Board of Elections** except that a Commissioner may not serve on the Board of Elections in any election in which that Commissioner is a candidate for any public office, including re-election. The Commissioners may also not serve as the Board of Elections when a County Home Rule Charter or Optional Plan is before the voters. In those cases, the President Judge of the Court of Common Pleas names temporary Election Board members. The Director of Elections does not have a vote on the Board of Elections, but prepares the agenda and maintains the records of the Board's proceedings.

### *The office of Election Services accurately performs the following tasks annually:*

- Maintains the registry for 260,000 Berks County voters
- Administers boundary maps and descriptions for the 201 voting districts
- Locates accessible and suitable polling places
- Trains and processes payroll for 1200 polling place officials
- Processes candidate nomination petitions
- Prepares and packages various election materials required by polling officials
- Maintains, services and prepares approximately 500 electronic voting machines
- Processes Absentee, Alternative/ Provisional and Emergency Ballots
- Certifies Official Election Returns
- Informs candidates, political party committees, the media and the general public of the voter registration and election process.

# *Direct Connection to Your Local Government*

## **Poll Workers needed!**

A rewarding way to get involved in the democracy on which our nation was founded is to serve as an election officer in Berks County. The Election Services Office needs over 1,000 poll workers for each primary and general election. What a great opportunity for voters to support the electoral process, become a poll worker. Call the Election Services Office at **610-478-6490** for more information.

### **Facilities & Operations**

**610-478-6201**

#### **Services Center - 16th Floor**

- Oversees the operation, engineering and construction of all county facilities
- Maintains and repairs the County's 62 bridges
- Manages the State Liquid Fuels budget
- Responsible for the County's Sewage Treatment Plant
- Responsible for recycling program within County facilities

### **Ag Center/ Fleet Management**

**610-373-0776**

#### **Agricultural Center**

#### **1238 Welfare Rd., Leesport, 19533**

- Provides facilities support services
- Responsible for the County's Fleet Management

### **Human Resources**

**610-478-6118**

#### **Services Center - 8 th Floor**

[www.countyofberks.com/humanresources](http://www.countyofberks.com/humanresources)

- Responsible for the employment, health, and welfare of approximately 2,500 County employees
- Recruits and provides qualified candidates to be hired by County departments
- Evaluates competitive insurance and benefit plans to affect cost savings while maintaining quality coverage
- Develops and administers fair and equitable policies and procedures
- Develops and conducts professional development and training courses for County employees
- Establishes, administers, and maintains a fair and equitable compensation structure throughout the County
- The mission of the Human Resources Department is to provide all human resource functions, as approved by the Board of Commissioners, relative to hiring, staffing, policies and procedures, benefits, compensation, collective bargaining and labor relations, employee relations, and training and employee development.



## Information Systems

**610-478-6175**

### Services Center - 12th Floor

Provides all County of Berks governmental agencies with state of the art communications and technology solutions  
Implements and maintains hardware and software  
Responsible for the County WEB site

The County of Berks Information Systems (IS) Department is committed to providing world class service and support to the County's Departments. In an effort to increase productivity and efficiency the IS Department went through a major restructuring initiative in 2008 that properly aligned the IS positions with the County's technology and vision. During the restructuring, outdated positions were eliminated and strategic positions were created to support Geographic Information Systems (GIS), Oracle, SQL, VoIP, virtualization, web based applications and other progressive technologies the County imple-

mented. The restructured IS Department is now comprised of talented and dedicated individuals with diverse skills. The County no longer relies on outside vendors to secure its network, back-up its servers or develop its systems. The County of Berks end user computing environment is diverse and constantly changing. The Information Technology Department continues to introduce and support new technologies to meet these changes and the ever increasing need for more efficient and productive computer-based solutions..

## Geographic Information Systems

**610-478-6283**

### Services Center - 14 th Floor

[www.countyofberks.com/gis](http://www.countyofberks.com/gis)

Responsible for the development, implementation and support of countywide GIS and mapping applications and products to achieve county initiatives

## Planning Commission

**610-478-6300**

### Services Center - 14th Floor

[www.countyofberks.com/planning](http://www.countyofberks.com/planning)

Prepares a plan for the development and preservation of the County;

The Pennsylvania Municipalities Planning Code (MPC), Act 247 of 1968 is the legislation that grants authority for land planning in Pennsylvania to municipalities and counties. The MPC sets the ground rules that all municipalities must follow for comprehensive planning, zoning, and subdivision and land development.

The Commission prepares the Berks County

Comprehensive Plan, which is adopted by the Board of County Commissioners. This regional plan uses demographic, economic and geographic information, and citizen input to formulate recommendations for future land use, transportation and community facilities. The plan is a statement of our community goals and serves as a template for local governments to use in designing plans and ordinances.

## *Direct Connection to Your Local Government*

The Berks County Planning Commission serves as the area-wide planning organization for Berks County and consists of nine members appointed to four-year terms by the Board of County Commissioners. The Commission provides a regional blueprint for land use, transportation and community facilities. It assists local units of government with development and preservation activities and provides guidance to the Berks County Board of Commissioners and other departments of county government. The Commission and its professional staff also serve as community advisors for modern planning practices and advocates for sound regional growth management. Finally, since the Commission is involved with a range of activities with a number of partners, it plays a very important coordinating role in community development issues and projects. In order to accomplish its duties, the Commission retains a staff of eleven professional planners, five office support and technicians, and the planning director.

The Commission assists local communities with the preparation and adoption of joint local comprehensive plans that are consistent with the overall county comprehensive plan. To date, 57 out of 73 communities have adopted Joint Comprehensive Plans with help from Berks County.

The MPC mandates that if a local municipality has not adopted its own land development regulations, then the County's adopted ordinances have authority and the County becomes the approval agencies for development decisions in those municipalities. Currently, only the Boroughs of Lyons and Lenhartsville do not have their own land development regulations.

The MPC further mandates that if a local municipality has adopted its own land development regulations, the County must be afforded an opportunity to review all development plans and offer recommendations to the local governing body. The Commission conducts from 275 to 400 such reviews per year.

The MPC requires that the Commission review all proposed zoning ordinances and amend-

ments that apply in Berks County. The Commission reviews the ordinances for conformity to the County Comprehensive Plan and modern zoning techniques.

The Commission promotes policies and activities that encourage balanced growth and preservation. We play a lead role in cooperative efforts such as the Berks County Smart Growth Alliance. The staff serves on a variety of work groups and initiatives in order to further the goals of the comprehensive plan. We provide technical assistance to municipalities on topical planning issues, training for planning officials and citizens.

The Commission serves as a repository of information about Berks County and is the local affiliate of the Pennsylvania State Data Center and the Bureau of the Census. As such, we provide assistance and information to other departments of county government, the private sector and the public. We maintain a website [www.co.berks.pa.us/planning](http://www.co.berks.pa.us/planning) in order to distribute the information and maps.

The Commission's staff also serves as staff for the Reading Area Transportation Study (RATS), which is the federally designated metropolitan planning organization for Berks County. RATS formulate and adopt the Long Range Transportation Plan and the four-year Transportation Improvement Program (TIP) in order to qualify for federal transportation funding for highways and transit.

### **Public meetings:**

The Commission believes that our planning program can only be effective with broad public participation. We are committed to an open and collaborative partnership with all stakeholders. The Planning Commission's regularly scheduled public meeting is the second Wednesday of each month at 3:00 p.m., in the Commission's office on the 14th Floor of the Berks County Services Center, 633 Court Street, Reading, PA, 19601. Our office telephone number is (610) 478-6300. General comments and questions can be e-mailed at [planning@countyofberks.com](mailto:planning@countyofberks.com).



## Mail/Print Center

**610-478-6245**

### Services Center - 1st Floor

The Mail/Print Center located on the First Floor of the Berks County Services Center was established to provide efficient and effective services to the employees of the County of Berks and only the employees of the County of Berks.

Consolidating print requirements and centralizing Print Shop operations allows for efficient and maximum utilization of printing and copying equipment and resources.

## Public Library System

**610-378-5260**

1037F MacArthur Rd, Reading, PA 19605

[www.berks.lib.pa.us](http://www.berks.lib.pa.us)

Both a department of County government and a membership organization of independent public libraries Board of Directors appointed by County Commissioners

Provides bookmobile service to Berks County residents who do not live in areas with libraries

Provides a variety of support services to member libraries

### *Vision Statement:*

The public libraries of Berks County are committed to the provision of consistent, high-quality service to county residents of all ages. Library staff and trustees respond to changing needs through state-of-the-art technologies, up-to-date collections, centralized support services, and an exacting standard of user satisfaction.

### *Mission Statement:*

The mission of this federated system, Berks County Public Libraries, is countywide development, coordination, and promotion of public library services. The System is an advocate for the library and information needs of all the people of Berks County. Operating as a department of county government and in cooperation

with the Reading District Library Center, the System provides leadership and technical assistance for improvement of library services through strengthening of the System's libraries and library resources. Simply stated, BCPL exists to help provide first-rate library service. We do this through financial aid and support services to member libraries, and through direct services for those persons not living in a community with a library. By establishing cooperative relationships among the participating libraries, we help facilitate a resource-sharing process which makes each library stronger than it would be by itself. In 2008 we saw a countywide circulation increase of 5.5% over 2007; three libraries (Spring Township, Mifflin, and West Lawn) saw circulation increases of more than 20%. The number of visitors to System libraries has increased by nearly 5%.

## Real Estate

**610-478-6262**

Services Center - 3rd Floor

[www.countyofberks.com](http://www.countyofberks.com)

**Assessment** - appraises real estate within the county for the local property tax levy; administers the Act 319/Act 156 (Clean and Green) preferential assessment program, allowing for a reduced assessment for farm, open space, and woodland properties to promote continuing use for these types of properties. Processes and maintains all submitted applications for the Homestead program applicable to School Taxes.

**Assessment Appeals Board** - hears assessment appeals filed by property owners during the months of July and August

## Mapping

**610-478-3360**

Services Center - 3rd Floor

[www.countyofberks.com](http://www.countyofberks.com)

Creates and maintains the boundary land dimensions on the 1409 tax maps which comprise Berks County. The changes are generated from deeds recorded in the Recorder of Deeds office or through approved property surveys/subdivisions.

Sells parcel maps to general public

Public can research property lines and landowners

### Mission Statement:

The function of the Assessment Office is to maintain the mapping/assessment records which consist of the land size and improvements erected there on for the 164,000 parcels within the county boundaries. Major programs also administered by the Assessment office are the Homestead Property Tax Relief program and Act 319 Preferential Farmland assessments commonly referred to as "Clean and Green".

### Area served:

Berks County covers 864 square miles or 553,000 acres. The Assessment office provides assessment services to 73 Berks County Municipalities as well as several parcels located in Adamstown Borough, Lancaster County. Assessment services are also provided to 19 School Districts some of which are also located in adjacent counties.

### Scope of Work:

Throughout the year the Real Estate Department processes the following documents:

**Recorded Deeds** 10,077

All deeds recorded in the Recorder of Deeds office are forwarded to the mapping/assessment office for processing i.e. split or transfer.

**Mapping Revisions** 1,875

Changes made to the tax maps based on new deeds or surveys. There were 670 new parcels created and 1,205 changes made to lot dimensions on existing parcels

**Building Permits** 7,000

Permits issued from the 75 municipalities are received and processed in the office. Permits are the most important tool used in locating new construction.

**Change Notices** 23,497

Changes made to assessments are calculated and owners are notified. All changes affords owners the right to appeal their assessments.

**Homestead Applications** 78,613

Homestead application are received and processed through the assessment office. Currently 78,613 valid applications are on file in the office. Of the 47,000 applications mailed on Dec. 15, 2008 10,382 were returned for processing.

**Assessment Appeals** 1,550

State law gives owners 40 days to file and appeal of their assessment. We must notify each appellant 20 prior to their scheduled appeal date.

*Note: all totals are for the 2008 tax year.*



## Recorder of Deeds

### Frederick Sheeler

**610-478-3380**

#### Services Center - 3rd Floor

[www.countyofberks.com/recorder](http://www.countyofberks.com/recorder)

Official County Recorder of all Deeds, Mortgages, Leases and all other miscellaneous real estate documents. Collects Local and State real estate transfer taxes, affordable housing fees, judicial fees and writ taxes. Records all Notary Public Commissions, renewals and changes and also swears in all Notary Publics. Records all real estate related Uniform Commercial Code (UCC) liens. Records all subdivision, land development and highway plans. Records all commissions and bonds for County Officials. Records and maintains military discharge (DD214) papers free of charge. Maintains an index and copies of all documents recorded in the Berks County Recorder of Deeds office dating back to 1752 including documents no longer recorded such as Organization and Corporate Charters before 1977.

In 2008 the Recorder's Office began a project to convert all paper and microfilmed documents to a digital format which can be accessed on the internet. The project is well underway with deeds images dating back to 1926 now available on-line with the remaining deeds going back to 1752 scheduled to be available by the summer of 2009.

The computerized document index now includes all mortgages back to 1752 and deeds back to 1975. The deed index is expected to be fully computerized back to 1752 by the end of 2009.

To search records on-line visit:  
[www.countyofberks.com/recorder](http://www.countyofberks.com/recorder) and click on "search records on-line"

## Register of Wills

### Larry Medaglia

**610-478-6600**

#### Marriage License

**610-478-6617**

#### Services Center - 2nd Floor

[www.berksregofwills.com](http://www.berksregofwills.com)

Responsible for the probate of all estates for decedents dying in the County of Berks  
Collects inheritance tax for the Commonwealth of Pennsylvania  
Issues marriage licenses  
Maintains the docket of all probate proceedings  
Serves as Clerk of Orphans' Court ( an office that can stand independently)  
Maintains all records of adoptions and guardianships in the Orphans' Court division of the Court of Common Pleas  
Serves as presiding officer in all probate hearings (30 – 40 per year)  
Under special circumstances, the Register will perform probates and take marriage license applications in the home, assisted living facility or hospital of the citizen in need of our services. Special arrangements can be made by calling the office.

# *Direct Connection to Your Local Government*

## *Treasurer*

### **Nelson H. Long, CPA**

#### **Services Center – 2nd Floor**

Releases all payments made on behalf of the county.

Member of the pension board.

Manages all funds on deposit for the county earning interest to extend the value of all revenue to its maximum including the short term investment of these funds which may total anywhere from a low of \$115 million to a high of \$217 million.

Prints and distributes all bills for county and municipal real estate taxes (except City of Reading). County tax \$125 million. Municipal \$45 million.

This department, staffed by six employees issues licenses for hunting (26,520 annually for Doe licenses), fishing, dog licenses (36,000 annually), motorboats, and pistol permits only when used in conjunction with hunting and fishing as well as issuing licenses for small games of chance and bingo (500 annually).

Collects the hotel tax which funds the debt service of the Sovereign Center (80%); balance goes to the Berks County Visitors Bureau

**610-478-6640**

[www.co.berks.pa.us](http://www.co.berks.pa.us)

## *Goals & Objectives*

The goals and objectives of the Treasurer's Office are to complete the final phase of the comprehensive computerization plan of installing a state of the art laser check printing system, the interconnections of all 70 tax collectors on an online system maintained by the County, and bulk mailing of bar code process of approximately 160,000 pieces and individual tax notices.

In 2009 the Treasurer successfully integrated the Berks County Tax Claim Bureau into the Treasurer's Office allowing the County to eliminate four positions and reducing the administra-

tive costs by an estimated \$200,000 annually. Additional cross-training of existing staff and automation of certain functions will continue to add efficiencies.

Receives and receipts all revenue for the county in excess of \$460 million of State and Federal funds including over \$125 million in County Property Taxes \$45 million in Township and Borough Property Taxes is collected via 70 Elected Tax Collectors.

## **Tax Claim Bureau**

### **Services Center - 2nd Floor**

Administers collection of all delinquent real estate taxes owed to County local taxing authorities

**610-478-6625**

[www.countyofberks](http://www.countyofberks)



Agricultural Land Preservation  
Agricultural Center  
1238 County Road Suite 260, Leesport, PA 19533

**610-378-1844**  
[www.co.berks.pa.us](http://www.co.berks.pa.us)



### Mission Statement:

As agriculture continues to be Berks County's number one industry, the mission of the Berks County Agricultural Land Preservation Board to protect viable agricultural land in perpetuity by acquiring agricultural conservation easements, serves as its foundation. Agricultural lands are under constant threat from urban sprawl and population pressures. The Agricultural Conservation Easement (ACE) Program, administered by the nine-member Board, protects and maintains our region's fertile non-irrigated soil for production agriculture while keeping the costs of development at bay.



### Eligibility:

Farms are ranked by the Land Evaluation Site Assessment (LESA) system, which scores each farm based upon four factors, including: soils - the availability of prime agricultural soils located on the farm; clustering - the farm's proximity to land protected by effective agricultural zoning, and agricultural security enrollment, which ensures that a contiguous land mass, or clusters of farmland are protected to support the farming community; farmland - the economic viability of the farm; and development - the farm's potential to be converted to a non-agricultural use. Farm selection generally occurs in March and the number of acres selected in any given year is determined by the amount of funds available.

As of 2/18/09

|                                   |                        |
|-----------------------------------|------------------------|
| <b>Number of Farms Preserved:</b> | <b>552</b>             |
| <b>Total Acres Preserved:</b>     | <b>58,013.60</b>       |
| <b>County Funds Dedicated:</b>    | <b>\$60,723,305.07</b> |
| <b>State Funds Contributed:</b>   | <b>\$63,440,627.88</b> |
| <b>Federal Funds Contributed:</b> | <b>\$2,634,475</b>     |
| <b>Landowner Donation Value:</b>  | <b>\$28,569,035</b>    |
| <b>PA State Ranking (Act 43):</b> | <b>1st</b>             |
| <b>National Ranking:</b>          | <b>3rd</b>             |

### Agricultural Coordinator

#### Agricultural Center

**1238 County Road Suite 110, Leesport, PA 19533**

Plans directs and coordinates agricultural business development and marketing of the agricultural industry and related business in the County of Berks

**610-898-5482**

[www.co.berks.pa.us](http://www.co.berks.pa.us)

### Farm Service Agency

#### Agricultural Center, Suite 240

**1238 County Road, Leesport, PA 19533**

Part of U.S. Department of Agriculture

Provides direct or guaranteed loans to farmers for operating expense or ownership

**610-478-7158**

[www.fsa.usda.gov/pa](http://www.fsa.usda.gov/pa)



## Conservation District

**Agricultural Center, Suite 200**

**1238 County Road, Leesport, PA 19533**

- Enforces the rules and regulations of Chapter 102, under the authority of the Clean Streams Law of Pennsylvania.
- Promotes the development and implementation of conservation and nutrient management plans on farms
- Reviews erosion and sediment control plans and conducts erosion & sediment inspections on earth-moving projects
- Issues NPDES Permits for discharge of storm water; issues general permits for stream encroachments
- Provides assistance for stream improvement projects for the agricultural industry
- Supports watershed associations and other groups interested in improvements to the Schuylkill River and Chesapeake Bay Watersheds
- Provides technical assistance to Berks County agricultural producers
- Provides Environmental Education to local schools and organizations
- Administers the West Nile Virus Surveillance Program
- Assists landowners to reduce Gypsy Moth caused defoliation
- Coordinates the County's 17 Municipal Environmental Advisory Councils
- Conducts monthly inspections at three of the four permitted municipal solid waste landfills

**610-372-4657**

[www.co.berks.pa.us/conservation](http://www.co.berks.pa.us/conservation)

A state delegated agency, this office's main concern is to conserve and protect our soil and water natural resources. The Conservation District is a political subdivision of the County of Berks, and is led by a Board of Directors, consisting of: **4 Farmer Directors, 2 Public Directors, 1 County Commissioner**

### *Mission Statement:*

Dedicated to the encouragement and instruction of the wise stewardship of the soils and waters of Berks County so that present and future generations may have healthy land to live and work on and clean water for drinking and recreation

## Cooperative Extension

**Agricultural Center, Suite 110**

**1238 County Welfare Road, Leesport, PA 19533**

- An extension of Pennsylvania State University's College of Agriculture Sciences
- Provides research-based informal educational programs to the public, including:
  - Increasing agricultural profitability
  - Nutrition and health and weight control
  - Food preparation, safety and preservation
  - Youth development through 4-H
  - Consumer issues
  - Water quality
  - Strengthening community leadership
  - Home and commercial horticulture
- Overall program is determined by the local Board of Directors, Penn State Specialists, and a professional staff lead by the Extension Director

**610-378-1327**

[berks.extension.psu.edu](http://berks.extension.psu.edu)



# *Direct Connection to Your Local Government*

## USDA Natural Resources Conservation Service (NRCS)

Agricultural Center, Suite 220  
1238 County Road, Leesport, PA 19533

**610-372-4655**

[www.nrcs.usda.gov](http://www.nrcs.usda.gov)

## Berks County Field Office

**610-372-4655 ext. 3**

Technical agency of Federal Government who works closely with Farm Service Agency, Berks County Conservation

District and Agriculture Land Preservation Department

Assists farmers with the development of conservation plans

Assists farmers with the implementation of conservation practices

Contracts Federal Government Farm Bill programs providing cost share assistance to farmers and other private landowners.

Provides education and outreach in the area of soils, soil mapping, and land capabilities





## Business Development

Despite the problems with the national economy, Berks County saw the start of several exciting economic development projects that will be completed in 2009.

Construction started on a \$100 million shopping center in Exeter Township. The project called Exeter Commons will transform 44 acres along Perkiomen Avenue at West 47th Street into 500,000 square feet of retail space.

For many years, this excellently located, but challenging site had stopped most developers in their tracks. The major obstacle was the cost of providing highway improvements. With a crisis in state and federal transportation funding, conventional means of completing the improvements were blocked. Fortunately a partnership of public and private resources came to the rescue. Orchestrated by the Berks County Industrial Development Authority (BCIDA) the \$18 million cost of road improvements was pieced together. With the agreement of the Exeter School District, Exeter Township and the County of Berks, Tax Increment Financing (TIF), was used to raise \$6 million. Another \$6 million came from PA's version of sales tax increment financing called the Infrastructure Facilities Improvement Program (IFIP). The remainder was provided

by the developer. Chairman of the Berks County Commissioners, Mark C. Scott called the funding, "A Triumph of Creative Thinking." The Exeter Commons shopping center will open in July 2009.

Another project, the Wyomissing Square Redevelopment project will turn an abandoned, outdated textile mill into a mixed-use development. Work is underway that will convert a 330,000 square foot abandoned industrial building into 248 market-rate apartments, 31,000 square feet of retail space and a new hotel. The \$70 million project is funded through a mix of public and private dollars including the provision of significant tax incentives offered through the creation of a Local Economic Revitalization Assistance (LERTA) district. Choosing to forego real estate taxes on the project, the Wyomissing School District, Wyomissing Borough, and the County of Berks, made this project possible.

The creation of an overlay zoning district by Wyomissing Borough was also a significant factor in bringing the project to fruition. Wyomissing Square is expected to be open in the summer of 2009.



### Other highlights were:

The provision of \$3.5 million in financing to Goodwill Industries Keystone Area by the BCIDA. The funds will be used to redevelop the former Nichols Discount City store, a 150,000 square foot building at 3001 St. Lawrence Avenue. The renovated facility will become the new hub of operations for Goodwill.

Construction of the new LEED-certified headquarters for the Berks County Community Foundation at Third and Court Street in Reading.

Completion of the 11 screen, 1,700 seat, IMAX movie complex at 30 N. Second Street in downtown Reading

Completion of a 77,000 square foot expansion of the Reading Eagle that features a new offset press and additional space for shipping and packaging.

Construction of a 73 room, three-story, Candlewood Suites hotel on Penn Avenue in West Reading. The \$6.5 million project was made possible by the efforts of the Berks County Redevelopment Authority, West Reading Borough and the leadership of the County Commissioners.

A \$113 million expansion project by Carpenter Technology which includes the construction of new melting furnaces and the creation of 260 new jobs.



*Exeter Commons  
Under Construction*

Approval of plans for the 63 acre Tilden Ridge Shopping Center, adjacent to Cabela's, in Tilden Township.

The lease of 52,000 square feet at the Premium Business Center to Termaco, a Canadian-based manufacturer of battery trays. State assistance in the amount of \$2.7 million was provided through the efforts of the Greater Berks Development Fund.



*Wyomissing  
Square*



### Berks County Industrial Development Authority

Services Center – 14th Floor

610-478-6330

The Berks County Industrial Development Authority (BCIDA) was created May 7, 1969 by the County of Berks in compliance with the Pennsylvania Industrial and Commercial Development Authority Law of August 13, 1967 for the purpose of promoting and developing commercial, industrial and manufacturing enterprises and encouraging employment within the County of Berks. The Authority is authorized to issue Industrial Development Bonds (IDB's) to manufacturing companies for qualified capital projects. A five-member Board appointed by the County Commissioners for staggered terms governs the BCIDA. The County Commissioners have given the BCIDA the additional responsibility of developing brownfields. This action follows a recommendation in the Industrial Site Assessment, and is a key activity in the implementation of the County's economic development strategy. The BCIDA meets publicly once a month.

#### Objective:

Berks County Industrial Development Authority provides a variety of services to assist in the creation and retention of employment opportunities. BCIDA has authorization over financing options and provides technical assistance to developers, industries, and other economic development organizations.

#### Goals:

- **Retention & Strengthening of Existing Businesses**
- **Improved Utilization & Development of Local Infrastructure**
- **Creation of Investment, Employment & Wealth in the Community**
- **Recruitment of New Business**
- **Workforce Development**



### Community Development

610-478-6325

Services Center - 14th Floor

[www.co.berks.pa.us](http://www.co.berks.pa.us)

The Community Development Office administers the following federal, state, and local programs directed towards housing and community development.

Affordable Housing Program (AHP) *Approximately \$750,000 per year.*

Community Development Block Grant (CDBG) Program *Approximately \$2,700,000 per year.*

Emergency Shelter Grants (ESG) Program *Approximately \$120,000 per year.*

Home Investment Partnerships (HOME) Program. *Approximately \$700,000 per year.*

## *Direct Connection to Your Local Government*



### **BERKS ECONOMIC PARTNERSHIP**

19 North 6th Street, Suite 201, Reading, PA 19601

**610-376-4237**

[www.GreaterReading.com](http://www.GreaterReading.com)

Berks Economic Partnership's (BEP) formal mission is to attract, retain, and grow business by vigorously promoting, fostering, and coordinating economic development in the Greater Reading region.

BEP has been very fortunate to receive significant financial support from the County of Berks, and is also very grateful to have received sizable Private Sector support as well.

According to Jon Scott, President and CEO of BEP, the individuals and organizations involved with community and economic development in the Greater Reading region are working together in a positive and collaborative fashion. We have come together to speak with one voice in terms

of prioritizing overall community and economic development projects, and that has had a positive impact on Berks County receiving significant funding from both Harrisburg and Washington, DC.

Additionally, BEP continues to spend extensive time and energy touting the competitive advantages of doing business in the Greater Reading region to the outside world. It is BEP that has done a significant amount of the positioning for Berks County as a very positive geographic option for new business expansion and growth as well as working with local companies to assist them with their existing expansion needs.



**GREATER READING  
CHAMBER  
of Commerce & Industry**

601 Penn Street, Suite 101, Reading, PA 19601

**610-376-6766**

**Fax 610-376-4135**

The Greater Reading Chamber of Commerce & Industry is leader in business assistance. They connect businesses to resources; provide marketing and networking opportunities, and training to develop the skills of our local workforce.

### **Municipal Authority**

**PO Box 1298, Reading, PA 19603**

Formerly the Hospital Authority, this board provides both tax-exempt and taxable financing to all eligible institutions such as hospitals, nursing homes, universities and colleges

**610-376-4000 ext. 223**



## *Courts*

### *23rd Judicial District of Pennsylvania*

Pennsylvania's judicial branch of government is organized into a unified system headed by the Chief Justice of the Pennsylvania Supreme Court and assisted by the State Court Administrator of Pennsylvania. The Pennsylvania Supreme Court, Superior Court and Commonwealth Court are the appellate courts to the trial courts, which are organized as Courts of Common Pleas in 60 judicial districts across the Commonwealth. Our minor judiciary is comprised of Magisterial District Justice courts organized by magisterial districts across the county. Berks County's Court of Common Pleas, Magisterial District Justice courts, and court services departments make up the 23rd Judicial District of Pennsylvania.

The President Judge of the Berks County Court of Common Pleas is the head of the 23rd Judicial District and is directly assisted by Administrative Judges of the Family, Civil, Criminal, Juvenile and Orphans Courts and the Court Administrator of Berks County. A Board of Judges meets regularly to review issues and establish administrative policies and procedures for the courts.





## Common Pleas Court Judges

**President Judge Jeffrey L. Schmehl**  
**Senior Judge Thomas J. Eshelman**  
**Judge Scott D. Keller**  
**Judge Peter W. Schmehl**  
**Judge Stephen B. Lieberman**  
**Judge Mary Ann Campbell**  
**Judge James M. Bucci**  
**Judge John A. Boccabella**

**Senior Judge Albert A. Stallone**  
**Senior Judge Arthur E. Grim**  
**Judge Linda K.M. Ludgate**  
**Judge Jeffrey K. Sprecher**  
**Judge Scott E. Lash**  
**Judge Thomas G. Parisi**  
**Judge Paul M. Yatron**  
**Judge Timothy J. Rowley**

### Court Services Court Information

**Services Center 4th Floor, Court Administration**  
Information and referrals

**610-478-6402**

[www.co.berkscourts.pa.us](http://www.co.berkscourts.pa.us)

### Common Pleas Court Judges

**Courthouse - 7th Floor, District Court Administrator**

**610-478-6208**

### 23rd Judicial District Administration

**Courthouse – 7th Floor – District Court Administrator**

District Court Administrator and Deputy Court Administrator  
Strategic planning  
Berks County Executive Branch Chief Liaison

Executive and resource management services  
Project/initiative facilitation  
Administrative Office of Pennsylvania Courts Liaison

**610-478-6208**

### Family / Dependency Court Administration

**Services Center – 7th Floor, Family Court Administration**

Unified Family Court Administration, Caseload Management  
Child custody, child support hearings  
Family Law Mediation Coordination  
Guardian ad Litem Supervision

Child Dependency Court Administration  
Supervised Visitation and Exchange Program Administration  
Custody/Support Masters Supervision  
Family/Civil Court Calendar

**610-478-6208 ext. 5770**



## *Criminal/Civil Court Administration/ Court Open Records Officer*

**610-478- 6208**

### **Services Center – 4th Floor, Court Administration**

Criminal Court/Civil Court Information, Caseload Management  
Civil Arbitrations Program Administration  
Common Pleas Court Daily Schedule Coordination

## *Jury Administration*

**610-478-6402**

### **Services Center – 4th Floor, Court Administration**

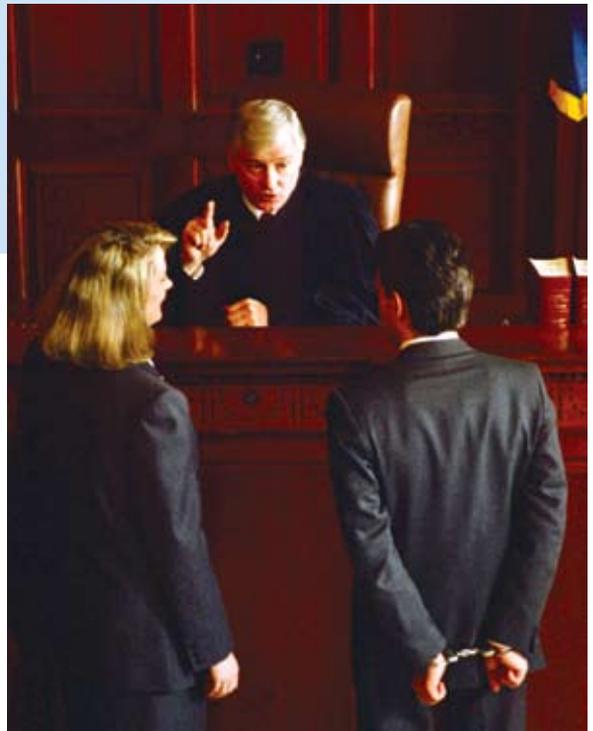
Requirements, Summons, Recall, Reception, Orientation and Trial Support

## *Magisterial District Judge System/ Special Courts Administration*

**610-478-6456**

### **Courthouse - 1st Floor, Reading Central Court**

Magisterial District Judge Court Administration  
Reading Central Court Administration  
Berks County Central Arraignment Court  
(Night Court) Administration  
Administrative Office of Pennsylvania Courts  
Special Courts Liaison



# *Direct Connection to Your Local Government*

## *Magisterial Districts*

|   |                     |
|---|---------------------|
| Magisterial District 23-0-01 (Central Arraignment Court - Night Court).....           | <b>610-478-6456</b> |
| Magisterial District 23-0-02 (Reading Central Court - City Preliminary Hearings)..... | <b>610-478-6456</b> |
| Magisterial District 23-1-01 (M.D.J. Ann L. Young) .....                              | <b>610-678-6721</b> |
| Magisterial District 23-1-02 (M.D.J. Michael J. Leonardziak).....                     | <b>610-374-9288</b> |
| Magisterial District 23-1-03 (M.D.J. Wally Scott) .....                               | <b>610-378-5101</b> |
| Magisterial District 23-1-04 (M.D.J. Thomas H. Xavios).....                           | <b>610-373-4424</b> |
| Magisterial District 23-1-05 (M.D.J. William N. Hall, Jr.).....                       | <b>610-373-2127</b> |
| Magisterial District 23-1-06 (M.D.J. Dean R. Patton) .....                            | <b>610-929-4440</b> |
| Magisterial District 23-2-01 (M.D.J. Stuart D. Kennedy).....                          | <b>610-375-7101</b> |
| Magisterial District 23-2-02 (M.D.J. Timothy M. Dougherty).....                       | <b>610-374-7721</b> |
| Magisterial District 23-2-03 (M.D.J. Phyllis J. Kowalski) .....                       | <b>610-779-5137</b> |
| Magisterial District 23-2-04 (M.D.J. Nicholas M. Bentz) .....                         | <b>610-777-3885</b> |
| Magisterial District 23-3-01 (M.D.J. David E. Glass) .....                            | <b>610-582-8615</b> |
| Magisterial District 23-3-02 (M.D.J. Michael G. Hartman) .....                        | <b>610-367-2357</b> |
| Magisterial District 23-3-03 (M.D.J. Victor M. Frederick, IV) .....                   | <b>610-987-3344</b> |
| Magisterial District 23-3-04 (M.D.J. Gail M. Greth) .....                             | <b>610-944-7202</b> |
| Magisterial District 23-3-05 (M.D.J. Thomas M. Gauby, Sr.).....                       | <b>610-916-4496</b> |
| Magisterial District 23-3-06 (M.D.J. Gloria W. Stitzel).....                          | <b>610-562-4364</b> |
| Magisterial District 23-3-07 (M.D.J. Andrea J. Book) .....                            | <b>610-488-6224</b> |
| Magisterial District 23-3-09 (M.D.J. Deborah P. Lachina).....                         | <b>610-478-3291</b> |



## Adult Probation and Parole

**610-478-3400**

### Services Center - 7th Floor, Adult Probation

Court-Ordered Probation Plan Supervision  
Alcohol Safe Driving Programs Administration  
Restrictive Intermediate Punishment Plan Supervision  
Community Liaison  
Operation Night Light Proponent

Court-Ordered Parole Plan Supervision  
DUI, Addictions and Mental Health Treatment Courts Liaison  
Court-Ordered Community Service Supervision  
Educational Outreach  
Pennsylvania Board of Probation and Parole Liaison

## Juvenile Probation / Juvenile Court Administration

**610-478-3200**

### Services Center - 10th Floor, Juvenile Probation

Juvenile Court Administration  
Youth Development Programs Administration  
Educational Outreach  
Victim/Witness Coordination

Juvenile Delinquent Probation Plan Supervision  
Community and School Liaison  
Operation Night Light Proponent  
Juvenile Justice Agencies and Associations Liaison

## Domestic Relations

**610-478-2900**

### Services Center - 6th Floor,

[www.drs.berks.pa.us](http://www.drs.berks.pa.us)

Child/Family Support Order Establishment, Modification, Enforcement  
Child Support Enforcement Court Liaison  
Paternity Establishment  
Berks County Detectives Liaison for Domestic Relations Fugitives  
Domestic Relations Association of Pennsylvania Liaison

## Court Interpreters

**610-478-6208**

### Services Center 4th Floor, Court Administration

Foreign Language Simultaneous Interpretation  
Deaf and Hard of Hearing Services/Americans with Disabilities Act Liaison  
Freelance and Contracted Language Services Agency Liaison  
Court Interpreter/Administrative Interpreter  
Qualification Services  
Written Product Translation  
Administrative Office of Pennsylvania Courts  
Interpretation/Translation Liaison

# *Direct Connection to Your Local Government*

## **Court Reporters**

**610-478-6467**

### **Courthouse – 14th Floor, Court Reporters**

Courtroom Stenographic Services  
Evidence Control and Storage  
Pennsylvania Court Reporters Association Liaison

Transcript Production  
Videoconference Schedule Coordination

## **Law Library**

**610-478-3370**

### **Courthouse - 10th Floor, Law Library**

Pennsylvania Judicial Code-directed judiciary library services  
Public Accessible, Sole Public Source in Berks County for Legal Research

## **Protection From Abuse**

**610-478-6208 ext 5701 or 5702**

### **Services Center - 1st Floor**

Domestic Violence Protection Requests/Petitions  
Domestic Violence Programs Liaison

Protection Order Coordination

## **Clerk of Courts**

### **James P. Troutman**

**610-478-6550**

#### **Courthouse - 4th Floor**

[www.co.berks.pa.us](http://www.co.berks.pa.us)

Prepares and maintains the records for the Criminal Division of the Court of Common Pleas  
Collects fines and costs for criminal convictions of Court of Common Pleas  
Maintains road dockets and Liquor Control Board appeals  
Maintains the road docket for all municipal subdivisions  
Prepares all commitments for defendants taken into custody  
Provide courtroom clerks for judges of the criminal division

## **Prothonotary**

### **Marianne R. Sutton**

**610-478-6970**

#### **Courthouse - 2nd Floor**

[www.co.berks.pa.us](http://www.co.berks.pa.us)

Chief Clerk of the Civil Division of the Court of Common Pleas  
Handles Family Court filings (Protection from Abuse, divorces and custody matters)  
Chief Notary for County of Berks in civil cases  
Records judgments and liens (Local, State and Federal)  
Distributes immigration information  
Records and maintains records for all civil cases  
Agent for application of passports  
Prothonotary archives



## *Environment*

Berks County recognizes the value of municipal Environmental Advisory Councils (EACs) and has created the Berks County Association of Environmental Advisory Councils (BCAEAC). Sixteen Berks County municipalities have established EACs for the purpose of advising their respective planning commissions, park and recreation boards, and elected officials on matters dealing with the protection, conservation, management, promotion and use of local natural resources; including air, land, and water resources within their municipal boundaries. The BCAEAC was created in February of 2009 for the purpose of providing assistance to the municipal EACs. The types of assistance include educational services, exchange of information, and the assignment of County government personnel to provide administrative and/or technical assistance. The Berks County Conservation District was designated as the agency to oversee and coordinate the local EACs. The BCAEAC has an environmental website that will be available for all municipal EACs to communi-

cate with each other on projects, concerns, and ideas and to keep informed on environmental issues within Berks County. An annual workshop will be conducted for the EACs to disseminate information on the environmental activities and programs undertaken by each group.





## Solid Waste Authority and Recycling Coordinator

Services Center, 14th Floor

**610-478-6362**

[www.co.berks.pa.us/swa](http://www.co.berks.pa.us/swa)

*The Berks County Solid Waste Authority was established by the Berks County Commissioners on August 19, 1992.*

*The Authority is responsible for the development and implementation of the County Solid Waste Management Plan.*

*The County Solid Waste Management Plan is required to be revised every 10 years and meet the following requirements:*

Ensure adequate disposal capacity for county-generated waste for a period of ten years.

Evaluate the county's recycling program and achieve the statewide goal of 35% recycling.

Provide assistance to municipalities.

Develop and administer collection programs for special wastes.

## 2009 Special Waste Collections:

### Pharmaceuticals

**March 21 • 10:00am - 2:00pm**

Giant Food Stores:

4320 N. 5th St. - Temple

3935 Perkiomen Ave - Exeter

Free to Berks County Residents

### Hazardous Waste

**April 4 • 8:00am - 2:00pm**

Exeter Twp. Municipal Bldg.

Free to Berks County Residents

### Electronic Waste

**April 17-18 • 8:00am - 2:00pm**

Exeter Twp. Municipal Bldg.

Fees Charged

### Tire Collection

**May 2 8:00am - 2:00pm**

Exeter Twp. Municipal Bldg.

Fees Charged

### Hazardous Waste

**October 3 • 8:00am - 2:00pm**

FirstEnergy Stadium: Rt. 61 - Reading

Free to Berks County Residents

### Electronic Waste

**October 16 - 17**

8:00am - 2:00 pm

FirstEnergy Stadium: Rt. 61 - Reading

Fees Charged

### Tire Collection

**October 31**

8:00 AM – 2:00 PM

FirstEnergy Stadium: Rt. 61 - Reading.

Fees Charged

The Authority operates a full-time recycling center at 1316 Hill Top Road, Leesport. The facility accepts Cardboard, mixed paper, aluminum and tin cans, plastic bottles and containers and glass jars and bottles. The facility is open 7 days a week, 24 hours a day. In addition, the Authority operates twelve recycling centers that move location each week. Below is the 2009 schedule for this program. These facilities accept mixed paper, aluminum and tin cans, plastic bottles and containers and glass jars and bottles.

## Direct Connection to Your Local Government

### RURAL RECYCLING SCHEDULE FOR 2009

Recycling Containers are available at the following locations from Wednesday through Sunday.  
The dates listed below are the first day that the containers are available.

#### Boyertown/ Hereford/ Topton

December 31  
January 28  
February 25  
March 25  
April 22  
May 20  
June 17  
July 15  
August 12  
September 9  
October 7  
November 4  
December 2  
December 30

#### Greenwich/ Richmond/ Albany

January 7  
February 4  
March 4  
April 1  
April 29  
May 27  
June 24  
July 22  
August 19  
September 16  
October 14  
November 11  
December 9

#### Windsor/ Centre/ Tulpehocken

January 14  
February 11  
March 11  
April 8  
May 6  
June 3  
July 1  
July 29  
August 26  
September 23  
October 21  
November 18  
December 16

#### Bethel/ Upper Tulpehocken/ Marion

January 21  
February 18  
March 18  
April 15  
May 13  
June 10  
July 8  
August 5  
September 2  
September 30  
October 28  
November 25  
December 23.

### RECYCLING DROP-OFF LOCATIONS:

|                |                   |                                   |
|----------------|-------------------|-----------------------------------|
| Boyertown      | Borough Garage    | Rear of South Reading Ave.        |
| Topton         | Borough Park      | West Barkley and South Cherry St. |
| Hereford       | Township Building | 3131 Seisholtzville Rd.           |
| Richmond       | Township Building | 11 Kehl Dr. off of S. R. 662      |
| Greenwich      | Township Garage   | 775 Old Rt. 22                    |
| Albany         | Township Building | 2451 S.R. 143                     |
| Windsor        | Township Building | Haas Rd.                          |
| Centre         | Township Building | Bucks Hill Rd.                    |
| Marion         | Township Building | 420 Water St.                     |
| Bethel         | Township Garage   | 81 Klahr Rd.                      |
| U. Tulpehocken | Township Building | 6501 Old Rt. 22                   |
| Tulpehocken    | Township Building | 22 Rehrersburg Rd.                |

Please visit the Authority website for an expanded list of recycling centers throughout the County: [www.co.berks.pa.us/swa](http://www.co.berks.pa.us/swa) or call (610) 478-6362.



## *Human Services*

### Office of Aging Services Center - 8th Floor

**610-478-6500**  
[www.berksaging.org](http://www.berksaging.org)

Established in 1974 under provision of the Older Americans Act

Develops and administers county-wide community support system for older citizens including the following:

In-home services alternatives to institutional placement that include personal care, assistive

Socialization, recreational and educational programs

Information and referral

Housing assistance

Home-delivered meals

Specialized transportation

Nursing home assistance

Benefit programs

Senior Centers

Protection from abuse & exploitation

Counseling

Legal services

Assessment / Care management

Ombudsman

Congregate meals

Family caregiver support

Volunteer services

Adult day services

Insurance counseling

Employment services

Foster Grandparent program



## BARTA

(Berks Area Reading Transportation Authority)

11th & Exeter Streets, Reading, PA 19604

Operates Public Transit System

Funded by a combination of fares and federal, state, county and city contributions

**610-921-0601**

[www.bartabus.com](http://www.bartabus.com)

## BARTA Special Services

Provides specialized transportation to those who are unable to use the fixed route buses

**610-921-2361**

## Berks County Home - Berks Heim

1011 Berks Road, Leesport, PA 19533

Licensed by the Pennsylvania Department of Health and certified by both Medicare and Medicaid

Accepting applications for private pay, Medicare, and Medicaid eligible residents

Berks Heim is governed by the Board of County Commissioners and managed by a full-time licensed Nursing Home

Administrator and Director of Nursing

**610-376-4841**

[www.berksheim.com](http://www.berksheim.com)

*Berks Heim is an elderly community providing long-term care services with an emphasis on quality care. We have an individualized approach to healthcare and all staff are dedicated to provide for the social, emotional, and physical well-being of our residents.*

## Berks Heim - Yesterday and Today

The history of Berks Heim extends back to a time when communities had the need for a place where the local citizenry could go to during times of need due to circumstances that threatened their ability to survive in a day and age where support services were either provided by family and friends or didn't exist at all. The year was 1824 when Berks County like many other counties began to address the needs of people who were unable to take care of their needs because of conditions that ranged from sickness to poverty, mental illness to personal disaster. Often times

## *Direct Connection to Your Local Government*

temporary in nature, people needed a safe place to live until they could rebuild their lives, their homes or find a living arrangement that suited their needs. The residents of this agrarian community that was first located in the Shillington area consisted at times of young families who may have been displaced by a fire in their homes, a spouse that might have been seriously injured or killed in an accident at work or on the farm, transients they called hobo's, the chronically ill who had no one able or willing to attend to them and, of course, the indigent.

Originally known as the "Alms House" or Poor House, this community was embraced by those who had the immediate need to seek refuge and assistance, but at the same time it also became the scourge of those who feared living with the stigma of having been associated with residing there. The Alms House existed and evolved for many years until September of 1952 when after much fanfare the existing Board of County Commissioner's introduced a brand new state of the art facility located in Bern Township which was designed to take care of the needs of two basically different population groups, one being those who actually had a need for physical care and the other for those who were unable to take care of themselves on their own in the community who needed a place to live.

To change the stigma of the Alms House / Poor House moniker the county sponsored a contest in the local school districts to rename this new building. The intent was warranted and well intended when the announcement was made and the name was changed to Berks County Home - Berks Heim or just Berks Heim, but the reputation remained. It wasn't until after the enactment of Medicare in 1965 and the promulgation of an industry providing oversight and regulation that nursing homes began a journey that has resulted in the transformation that we all know today.

Berks Heim continued to grow over those years and with the addition of the Annex in 1975 became the second largest nursing home in Pennsylvania with a licensed capacity of 799 beds. The quality of care steadily improved as did the training of the staff and the legal requirements to provide care. Little by little there became alternatives to long-term care and commencing in May of

1998 Berks Heim began yet another transformation focusing on higher acuity residents. It was determined that there indeed existed a need to construct a "New" Berks Heim to accommodate all of the requirements for care of a totally different kind of resident population than had existed before. Acknowledging that there were now other options for those needing some personal assistance but not necessarily at the level of long-term care, Berks Heim started downsizing in anticipation of its new building project eventually lowering the capacity of the facility to 420 licensed dually certified skilled beds.

It was a beautiful fall day on the 1st of October 2005 when all of the residents of Berks Heim started their migration from their home of over 53 years to the brand new building located on the North Campus adjacent to the former Main and Annex buildings to start a new beginning in the third generation in the ongoing evolution of our Berks County Home - Berks Heim.

Today Berks Heim is no longer the choice of last resort, but in fact is a wonderfully modern, well equipped nursing facility providing quality care to 420 residents. Provisions of the new building include a dementia unit designed with the intent to service the needs of those residents who exhibit challenging behaviors and who are unable to meaningfully fully participate in the programs as offered on a typical nursing unit or neighborhood as we prefer to call it. Residents are able to participate in a wide variety of activities, experience the ambiance of a Beauty and Barber shop called the Berk-Shear just as they had enjoyed throughout their lifetime in their communities all the while having their individual needs attended to by a professional care team.

Of course experience has demonstrated to us over all of these years that providing care will continue to change as we adjust to new expectations brought forth by new generations as well as ever changing regulations and creative reimbursement.

The Berks Heim that we know is actually comprised of 21 individual departments that represent 535 employees working in such diverse careers as Nursing, Dietary, Maintenance, Laundry as well as Human Resources and the Business Office just to mention a few. The profes-



sional staff include but are not limited to RN's, LPN's and a licensed Nursing Home Administrator.

Financially Berks Heim endeavors to be self sustaining and has an operating budget approximating \$35,000,000 which is funded by a revenue base provided primarily by Medicaid, Private Pay and Medicare. These payor sources represent funds provided by either the individual resident or the subsidy source that they qualify for. Medicaid is always the payor of last resort, although it does represent the largest majority of reimbursement received by Berks Heim and these dollars are provided through the

Department of Public Welfare funded by a 55 % Federal / 45 % State split. Medicare is funded by Federal monies and of course the Private Pay portion comes directly from residents. Frequently residents during the course of their stay may qualify at different times for each of the available funding sources, each resident / applicant's financial circumstance is reviewed individually and regularly as their eligibility may be subject to change based upon acuity and financial resources.

## Council on Chemical Abuse

601 Penn Street, 6th Floor, Reading, PA 19601

**610-376-8669**

[www.councilonchemicalabuse.org](http://www.councilonchemicalabuse.org)

- Plans, coordinates and monitors all drug and alcohol programming supported by public monies
- Provides prevention and intervention services
- Provides funding for treatment services through contracted arrangements with licensed providers
- Resource center, including library and videos, open to the public
- Tobacco cessation and in-school prevention activities

The Council on Chemical Abuse is a private, nonprofit 501(c)(3) corporation that was formed in 1972 and has a contractual agreement with the County to serve as the Single County Authority (SCA) for drug and alcohol services in Berks County. As the SCA, the Council on Chemical Abuse administers and manages publicly-funded prevention, intervention, and treatment services to the Berks County community. Our volunteer board of directors oversees and directs all aspects of the Council's activities.

The Council on Chemical Abuse also provides leadership in the development of policies and programs that prevent the onset of illegal alcohol and drug use, and tobacco use. Prevention programs to both adults and youth focus on a clear message of drug-free, alcohol-free, and tobacco-free living. Several youth programs including PRIDE and BUSTED! concentrate on providing a positive message which the children can share with their peers. In addition, the Council staff works with all public and

parochial schools in Berks County offering age appropriate educational curriculum, peer mediation/conflict resolution and Student Assistance intervention Services.

Addiction treatment services are contracted through the Council to licensed facilities that provide services ranging from hospital based services to community based residential and outpatient services. All treatment services begin with a comprehensive assessment to determine the most appropriate service to best address the addicted individuals needs. Treatment provides an opportunity to stop destruction caused by addiction and enter long term recovery. For individuals with unstable living arrangements and in the early stages of recovery, the Council funds several transitional houses where clients can live in a drug free environment to stabilize/enhance their recovery. To monitor treatment progress, individuals are typically required to undergo random urine testing. All clients that enter treatment services are offered HIV risk-reduction counseling as well as HIV testing services.

## *Direct Connection to Your Local Government*

As the addiction is being addressed through treatment, intensive case- management is provided to help with other life areas (i.e. housing, medical, employment, educational, etc.) that many times interfere with the person's long term recovery. Such services are offered to any client entering public funded treatment. The Council works in tandem with numerous county human service agencies to help break the cycle of addiction that many times is the driving reason why people are on agency caseloads.

The Council's tobacco prevention efforts concentrate on educating the public, offering tobacco cessation services to schools and workplaces, and partnering with local law

enforcement departments to conduct ongoing enforcement of current tobacco regulations.

### *Future Plans*

The Council's future plans include continuing efforts to increase prevention opportunities to prevent the onset of addiction as well as increase treatment capacity for those individuals suffering from addiction. Both areas of increase are predicated on examination of the cost effectiveness of current approaches and our ability to secure an expanded base of financial support so the individuals in need of treatment are not turned away.

## Children & Youth Services

### Services Center - 11th Floor

Services include:  
Adoption  
In-Home Services  
Investigation of Child  
Maltreatment  
Out-of-Home  
Placement  
Truancy  
Foster Care

**610-478-6700**

[www.berkscys.org](http://www.berkscys.org)





Berks County Children and Youth Services is assigned to protect children, up to eighteen years of age, from abuse and neglect. The staff investigate all reports of child maltreatment in Berks County. For families at risk of future abuse or neglect, services and monitoring are implemented to ensure child safety and allow the children to remain in their homes. For some cases, placement outside the family's home is warranted. When this happens, the parents participate in services to allow the children's safe return. For situations in which a safe return is not able to occur, the Berks County Children and Youth Services staff requests that the Court terminate parental rights. A permanent adoptive situation is located, often within the child's family and/or community.

Berks County Children and Youth Services is mandated to provide care for children who must be moved to out-of-home placement. The agency maintains a group of foster parents to assist in caring for these children. These valued families must be able to work not only with the child, but also with the court, the family of origin, county caseworkers and variety of agency personnel.

There are several requirements that a foster parent must satisfy, and you should be familiar with them before taking on the responsibility of caring for a foster child.

### **The applicants must meet certain minimum requirements:**

*Be at least 21 years of age*

*Pass a medical examination that states that he and/or she is physically able to care for children and be free from communicable disease*

*Pass screening requirements related to child abuse and criminal history clearances*

*Completion of an intensive home study*

*Attendance at a variety of training related to foster care issues*

*The county children and youth agency must make an assessment of each person's foster parent capacity. The agency will consider the following when assessing each applicant:*

*The ability to provide care, nurturance and supervision for the child*

*A demonstrated stable and emotional adjustment*

*Ties with family, friends and the community*

*Ability to work with natural families*

The agency also will consider other matters such as each person's attitude toward his or her own children, towards parent/child relationships in general, how the applicant can meet the special needs of children, and how many children are suitable for the home environment. (Foster homes are limited to a total of six children, both foster and natural, under the age of 18 yrs.) Foster parents cannot use physical discipline; children must be directed by praise and encouragement.



# Direct Connection to Your Local Government

## Human Services/Grants Coordinator

**610-478-6194**

### Services Center - 13th Floor

[www.co.berks.pa.us](http://www.co.berks.pa.us)

*Administers Human Service Grants including:*

Human Service Development Fund

Medical Assistance Transportation

Family Center/Fatherhood

Provides rental assistance to the homeless and/or near-homeless

Provides funding for adult services not covered under MH/MR, Aging, D&A

Works with other Human Services providers/agencies to eliminate duplication of services within the County

*See Human Service website for additional grant information [www.co.berks.pa.us](http://www.co.berks.pa.us)*

Homeless Assistance Program

Temporary Emergency Food Assistance

## Mental Health/Mental Retardation

**610-478-3271**

E-mail: [mhmr@countyofberks.com](mailto:mhmr@countyofberks.com)

Fax: **610-478-4980**

Services Center- 15th Floor

After Hours Emergency: **610-236-0530**

Provides quality care as well as the delivery of efficient public services and supports for individuals with mental illness and mental retardation so that they can increase their opportunities and abilities to lead lives of dignity and independence.

Acknowledging that recovery is an ongoing process, MH/MR is committed to promoting personal growth, choice, and inclusion of consumers in their community.

### Authority:

Established by the Mental Health/Mental Retardation Act of 1966 MH Procedures Act of 1976.

### Berks County MH/MR Program:

Subcontracts with Service Access and Management to provide mental health and mental retardation services for individuals eligible for services.

Provides Administrative oversight of the contract with SAM to ensure: individuals with serious mental illness or mental retardation receive services and provides fiscal oversight for funds allocated by the Office of Mental Retardation and the Office of Mental Health and Substance Abuse Services.

Additional information can be found under the MH/MR Program on the county website at [www.co.berks.pa.us](http://www.co.berks.pa.us) or Service Access and Management's website at [www.sam-inc.org](http://www.sam-inc.org). Contact SAM at 610-236-0530.

### Berks County MH/MR Health Choices Program:

Subcontracts with Community Care Behavioral Health to provide mental health and drug and alcohol services for individuals eligible for benefits under the Medicaid Program.

Provides administrative oversight of the contract with Community Care to ensure that there is an adequate provider delivery network and services are accessible, there is fiscal accountability for the program, there is continuous quality improvement and all unexpended funds are reinvested back into the behavioral health system.

Additional information can be found under the MH/MR Program on the county website at [www.co.berks.pa.us](http://www.co.berks.pa.us) or Community Care's website at [www.ccbh.com](http://www.ccbh.com). Contact CCBH at 1-866-292-7886 for assistance with locating a provider.



# Pennsylvania CareerLink

BERKS COUNTY

**610-988-1300**

**501 Crescent Avenue, Reading PA 19605**

**[www.co.berks.pa.us/careerlink](http://www.co.berks.pa.us/careerlink)**

Staffs the Berks County Workforce Investment Board (WIB) and provides long-term and strategic planning to support competitiveness and economic development in Berks County and regionally.

Provides financial and administrative management of workforce development funds under the County's control.

Operates Workforce Investment Act (WIA) Title I and related programs and services as part of Pennsylvania CareerLink Berks County, a multi-agency organization.

In 1999 the Commonwealth of Pennsylvania implemented their one-stop workforce development system under the brand name Pennsylvania CareerLink. Locally, several public and private workforce development agencies joined to form Pennsylvania CareerLink - Berks County. This system has both Internet-based services located at [www.cwds.state.pa.us](http://www.cwds.state.pa.us) and a network of local offices. Pennsylvania CareerLink - Berks County is the name of our local office. Pennsylvania CareerLink - Berks County operates as a partnership. Berks County staff who are employed in Workforce Development related activities are split into two separate and distinct operations—those which support the Berks County Workforce Investment Board (WIB) and those which are included as part of a multi-partner organization called PA CareerLink - Berks County. State and federal financial resources enable the delivery of a variety of services to both businesses and individuals.

The purpose of the Berks County Workforce Investment Board (WIB) is to identify the long-term, strategic workforce development needs of the community; propose strategies to meet those needs; set priorities; build partnerships to align resources in support of those strategies; test specific initiatives to advance those ends; and measure and evaluate results. The WIB's normal working hours are 8:00 a.m. to 5:00 p.m.

CareerLink exists to provide high quality, value-added workforce development services to our customers--employers and job seekers--so we can meet the needs of

these customers, exceed their expectations, and achieve our organizational outcomes, both as set for us by funding sources and defined as our own critical measures of success. The CareerLink is open to the public from 8:30 a.m. to 4:30 p.m., Monday, Tuesday, Thursday and Friday, and from 10:30 a.m. to 4:30 p.m. on Wednesdays.

### Services Include:

Screening and referral of applicants to employer specifications; information on hiring incentives such as tax credits and new-hire training programs; assessment of applicant aptitudes and academic skills; workshops on resume writing, interviewing, career decision-making, job market information; access to financial aid for training services; and Public Resource Room with 24 Internet-accessible computers.

### Future Changes, Growth, Costs

2009 and 2010 will very likely be transitional years for workforce development. Reversing a trend of declining Workforce Investment Act (WIA) funding over the previous 5 years, the passage of the Federal American Recovery and Reinvestment Act (the so-called "Stimulus" Bill) will bring an additional infusion of workforce development money to Berks County by the spring of 2009 and the possibility of budget increases for the next fiscal year. In addition, it appears the Congress may be able to agree on a reauthorization of WIA sometime in 2009, something they have been unable to do since 2003 when reauthorization was originally scheduled to occur.

# Direct Connection to Your Local Government

## Reading Area Community College

10 South Second Street, Reading, PA 19602

- Two-year accredited college funded by Government
- Over 30 career and college credit transfer programs
- Offer customer-designed seminars for businesses and industry
- Coordinates financing and grant funding for county related waste management programs

610-372-4721

[www.racc.edu](http://www.racc.edu)

## Department of Veterans Affairs

1243 County Welfare Road, Leesport, PA 19533

610-378-5601

[www.co.berks.pa.us](http://www.co.berks.pa.us)

*The office assists the Veterans of of Berks County, their dependents, widows, and orphans with a comprehensive array of federal, state, and local government benefit programs.*

- Obtaining Military Records/Awards, Discharges and Service Medical Records
- Claim filing with the Veterans Administration (Phila. Regional Office)
  - Service Connected Disabilities, Pensions, Dependency & Indemnity Compensation.
  - Appeal Hearings with the Board of Veterans Appeals • Burial Allowance Benefits
- Claims filing with the Commonwealth of Pennsylvania
  - Veterans' Emergency Assistance Blind and Paralyzed Pensions
  - Tax Exemption and other benefits gratuities/grants and bonuses the Commonwealth provides
- Claims filing with the County of Berks
  - Burial Allowance Benefits • Cemetery Headstone Allowance • Cemetery Flag Holder

## Be sure to view our Hall of Heroes at

[www.berksheroes.com](http://www.berksheroes.com)

This site permanently honors the sacrifice of the brave men and women of Berks County who died defending our liberty and freedom.

The Hall of Heroes exists as an enduring tribute where their sacrifices are remembered and forever recognized.





## Housing

### Redevelopment Authority

**610-478-6325**

#### Services Center - 14th Floor

Administers programs directed at rehabilitation in redevelopment areas within local municipalities by acquiring private property for private reuse  
Participates in tax increment financing projects

### City of Reading Housing Authority

**610-775-4813**

#### 400 Hancock Boulevard, Reading, PA 19611

[www.racc.edu/SocialService](http://www.racc.edu/SocialService)

Administers Section 8 and public housing assistance to low-income families, the elderly and the disabled in the City of Reading

### Berks County Housing Authority

**610-370-0822**

#### 1803 Butter Lane, Mt. Penn, PA 19606-1100

[www.racc.edu/SocialService](http://www.racc.edu/SocialService)

Owns and manages over 200 public housing units in eight developments in the County for low income non-elderly, elderly and disabled families  
Manages the Inglis Cottages in Berks County Development for disabled families  
Manages the Tarsus Manor Apartments in Fleetwood for elderly families  
Administers the Housing Choice Voucher Program (Section 8) for low income non-elderly, elderly and disabled families in the County.



## Berks Connections/Pretrial Services (formerly Prison Society)

Courthouse 16th Floor

**Hours: Office Hours - 8:30 a.m. to 4:00 p.m.,  
Pretrial Services staff on call 24 hours a day, 365 days a year**

**610-478-6920**

**E-Mail: [info@BerksConnection.org](mailto:info@BerksConnection.org)  
[www.BerksConnections.org](http://www.BerksConnections.org)**

Founded in 1975 as the Berks County Prison Society, Berks Connections / Pretrial Services (or "BCPS") is a 501(c)(3) non-profit corporation providing programming and services to individuals and families involved in the local Berks County justice system.

### **Agency Mission Statement:**

To assist adult prisoners, former prisoners, probationers, parolees and delinquent juveniles in rehabilitating themselves and in making a proper readjustment to society;

To assist and to answer the needs of dependent and delinquent juveniles;

To show a constructive concern for the criminal justice system and the juvenile justice system in Berks County;

To show a constructive concern for the prison system and juvenile detention and placement systems in Berks County; and to act as the Berks County bail agency as long as designated as such by the Berks County Court of Common Pleas.

BCPS operates via two programming units: BCPS/ BerksConnections and BCPS/Pretrial Services:

### **BCPS/BerksConnections Programs:**

The Reentry Resource Center provides information, assistance and referrals to ex-offenders re-entering our community from the Berks County Prison and state and federal correctional facilities. Ready to Succeed is a job training program led in conjunction with the Berks



County CareerLink that begins with workshops in the jail and continues post-release in the community. Successful reentry begins prior to release with programs at the Berks County Prison that include one-to-one mentoring, fellowship events with community volunteers, educational mentoring, and conducting intensive needs assessment interviews that identify specific post-release needs to connect offenders with community-based programs and services.

The FUNdamentals program provides educational, self-esteem building and fun activities and programs for youth detained at the Berks County Youth Center. Families and children of inmates detained at the Berks County Prison are aided by programs such as Mother's Voice that connects children at home with their mother in jail through weekly storybooks taped while read by the mom and sent home, seasonal gift drives and holiday meals delivered to families, and the Family & Friends support group that meets twice each month.

### ***BCPS/Pretrial Services Programs:***

BCPS Pretrial Officers conduct post-arrest interviews of criminal defendants and provide verified assessment reports to assist the Courts in making informed pretrial release decisions. BCPS provides supervision of pretrial-status defendants released by the Courts on bail: improving justice system efficiency, reducing prison overcrowding and saving tax dollars by working to ensure that defendants appear in court and comply with release conditions. BCPS provides staffing and support for County diversionary programs such as Treatment Courts and Intermediate Punishment (IPP) programs, and leads the Mental Illness

Intensive Supervised Release (MIISR) Team that works to provide appropriate treatment/supervision release plans for inmates at the Berks County Prison.

BCPS administers the County's Community Release Release (5% Cash Bail) program as Court-appointed Bail Agency.

### ***Key Program Statistics:***

Pretrial Services program supervised over 1,000 pretrial-status defendants in 2008, saving over 112,000 "jail bed days" at the Berks County Prison.

Compliance rates for defendants under BCPS/Pretrial Services supervision were above 95% in 2008 (failure rates average 15% to 21% nationwide)

BCPS interviewed over 2,400 defendants in 2008 to provide verified information to the Courts relating to pretrial release decisions.

The Reentry Resource Center at BCPS/BerksConnections completed 329 individual needs assessment interviews in 2008 for ex-offenders returning to communities in Berks County and provided over 1,000 referrals and assistance in key areas such as employment, housing and immediate needs such as obtaining a proper ID, transportation and clothing

130 inmates at the Berks County Prison received in-depth post-release needs assessment interviews in 2008.

37 inmates graduated from the Ready to Succeed employment workshops at BCP conducted by BCPS and Berks County CareerLink in 2008

# Direct Connection to Your Local Government

## Berks County Prison

1287 County Welfare Road, Leesport, PA 19533

610-208-4800

[www.co.berks.pa.us/prison](http://www.co.berks.pa.us/prison)

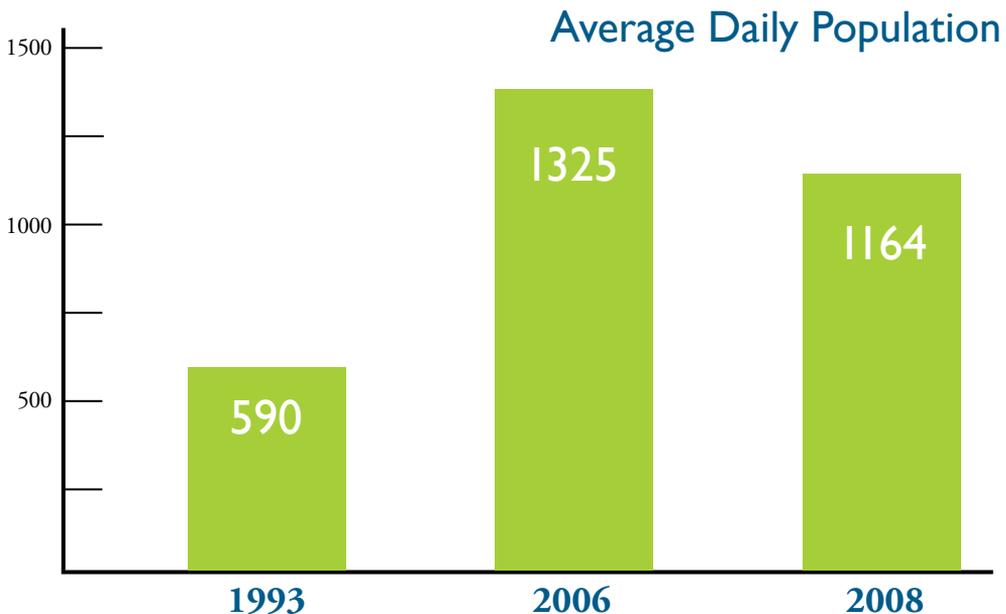
Responsible for care, management, and rehabilitation of legally incarcerated adults

The Berks County Prison/Jail System is intended to establish a secure institutional environment that serves to provide protection and safety for the citizens, staff and the legally incarcerated of Berks County, while meeting the standards established for this purpose by the American

Correctional Association and Commonwealth of Pennsylvania. This will be accomplished through the use of a cost-effective organization and procedures that provide for security, social restoration and (re)habilitation in the jail environment.

## Current Jail Stats

The Berks County Prison was originally designed to house 288 MALE inmates. 200 prisoners were transferred to the jail on 1/21/32. The Prison was expanded in 1993 to house 790 inmates





## Community Re-entry

1040 Berks Road, Leesport, PA 19533

Responsible for care, management, rehabilitation, and community reintegration of legally incarcerated adults deemed appropriate for a community corrections setting

**610-208-4800**

[www.co.berks.pa.us](http://www.co.berks.pa.us)

## Berks County Prison Special Operations Group - (SOG)

In the Fall of 2008 the jail began a selection and intensive training process among its Correctional Officers cadre for an elite unit. This unit, the Special Operations Group, or SOG as they have become known, performs High Risk Security Patrols (HRSP) in and around the jail on a routine basis. In addition to HRSP, these Operators can respond immediately to any incident (cell extraction, disturbance, fights, assaults, etc.) that requires resources above and beyond those that can be provided by the response of general duty Correctional Officers. In the past, this type of specialized response was not available to the degree (higher level of training than past response units) it now is, or not

at all; and it was never available without a substantial delay for “call-up and preparation”. The SOG is dedicated to making the jail a safer place for all who work, live and visit here.

The Berks SOG is the first Tier One certified SOG in the eastern US and participates in joint training exercises with a diverse group of other agencies internationally (Her Majesty’s Prison Service, National Tactical Response Group, United Kingdom), nationally (Hudson County, Special Operations Group, New Jersey), and locally (Chester County SWAT, Berks County BCERT, Berks County Sheriff’s Department).

## Coroner

**Dennis J. Hess**

Courthouse - 15th Floor

The Office of the Coroner serves as an independent investigator in all death investigations and shall determine the identity of the deceased and notify the next of kin.

The Coroner’s Department is also responsible to investigate and determine the cause and manner of unnatural and unexplained deaths occurring within Berks County.

**610-478-3280**

[www.countyofberks.com](http://www.countyofberks.com)

## District Attorney

**John T. Adams**

Services Center - 5th Floor

The District Attorney’s Office reviews, investigates, deters, and objectively prosecutes all violations in order to protect the rights and ensure the safety of the citizens of Berks County, Pennsylvania.

**610-478-6000**

[www.countyofberks.com](http://www.countyofberks.com)

# Direct Connection to Your Local Government

## Prosecution

The goal of the Berks County District Attorney's office is to review, investigate, deter, and objectively prosecute all criminal violations occurring in Berks County.

The office also cooperates with all local, state and federal authorities in the regional effort to aggressively prosecute and combat crime in Berks County.

## Detectives

### Chief County Detective

Michael J. Gombar

Services Center - 15th Floor

**610-478-7171**

[detectives@countyofberks.com](mailto:detectives@countyofberks.com)

It is the goal of the Berks County Detectives to investigate and successfully prosecute offenders for violations of the criminal statutes of Pennsylvania. The Berks County Detectives are a branch of the Berks County District Attorney's Office. The Detectives work closely with police officers from local, state and federal law enforcement agencies. The majority of the Berks County Detectives are seasoned veterans with a vast amount of police experience and expertise, which they acquired from specialized schools and training. These Detectives offer their specialized services to those departments that do not have the expertise and the resources to successfully investigate various complex crimes. Specifically, the Detective Unit concentrates their efforts towards five investigative disciplines:

- 1. Narcotics Investigations**
- 2. Child Abuse Investigations**
- 3. Financial Investigations**
- 4. Crimes Against the Elderly Investigations**
- 5. Forensic Services**



Additionally, the Detectives have implemented several new programs to accomplish the goals of District Attorney. For example, they have established the Bad Check Program, the Precious Metals Enforcement and created a county wide Drug Task Force. Also, the Detectives support local law enforcement by operating the Berks County DUI Processing Center.



### Department of Emergency Services

**Direct Link Technology Center**  
2561 Bernville Rd., Reading, PA 19605

**(610) 374-4800**

**Fax: (610) 374-8865**

**[www.countyofberks.com/ema](http://www.countyofberks.com/ema)**

The newly formed Berks County Department of Emergency Services was created in 2008 when the 9-1-1 and Communications Center was merged with the Emergency Management Agency. The Commissioners of Berks County finalized the consolidation in 2009.

The merger permitted the pooling of resources from both departments to provide improved and more efficient service to the residents of Berks County.

In December 2008, the Department of Emergency Services relocated to a new facility in the DirectLink Technology Center in Bern Township.

The Department of Emergency Services provides three distinct services to the residents of Berks County.



### 9-1-1 and Communications Center

**Emergency: 9-1-1**

**Non-emergency: (610) 655-4911**

The Berks County Department of Emergency Services' 9-1-1 and Communications Center answers 9-1-1 calls and other calls for service for more than 400,000 Berks County residents, and provides emergency communications for over 150 police, fire, and EMS agencies throughout the county.

The communications center is staffed 24 hours a day, 7 days a week, 365 days a year to provide communication services to all emergency service organizations in Berks

County. With an authorized complement of 52 full-time Telecommunicators and 26 part-time telecommunicators, these individuals serve the county residents with the utmost professionalism and experience.

The 9-1-1 and Communications Center also provides public outreach to community groups and organizations desiring more information on the county's Enhanced 9-1-1 system.

# Direct Connection to Your Local Government



## Emergency Management

**(610) 374-4800**

The Berks County Emergency Services Department judiciously plans, assigns and coordinates all available resources in an integrated program of prevention, mitigation, response, and recovery for emergencies of any kind for the County of Berks. The department, and its associated programs, represents insurance by coming to the aid of the County of Berks and its citizens when disaster strikes. The department strives to reduce the county's liability for hazards that may strike.

The Berks County Department of Emergency Services serves the citizens of Berks County by taking an active and managerial role in the four phases of emergency management:

### *Mitigation*

Includes any activities that prevent a disaster, reduce the chance of a disaster happening, or reduce the damaging effects of unavoidable disasters.

### *Preparedness*

Includes plans or preparations made to save lives or property, help the response, and to coordinate rescue service operations.

### *Response*

Includes actions taken to save lives and prevent property damage and to preserve the environment during emergencies or disasters. The response phase involves the implementation of action plans.

### *Recovery*

Includes actions that assist a community to return to a sense of normalcy following a disaster.

These four phases overlap, comprising a cyclical process of emergency management.

The Berks County Special Operations Group (SOG) is the operational emergency management arm of the Berks County Department of Emergency Services. The SOG facilitates professional and efficient response to incidents involving hazardous materials at locations within the borders of Berks County, the East Central Pennsylvania Counter-Terrorism Task Force, and any other location when requested by the Commonwealth of Pennsylvania Emergency Management Agency (PEMA). The SOG works in conjunction with the local emergency response community to protect the safety of emergency responders and the public from releases of toxic/hazardous substances, whether the release is accidental or intentional.



## Fire Training Center

**(610) 378-5509**

The Berks County Fire Training Center, located at 895 Morgantown Rd. in Reading is a state-of-the-art training facility designed to provide the emergency responders of Berks County with current, topical and safe training at a cost that will encourage attendance by those individuals. The majority of emergency responders in Berks County are volunteers.



**Sheriff**  
**Eric Weaknecht**  
Courthouse - 3rd Floor

**610-478-6240**  
[www.co.berks.pa.us/sheriff](http://www.co.berks.pa.us/sheriff)

### **Sheriff's General Offices:**

*Real Estate Division*  
*Firearms Division*  
*Warrants Division*  
*Warrants Hotline*

**610-478-6240 ext. 3209**  
**610-478-6240 ext. 3207**  
**610-478-6240 ext. 3250**  
**610-478-6390**

### *Duties of the Sheriff*

- Enforces all orders of the Berks County Court of Common Pleas and provides security for all court related functions.
- Transports prisoners to and from county, state and federal institutions for court appearances.
- Enforces the Pennsylvania Crimes Code and Motor Vehicle Code.
- Operates the county Central Booking Center.
- Executes warrants of arrest and extradites fugitives from justice.
- Assists other law-enforcement agencies in Berks County in activities such as the Berks County Drug Task Force, Operation Nightlight, DUI Enforcement Checkpoints, crowd control, traffic control and security for community events.
- Conduct levies and sales of personal property and real estate.
- Issues Pennsylvania License to Carry Firearms and License to Sell Firearms.

**Public Defender**  
**Prisoner Help Line**  
**Courthouse - 12th Floor**

**610-478-6650**  
**610-478-6651**  
[www.co.berks.pa.us](http://www.co.berks.pa.us)

### *Under the Public Defender Act this office:*

- Represents indigent persons charged with crimes
- Represents indigent persons charged with juvenile delinquency
- Represents indigent persons subject to mental health commitment proceedings.

# Direct Connection to Your Local Government

## Youth Center

1261 County Road, Leesport, PA 19533

610-396-0310

[www.co.berks.pa.us](http://www.co.berks.pa.us)

The Berks County Youth Center provides residents a safe, secure environment that promotes personal accountability, competency development, and community outreach programs that offer opportunities for positive change. All programs are licensed under the Pennsylvania Department of Public Welfare. The Youth Center operates the following programs:

### Juvenile Detention

Detention is a 48 bed secure program for young males and females detained by the Juvenile Courts. The program offers community protection while affording the youth a means to continue education and build competency development through integrated program services.

### Residential (P.R.E.P.) Priorities, Responsibilities, Enhancement Program

P.R.E.P. is a 25 bed residential program for young males and females placed by the Juvenile Courts. The program offers youth a means to continue education, participate in community service work, restitution projects, obtain (or maintain) employment, and strengthen family values through integrating program services with juvenile probation resources and community partnerships.

### Residential - Shelter Care

Shelter Care is a 16 bed residential program for young males and females placed by the Juvenile Courts or Children and Youth Services. The program offers youth a means to continue education, work on competency development, and strengthen family values through integrating program services and community partnerships.

### Residential - Family Shelter

Family Shelter is an 84 bed residential program contracted by the Department of Homeland Security/Immigration and Customs Enforcement. The program offers families a means to continue education and strengthen family values through integrating program services and community partnerships while awaiting the outcome of their immigration hearings.





## Recreation

Berks County added the 560-acre Antietam Lake Property, doubling the acreage of our parks to be used by Berks County citizens for generations to come. In addition to Antietam, Berks County Parks and Recreation facilities include the Allegheny Aqueduct and Beidler House and

Mill; the Berks County Heritage Center; Berks Leisure Area; Camp Joy; Gring's Mill Recreation Area; Hunsicker's Grove; Kaercher Creek Park; Leesport Lock House; Red Bridge Recreation Area; Stonecliffe Recreation Area; and the Youth Recreation Facility.

### Parks and Recreation

[www.countyofberks.com/parks](http://www.countyofberks.com/parks)

#### Gring's Mill

**610-372-8939**

2083 Tulpehocken Road, Wyomissing PA 19610

#### Heritage Center

**610-374-8839**

2201 Tulpehocken Road, Wyomissing, PA 19610

#### Berks Leisure Area (Recreation Staff)

**610-374-2944**

1901 Tulpehocken Road, Wyomissing, PA 19610



# Berks County

## SERVICES DIRECTORY



Develops, operates, and maintains all county parks, recreation facilities, and historic sites  
Provides recreational, interpretive, and educational programs

Park system includes the 360-acre, 5 mile long Tulpehocken Creek Valley Park with Stonecliffe Recreation Area; Berks Leisure Area; Gring's Mill Recreation Area; Red Bridge Recreation Area and the Union Canal Bicycle and Walking Trail; Kaercher Creek Park; Youth Recreation facility; Hunsicker's Grove; Camp Joy and 560 acres at Antietam Lake.

Historic Sites/Structures include: the Berks County Heritage Center with the Gruber Wagon Works (National Historic Landmark); C. Howard Hiester Canal Center and Wertz's (Red) Bridge; Allegheny Aqueduct Historical Park; and the Leesport Lock House



## Greater Reading Convention and Visitors Bureau

GoggleWorks Center for the Arts, 201  
Washington Street, Reading, PA 19601

**610-375-4085**

[www.readingberkspa.com](http://www.readingberkspa.com)

The Greater Reading Convention & Visitors Bureau is the official source of tourist information about Berks County:  
Responds to over 35,000 inquiries annually  
Produce and distribute 290,000 official visitor guides and receive over 270,000 unique website visitors each year

Participates in trade shows, sales missions, press conferences, trade publications and the Internet to provide the most in-depth information about what's available in Berks County to the greatest number of people

### **Mission:**

To positively impact the economy of Berks County and Pennsylvania by increasing travel and tourism business.



## Berks County Government Building Locations

*Four primary locations of County Government offices:*

### Berks County Services Center

633 Court Street  
Reading, PA 19601

### Berks County Courthouse

6th & Court Street  
Reading, PA 19601

### Berks County Fire Training Center

895 Morgantown Road  
Reading, PA 19607  
**(610) 378-5509**

### County Welfare Tract

*located in Bern Township along County Road.*

The tract consists of approximately 800 acres, making it the largest property owned and maintained by Berks County. William Essick donated this land in three parcels to the County in 1928 in memory of his wife, Susan. Approximately 450 acres of the tract are in agricultural use. The remaining are divided among the various public facilities and includes:

### Agricultural Center

1238 County Road  
Leesport, PA 19533



*Ag Center*

### Berks County Youth Center

1261 County Road, Leesport, PA 19533  
**(610) 396-0310**



*Berks Heim*



*Berks County Youth Center*

### Berks Heim

1101 Berks Road, Leesport, PA 19533  
**(610) 376-4841**

### Berks County Prison

1287 County Road, Leesport, PA 19533  
**(610) 208-4800**

# Direct Connection to Your Local Government

## Frequently Asked Questions

Information for all county and court related departments may be found on our web site - [www.co.berks.pa.us](http://www.co.berks.pa.us)

### Where can I register to vote?

Election Services - (610) 478-6490

### Where can I request an absentee ballot?

Election Services - (610) 478-6490

### Who do I call to see if I have Jury Duty tomorrow?

Jury Services - (610)-478-6401 or (610) 478-6402

### Where do I pay my Real Estate taxes?

For current School, Municipal and County taxes, check with the City, Township or Borough in which you reside for the phone number of your Tax Collector; For payment of delinquent taxes - Berks County Tax Claim Bureau - 2nd Floor, Government Services Building - (610) 478-6625

### Where can I get Court hearing information?

Go to the web site - [ujsportal.pacourts.us](http://ujsportal.pacourts.us), then select E services and go to public web docket sheets.

### Where can I get information regarding current Birth Certificates?

PA Department of Health, Vital Statistics - (724) 656-3100, if you have internet connection try [www.health.state.pa.us/vitalrecords](http://www.health.state.pa.us/vitalrecords) and for faster service be sure to have your credit card number.

### Where are the old birth and death certificates (prior to 1906), deeds, marriage licenses and naturalizations stored?

Old Marriage Licenses - Marriage License Application/Records - (610) 478-6617  
Old Naturalizations / Prothonotary's Office (610) 478-6970  
Old Birth Records & Old Death Records / Register of Wills (610) 478-6600  
Old Deed Records / Recorder of Deeds (610) 478-3380

### Where can I obtain Naturalization Papers?

US Immigration and Naturalization Service - 1-800-375-5283 or 1-800-870-3676 and on the web at [www.uscis.gov](http://www.uscis.gov)

### Where can I get a passport?

Prothonotary's Office - (610) 478-6970

### Where can I apply for a marriage license?

Register of Wills - Marriage License Applications/Records (610) 478-6617

### Where are estates and wills filed?

Register of Wills - (610) 478-6600

### Where can I get a copy of your mortgage or deed?

Recorder of Deeds - (610) 478-3380

### Where can I locate the owner of a property?

Assessment Office - (610) 478-6262 and/or Recorder of Deeds - (610) 478-3380 or go on line for a property records search at [www.co.berks.pa.us/parcel](http://www.co.berks.pa.us/parcel)

### Where can I get information regarding Agricultural Conservation Easements?

Agricultural Preservation Center - (610) 378-1844 or Ag Center

### How can I find out about the Clean & Green program?

Assessment office - (610) 478-6262

### Where can I get a map of a municipality?

Mapping - (610) 478-3360

### Where are adoptions processed?

Orphan's Court/Register of Wills - (610) 478-6600

*Where do I apply to become a foster parent?*

Children and Youth Services - **(610) 478-6700**

*Where do I complain about child neglect or abuse?*

Children and Youth Services - **(610) 478-6700**

*Where do I apply for Protection from Abuse and Restraining Orders?*

Protection from Abuse Office (*1st floor Services Center*)  
**(610) 478-6208 x5701** or **(610) 478-6208 x5702**

*Where can I apply for Child Support and Alimony?*

Domestic Relations - **(610) 478-2900**

*Where can I get vocational training and job search assistance?*

Berks County Career Link Employment & Training Center - **(610) 988-1300**.

*Where can I find out if there are job openings at the County?*

Human Resources **(610) 478-6118** or go on-line **www.co.berks.pa.us**

*Where can I apply for a hunting, fishing, or dog license?*

Treasurer's Office - **(610) 478-6640**

*Where do I pay fines and costs in criminal case?*

Clerk of Courts (*also known as Central Collection Bureau*)  
4th Floor Berks County Courthouse - **(610) 478-6550**

*Where are criminal records (also fines, costs and restitution records) filed?*

Clerk of Courts Office - **(610) 478-6550**

*Where can I obtain a transcript of a court case?*

Court Reporters - **(610) 478-6467**

*Where can I apply for a Public Defender?*

Public Defender's Office - **(610) 478-6650**

*Where are liens and judgments filed?*

Prothonotary's Office - **(610) 478-6970**

*Where do I file a Civil Suit?*

All Civil Suits get filed in the Prothonotary's Office  
**(610) 478-6970**

*Where can I obtain assistance from Human Service agencies?*

Human Services Grants Coordinator - **(610) 478-6194**. Also a detailed directory of Human Service Agencies can be found on our web site at: **www.co.berks.pa.us** click on the right side drop down box for departments and then on Human Services

*Where can I find out about home delivered meals for seniors?*

Office of Aging - **(610) 478-6500**

*Where do I record my military separation and DD214 Documents?*

Recorder of Deeds - **(610) 478-3380**

*When is transportation available to the Lebanon Veteran's Hospital?*

Call Veteran's Affairs Office to schedule 2 weeks in advance for non-emergencies **(610) 378-5601 X 8152**

*How do I qualify for Veterans Real Estate Tax Exemption status?*

Call Veteran's Affairs Office - **610-378-5601 x8154**

*How do I get information on Veterans death benefits?*

Call Veteran's Affairs Office - **610-378-5601 x8153**

*Who handles the bids and proposals and informal purchases for the County Departments?*

Berks County Purchasing Manager - **(610) 478-6168**

*Where can I park when I come to the Courthouse?*

Reed and Court Street or Poplar and Walnut Street lots are closest. There is limited metered parking on Court Street.

*How do I obtain a concealed weapon permit?*

Sheriff's Dept. - Firearms Division **610-478-6240 x3207**



## Municipalities

### ALBANY TOWNSHIP

P.O. Box 197  
Kempton, PA 19529  
Phone & Fax: 610-756-6452  
E-mail: [s-wessner@tblinc.com](mailto:s-wessner@tblinc.com)  
*No Set Office Hours*

### ALSACE TOWNSHIP

65 Woodside Avenue  
Temple, PA 19560  
610-929-5324 Fax: 610-921-0977  
E-mail: [AlsaceTwp@comcast.net](mailto:AlsaceTwp@comcast.net)  
*Office Hours: 8:30 a.m. - 4:00 p.m. Monday - Friday*

### AMITY TOWNSHIP

2004 Weavertown Road  
Douglassville, PA 19518  
610-689-6000 Fax: 610-689-9870  
Web Site: [www.amitytownship.pa.com](http://www.amitytownship.pa.com)  
E-mail: [clyon@amitytownship.pa.com](mailto:clyon@amitytownship.pa.com)  
*Office Hours: 8:00 a.m. - 5:00 p.m., Mon. - Fri.*

### BALLY BOROUGH

P.O. Box 217  
425 Chestnut St., Bally, PA 19503  
610-845-2351 Fax: 610-845-2023  
Web Site: [www.co.berks.pa.us/bally](http://www.co.berks.pa.us/bally)  
E-mail: [bally@comcast.net](mailto:bally@comcast.net)  
*Office Hours: 8:00 - 4:00*

### BECHTELSVILLE BOROUGH

P.O. Box 295  
Bechtelsville, PA 19505  
610-367-8100 Fax: 610-367-2167  
*Hours By Appointment*

### BERN TOWNSHIP

1069 Old Bernville Road  
Reading, PA 19605  
610-926-2267 Fax: 610-926-9028  
Web Site: [www.co.berks.pa.us/bern](http://www.co.berks.pa.us/bern)  
E-mail: [ddejesus@bern.berksco.org](mailto:ddejesus@bern.berksco.org)  
*Office Hours: 8:30 a.m.-4:30 p.m. Mon.-Thurs.;*  
*8:30 a.m.-12:00 noon Friday*

### BERNVILLE BOROUGH

P.O. Box 40  
Bernville, PA 19506  
610-488-1591 Fax: 610-488-6425  
E-mail: [bernvillboro@comcast.net](mailto:bernvillboro@comcast.net)  
*Office Hours: 9:00 a.m. - 1:00 p.m. Monday - Thursday*

### BETHEL TOWNSHIP

P.O. Box 24  
Bethel, PA 19507  
717-933-8813 Fax: 717-933-4642  
E-mail: [bethel12@evenlink.com](mailto:bethel12@evenlink.com)  
*Office Hours: 8:00 a.m. - 4:00 p.m. Mon.,*  
*Wed. - Friday 8:00 a.m. - 6:00 p.m. Tuesday*

### BIRDSBORO BOROUGH

202 E. Main St.  
Birdsboro, PA 19508  
610-582-6030 Fax: 610-582-6039  
E-mail: [kwillman@birdsboro.berksco.org](mailto:kwillman@birdsboro.berksco.org)  
Web Site: [www.co.berks.pa.us/birdsboro](http://www.co.berks.pa.us/birdsboro)  
*Office Hours: Monday - Friday 8:00 a.m. - 5:00 p.m.*

### BOYERTOWN BOROUGH

100 S. Washington St.  
Boyertown, PA 19512  
610-369-3028 Fax: 610-369-3044  
E-mail: [pspaide@boyertown.berksco.org](mailto:pspaide@boyertown.berksco.org)  
*Office Hours: 8:00-11:30 a.m.: 12:30-5:00 p.m.,*  
*Monday - Friday*

### BRECKNOCK TOWNSHIP

889 Alleghenyville Road  
Mohnton, PA 19540  
717-445-6683, 800-445-8212  
Fax: 717-445-6922  
E-mail: [dmartin@brecknock.berksco.org](mailto:dmartin@brecknock.berksco.org)  
Web Site: [www.brecknockberks.com](http://www.brecknockberks.com)  
*Office Hours: 9:00 a.m. - 2:00 p.m., Monday - Friday*

### CAERNARVON TOWNSHIP

P.O. Box 294  
Morgantown, PA 19543  
610-286-1010 Fax: 610-286-1001  
Web Site: [www.Caernarvon.org](http://www.Caernarvon.org)  
E-mail: [rpmiller@caernarvon.berksco.org](mailto:rpmiller@caernarvon.berksco.org)  
*Office Hours: Mon. - Fri. 8:30 a.m. - 4:00 p.m.*

### CENTERPORT BOROUGH

P.O. Box 248  
Centerport, PA 19516  
610-916-5832 Fax: 610-916-5841  
E-mail: [centerportboro@comcast.net](mailto:centerportboro@comcast.net)  
*Hours: Call for Appointment*

## CENTRE TOWNSHIP

449 Bucks Hill Road  
Mohrsville, PA 19541  
610-926-8833 Fax: 610-926-8832  
E-mail: [glogrim@aol.com](mailto:glogrim@aol.com)  
Office Hours: 9:00 a.m. - 2:00 p.m. Monday - Thursday

## COLEBROOKDALE TOWNSHIP

765 W. Philadelphia Ave.  
Boyertown, PA 19512  
610-369-1362 Fax: 610-367-7538  
Web Site: [www.colebrookdaletp.org](http://www.colebrookdaletp.org)  
E-mail: [cconrad@colebrookdale.berksco.org](mailto:cconrad@colebrookdale.berksco.org)  
Office Hours: Mon - Fri. 8:30 a.m. - 4:00 p.m.

## CUMRU TOWNSHIP

1775 Welsh Road  
Mohnton, PA 19540  
610-777-1343 Fax: 610-796-0850  
E-mail: [bocandpc@cumrutownship.com](mailto:bocandpc@cumrutownship.com)  
Web Site: [www.cumrutownship.com](http://www.cumrutownship.com)  
Office Hours: 8:00 a.m. - 4:30 p.m. Monday - Friday

## DISTRICT TOWNSHIP

202 Weil Road  
Boyertown, PA 19512  
610-845-7595 Fax: 610-845-7596  
E-mail: [districttownship@dejazzd.com](mailto:districttownship@dejazzd.com)  
Web Site: [www.districttownship.org](http://www.districttownship.org)  
Office Hours: Mon., Tue., Thurs. 11:15 am - 4:15 pm

## DOUGLASS TOWNSHIP

1068 Douglass Drive  
Boyertown, PA 19512  
610-367-8500 Fax: 610-367-0360  
E-mail: [dougerberks@comcast.net](mailto:dougerberks@comcast.net)  
Web Site: [www.co.berks.pa.us/douglass](http://www.co.berks.pa.us/douglass)  
Office Hours: 8:30 a.m. - 5:00 p.m. Mon. - Fri.

## EARL TOWNSHIP

19 Schoolhouse Rd.  
Boyertown, PA 19512  
610-367-9673 Fax: 610-367-0322  
E-mail: [earltownship@comcast.net](mailto:earltownship@comcast.net)  
Office Hours: Mon. - Fri. 9:00 a.m. - 3:00 p.m. (1st, 2nd, 3rd, 4th, Monday open til 6pm)

## EXETER TOWNSHIP

4975 DeMoss Road  
Reading, PA 19606  
610-779-5660 Fax: 610-779-5950  
Web Site: <http://www.exetertownship.com>  
E-mail Address: [tbingaman@exetertownship.com](mailto:tbingaman@exetertownship.com)  
Office Hours: 8:00 a.m. - 4:30 p.m. Monday - Friday

## FLEETWOOD BOROUGH

110 W. Arch St., Suite 104  
Fleetwood, PA 19522  
610-944-8220 Fax: 610-944-9054  
E-mail: [Fleetwoodboro@fleetwood.berksco.org](mailto:Fleetwoodboro@fleetwood.berksco.org)  
Office Hours: 8:30 a.m. - 5:00 p.m. Monday - Friday

## GREENWICH TOWNSHIP

775 Old Route 22  
Lenhartsville, PA 19534  
610-756-6707 Fax: 610-756-6099  
E-mail: [greenwichtwp@verizon.net](mailto:greenwichtwp@verizon.net)  
Web Site: [www.co.berks.pa.us/greenwich](http://www.co.berks.pa.us/greenwich)  
Office Hours: 8:00 a.m. - 3:00 p.m. Monday & Thursday

## HAMBURG BOROUGH

Municipal Center, 61 N. 3rd St.  
Hamburg, PA 19526  
610-562-7821 Fax: 610-562-8461  
E-mail: [borohmbg@comcast.net](mailto:borohmbg@comcast.net)  
Web Site: [www.hamburgboro.com](http://www.hamburgboro.com)  
Office Hours: 8:00 a.m. - 5:00 p.m. Monday - Friday

## HEIDELBERG TOWNSHIP

P.O. Box 241  
Robesonia, PA 19551  
610-693-3197 Fax: 610-693-8311  
E-mail: [cbowers@countyofberks.com](mailto:cbowers@countyofberks.com)  
Office Hours: 9:30 a.m. - 1:30 p.m. Monday - Friday

## HEREFORD TOWNSHIP

P.O. Box 225  
Hereford, PA 18056  
610-845-2929 Fax: 610-845-0616  
E-mail: [pwhite@herefordtwp.org](mailto:pwhite@herefordtwp.org)  
Office Hours: 7:00 a.m. - 12:00 p.m., 1:00 p.m. - 3:00 p.m.  
Mon., Tues., Thurs., Fri. 7:00 a.m. - 11:00 a.m. - Wed.

## JEFFERSON TOWNSHIP

P.O. Box 339, 5 Solly Lane  
Bernville, PA 19506-8914  
610-488-7047 Fax: 610-488-0562  
E-mail: [jtmbc@comcast.net](mailto:jtmbc@comcast.net)  
Office Hours: 9:00 a.m. - 12:00 p.m., Mon. - Thurs.

## KENHORST BOROUGH

339 S. Kenhorst Blvd.  
Kenhorst, PA 19607  
610-777-7327 Fax: 610-777-8980  
Web Site: [www.co.berks.pa.us/kenhorst](http://www.co.berks.pa.us/kenhorst)  
E-mail: [kcieniewicz@kenhorst.berksco.org](mailto:kcieniewicz@kenhorst.berksco.org)  
Office Hours: 8:00 a.m. - 4:30 p.m. - Mon. - Fri. (closed 12:00 - 12:30)

## **KUTZTOWN BOROUGH**

45 Railroad St.  
Kutztown, PA 19530-1112  
610-683-6131 Fax: 610-683-6729  
E-mail: [jvettrains@kutztownboro.org](mailto:jvettrains@kutztownboro.org)  
Web Site: [www.kutztownboro.org](http://www.kutztownboro.org)  
Office Hours: Mon. - Fri. - 8:00 a.m. - 4:30 p.m.

## **LAURELDALE BOROUGH**

3406 Kutztown Road  
Laureldale, PA 19605  
610-929-8700 Fax: 610-929-4272  
Web Site: [www.laureldaleboro.org](http://www.laureldaleboro.org)  
E-mail: [cweidner@laureldaleboro.org](mailto:cweidner@laureldaleboro.org)  
Office Hours: 8:00 a.m. - 4:00 p.m.

## **LEESPORT BOROUGH**

P.O. Box 710  
Leesport, PA 19533  
610-926-2115 Fax: 610-916-3055  
E-mail: [leesportboro@comcast.net](mailto:leesportboro@comcast.net)  
Web Site: [www.LeesportBorough.co.pa.us](http://www.LeesportBorough.co.pa.us)  
Office Hours: 9:00 a.m. - 5:00 p.m., Mon. - Fri.

## **LENHARTSVILLE BOROUGH**

P.O. Box 238  
Lenhartsville, PA 19534  
610-376-1531 (Secretary Work Number)  
Hours by Appointment

## **LONGSWAMP TOWNSHIP**

Box 37  
Mertztown, PA 19539  
610-682-7388 Fax: 610-682-9067  
Web Site: [www.longswampntp.us](http://www.longswampntp.us)  
E-mail: [longtwp@ptd.net](mailto:longtwp@ptd.net)  
Office Hours: 9:00 a.m. - 4:00 p.m. Mon. - Fri.

## **LOWER ALSACE TOWNSHIP**

1200 Carsonia Avenue  
Reading, PA 19606  
610-779-6400 Fax: 610-370-0797  
E-mail: [manager@latownship.org](mailto:manager@latownship.org)  
Office Hours: 8:30 a.m. - 4:30 p.m., Mon. - Fri.

## **LOWER HEIDELBERG TOWNSHIP**

720 Brownsville Road  
Sinking Spring, PA 19608  
610-678-3393 Fax: 610-678-6626  
Web Site: [www.lhtwp.com](http://www.lhtwp.com)  
E-mail: [lowerhb@comcast.net](mailto:lowerhb@comcast.net)  
Office Hours: 8:00 a.m. - 2:00 p.m., Mon. - Fri.

## **LYONS BOROUGH**

P.O. Box 230  
Lyon Station, PA 19536  
610-682-4730 Fax: 610-682-0733  
E-mail: [lyonsborough@E-mail.com](mailto:lyonsborough@E-mail.com)  
Web Site: [www.lyonsborough.com](http://www.lyonsborough.com)  
Hours by Appointment

## **MAIDEN CREEK TOWNSHIP**

1 Quarry Rd.; P.O. Box 319  
Blandon, PA 19510  
610-926-4920 Fax: 610-926-6314  
E-mail: [maiden creek@epix.net](mailto:maiden creek@epix.net)  
Web Site: [www.maidencreek.net](http://www.maidencreek.net)  
Office Hours: 8:00 a.m. - 4:00 p.m., Mon. - Fri.

## **MARION TOWNSHIP**

420 Water St.  
Stouchsburg, PA 19567  
610-589-2860 Fax: 610-589-5312  
Office Hours: 8:00 a.m. - 3:00 p.m., Mon. - Thurs.  
8:00-12:00 Friday

## **MAXATAWNY TOWNSHIP**

127 Quarry Road, Suite 1  
Kutztown, PA 19530  
610-683-6518 Fax: 610-683-3518  
E-mail: [KAPS@MAXATAWNY.NET](mailto:KAPS@MAXATAWNY.NET)  
Web Site: [www.maxatawny.net](http://www.maxatawny.net)  
Office Hours: 7:00 a.m. - 3:30 p.m. Mon. - Fri.

## **MOHNTON BOROUGH**

21 N. O'Neil St.  
Mohnton, PA 19540  
610-775-0660 Fax: 610-775-4419  
E-mail: [cldeloretta@hotmail.com](mailto:cldeloretta@hotmail.com)  
Office Hours: 8:30 a.m. - 12:00 p.m.,  
1:00 p.m. - 4:00 p.m., Mon. - Fri.

## **MT. PENN BOROUGH**

200 N. 25th St.  
Mt. Penn, PA 19606  
610-779-5151 Fax: 610-779-5221  
E-mail: [mtpennborough@comcast.net](mailto:mtpennborough@comcast.net)  
Office Hours: 8:00 a.m. - 12:00 p.m.,  
1:00 p.m. - 4:00 p.m. Mon. - Fri.

## **MUHLENBERG TOWNSHIP**

5401 Leesport Avenue  
Temple, PA 19560  
610-929-4727 Fax: 610-921-3764  
E-mail: [recreate@muhlenbergntp.com](mailto:recreate@muhlenbergntp.com)  
Web Site: [www.muhlenbergntp.com](http://www.muhlenbergntp.com)  
Office Hours: 8:00 a.m. - 4:30 p.m., Mon. - Fri.

## NEW MORGAN BOROUGH

75 Grace Blvd., Bldg. D  
New Morgan Corporate Park  
Morgantown, PA 19543  
610-286-9666 Fax: 610-286-9955  
E-mail: [cwilliams@newmorganborough.org](mailto:cwilliams@newmorganborough.org)  
Web Site: [www.newmorganborough.org](http://www.newmorganborough.org)  
Office Hours: 7:30 a.m. - 4:30 p.m. Monday - Friday

## NORTH HEIDELBERG TOWNSHIP

928 Charming Forge Road  
Robesonia, PA 19551  
610-488-1619 Fax: 610-488-9738  
E-mail: [nheidelbergtwp@comcast.net](mailto:nheidelbergtwp@comcast.net)  
Office Hours: 10:00 a.m. - 12:00 p.m. Tues. & Thurs.

## OLEY TOWNSHIP

P.O. Box 19  
1 Rose Virginia Road  
Oley, PA 19547-0019  
610-987-3423 Fax: 610-987-9010  
Office Hours: 8:30 a.m. - 11:00 a.m. Mon. - Fri.  
E-Mail Address: [oleytownship@hotmail.com](mailto:oleytownship@hotmail.com)

## ONTELAUNEE TOWNSHIP

35 Ontelaunee Drive  
Reading, PA 19605  
610-926-4240 Fax: 610-926-5476  
E-mail Address: [ontel@epix.net](mailto:ontel@epix.net)  
Web Site: [www.ontelaunee.org](http://www.ontelaunee.org)  
Office Hours: 9:00 a.m. - 3:00 p.m. Mon. - Fri.

## PENN TOWNSHIP

P.O. Box 130  
840 N. Garfield Rd.  
Bernville, Pa 19506  
610-488-1160 Fax: 610-488-0611  
E-mail: [penntwp@comcast.net](mailto:penntwp@comcast.net)  
Web Site: [www.co.berks.pa.us/penn](http://www.co.berks.pa.us/penn)  
Office Hours: 8:00 a.m. - 12:00 p.m., 1:00 p.m.-4:00 p.m.  
Mon. Tues., Thurs., Fri. 8:00 - 12:00 p.m. Wed.

## PERRY TOWNSHIP

680 Moselem Springs Road  
Shoemakersville, PA 19555-9415  
610-562-2133 Fax: 610-562-9739  
E-mail: [perrytwsmpmunbld@comcast.net](mailto:perrytwsmpmunbld@comcast.net)  
8:30 a.m. - 1:30 p.m.

## PIKE TOWNSHIP

810 Hill Church Road  
Boyertown, PA 19512  
610-987-6023 Fax: 610-987-0116  
E-mail: [piketownship@juno.com](mailto:piketownship@juno.com)  
Office Hours: 12:30 - 5:30 p.m. Tuesday through Thursday

## CITY OF READING

City Hall, 815 Washington St.  
Reading, PA 19601  
610-655-6000  
Web Site: [www.cityofreadingpa.com](http://www.cityofreadingpa.com)  
E-mail: [mayor@readingpa.org](mailto:mayor@readingpa.org)  
Office Hours: 8:00 a.m. - 4:30 p.m. Mon. - Fri.

## RICHMOND TOWNSHIP

P.O. Box 474  
Fleetwood, PA 19522  
610-944-0348 Fax: 610-944-6461  
E-mail: [richmondtpw@richmond.berksco.org](mailto:richmondtpw@richmond.berksco.org)  
Office Hours: 8:30 a.m. - 3:30 p.m. Mon. - Fri.

## ROBESON TOWNSHIP

2689 Main St.  
Birdsboro, PA 19508  
610-582-4636 Fax: 610-582-0032  
Web Site: [www.robosontownship.com](http://www.robosontownship.com)  
E-mail: [info@robosontownship.com](mailto:info@robosontownship.com)  
[drea@robosontwp.berksco.org](mailto:drea@robosontwp.berksco.org)  
Office Hours: 7:00 a.m. - 4:00 p.m., Mon. - Fri.

## ROBESONIA BOROUGH

P.O. Box 191  
Robesonia, PA 19551  
610-693-3474 Fax: 610-693-5799  
E-mail: [lstolz@robsonia.berksco.org](mailto:lstolz@robsonia.berksco.org)  
Web Site: [www.robsoniaboro.org](http://www.robsoniaboro.org)  
Office Hours: 8:00 a.m. - 5:00 p.m., Mon. - Thurs.  
8:00 - 12:00 Friday

## ROCKLAND TOWNSHIP

P.O. Box 149  
Bowers, PA 19511  
610-682-6311 Fax: 610-682-4717  
E-mail: [Rocktwp1@ptd.net](mailto:Rocktwp1@ptd.net)  
Office Hours: 10:00 a.m. - 2:00 p.m., Mon. - Fri. or by  
appointment

## RUSCOMBMANOR TOWNSHIP

204 Oak Lane  
Fleetwood, PA 19522  
610-944-7242 Fax: 610-944-7265  
E-mail: [ruscotwp@ptdprolog.net](mailto:ruscotwp@ptdprolog.net)  
Office Hours: 9:00 - 12:00, Mon. - Thurs.

## SOUTH HEIDELBERG TOWNSHIP

68A N. Galen Hall Rd.  
Wernersville, PA 19565  
610-678-9652 Fax: 610-678-9411  
Web Site: [www.sheidtwp.org](http://www.sheidtwp.org)  
E-mail: [rseaman@sheidtwp.org](mailto:rseaman@sheidtwp.org)  
Office Hours: 8:00 a.m. - 5:00 p.m., Mon. - Fri.

## SHILLINGTON BOROUGH

P.O. Box 247  
Shillington, PA 19607  
610-777-1338 Fax: 610-777-6172  
E-mail: [mdm@shillingtonboro.net](mailto:mdm@shillingtonboro.net)  
Office Hours: 8:00 a.m. - 5:00 p.m., Mon. - Fri.

## SHOEMAKERSVILLE BOROUGH

115 E. 9th Street  
Shoemakersville, PA 19555  
610-562-8030 Fax: 610-562-4950  
E-mail: [shoeyboro@comcast.net](mailto:shoeyboro@comcast.net)  
Office Hours: 8:00 a.m. - 4:30 p.m., Mon. - Fri.

## SINKING SPRING BOROUGH

3940 Penn Ave.  
Sinking Spring, PA 19608  
610-678-4903 Fax: 610-678-5802  
E-mail: [Rshade@sinkingspring.berksco.org](mailto:Rshade@sinkingspring.berksco.org)  
Web Site: [www.co.berks.pa.us/sinkingspring](http://www.co.berks.pa.us/sinkingspring)  
Office Hours: 8:00 a.m. - 3:00 p.m., Mon. - Fri.

## SPRING TOWNSHIP

2800 Shillington Road  
Sinking Spring, PA 19608  
610-678-5393 Fax: 610-678-4571  
E-mail: [srowan@springtwpberks.org](mailto:srowan@springtwpberks.org)  
Web Site: [www.springtwpberks.org](http://www.springtwpberks.org)  
Office Hours: 8:00 a.m. - 5:00 p.m., Mon. - Fri.

## ST. LAWRENCE BOROUGH

3540 St. Lawrence Ave.  
Reading, PA 19606-2372  
610-779-1430 Fax: 610-779-9148  
E-mail: [stlawrence.boro@verizon.net](mailto:stlawrence.boro@verizon.net)  
Office Hours: 8:30 a.m. - 2:30 p.m. Mon. - Thurs., 8:30 a.m. - 2:00 p.m. Friday

## STRAUSSTOWN BOROUGH

P.O. Box 325  
Strausstown, PA 19559  
Phone & Fax: 610-488-6187  
E-mail: [Strausstown@comcast.net](mailto:Strausstown@comcast.net)  
Office Hours: 6:00 p.m. - 8:00 p.m., Wednesday

## TILDEN TOWNSHIP

874 Hex Highway  
Hamburg, PA 19526-9718  
610-562-7410 Fax: 610-562-5490  
E-Mail: [Tildentwp@comcast.net](mailto:Tildentwp@comcast.net)  
Office Hours: 8:00 a.m. - 4:00 p.m., Mon. - Fri.

## TOPTON BOROUGH

205 S. Callowhill St.  
Topton, PA 19562  
610-682-2541  
Fax: 610-682-1636  
E-mail: [ktobias@topton.berksco.org](mailto:ktobias@topton.berksco.org)  
Web Site: [toptnmgr@prtd.net](mailto:toptnmgr@prtd.net)  
Office Hours: 8:00 a.m. - 5:00 p.m. Monday - Friday

## TULPEHOCKEN TOWNSHIP

P.O. Box 272  
Rehlersburg, PA 19550  
717-933-5747 Fax: 717-933-4593  
E-Mail: [tulpytpw@comcast.net](mailto:tulpytpw@comcast.net)  
Office Hours: 8:30 a.m. - 4:30 p.m. Mon. - Thurs.  
8:30 a.m. - 2:00 p.m. Friday

## UNION TOWNSHIP

177 Centre Road  
Douglassville, PA 19518  
610-582-3769/385-3769 Fax: 610-582-4737  
E-mail: [unionberks@aol.com](mailto:unionberks@aol.com)  
Web SiteE-mail: [www.co.berks.pa.us/union](http://www.co.berks.pa.us/union)  
Office Hours: 8:00 a.m. - 4:30 p.m., Mon. - Fri.

## UPPER BERN TOWNSHIP

25 N. 5th Street  
Shartlesville, PA 19554  
610-488-1191 Fax: 610-488-0444  
E-mail: [upperberntownship@yahoo.com](mailto:upperberntownship@yahoo.com)  
Office Hours: 9:00 a.m. - 4:00 p.m. Tues., Wed., Thurs

## UPPER TULPEHOCKEN TOWNSHIP

6501 Old Route 22  
Bernville, PA 19506  
610-488-7170 Fax: 610-488-6394  
E-mail: [uptlptwp@comcast.net](mailto:uptlptwp@comcast.net)  
Web Site: [www.co.berks.pa.us/uppertulpehocken](http://www.co.berks.pa.us/uppertulpehocken)  
Office Hours: 9:00 am - 3:00 pm - Monday - Thursday

## WASHINGTON TOWNSHIP

P.O. Box 52  
Barto, PA 19504  
610-845-7760 Fax: 610-845-8499  
Web Site: [www.washtwpberks.org](http://www.washtwpberks.org)  
E-mail: [Jgansterwashtwp@enter.net](mailto:Jgansterwashtwp@enter.net)  
Office Hours: 8:00 a.m. - 4:00 p.m., Mon. - Fri.

## WERNERSVILLE BOROUGH

100 N. Reber St.

Wernersville, PA 19565

610-678-1486 Fax: 610-678-5983

E-mail: [wernersville@aol.com](mailto:wernersville@aol.com)

Office Hours: 9:00 a.m. - 2:00 p.m. Mon., Wed., Fri.  
12:00 p.m. - 5:00 p.m. Tues., Thurs.

## WEST READING BOROUGH

500 Chestnut St.

West Reading, PA 19611-1291

610-374-8273 Fax: 610-374-8419

E-mail: [wrboro@westreading.berksco.org](mailto:wrboro@westreading.berksco.org)

Web Site: [www.westreadingborough.com](http://www.westreadingborough.com)

Office Hours: 8:00 a.m. - 5:00 p.m., Mon. - Fri.

## WINDSOR TOWNSHIP

730 Monument Road

Hamburg, PA 19526

610-562-3769 Fax: 610-562-9685

E-mail: [windsortwp@aol.com](mailto:windsortwp@aol.com)

Office Hours: 4:30 p.m. - 8:00 p.m., Mon. - Fri.

## WOMELSDORF BOROUGH

101 W. High St.

Womelsdorf, PA 19567

610-589-4725 Fax: 610-589-5344

E-mail: [womelsdorfborough@comcast.net](mailto:womelsdorfborough@comcast.net)

Office Hours: 8:00 a.m. - 4:00 p.m., Mon. - Fri.

## WYOMISSING BOROUGH

22 Reading Blvd.

Wyomissing, PA 19610

610-376-7481 Fax: 610-376-8470

E-mail: [ktobias@wyopd.org](mailto:ktobias@wyopd.org)

Web Site: [www.wyomissingpa.org](http://www.wyomissingpa.org)

Office Hours: 7:30 a.m. - 5:00 p.m. Mon-Thurs.,  
8:00 a.m. - 5:00 p.m. Fri.

## ANTIETAM

100 Antietam Road

Reading, PA 19606

610-779-0554 Fax: 610-779-4424

[www.antietamsd.org](http://www.antietamsd.org)

## BOYERTOWN

911 Montgomery Avenue

Boyertown, PA 19512

610-367-6031 Fax: 610-369-7620

[www.boyertownasd.org](http://www.boyertownasd.org)

## BRANDYWINE HEIGHTS

200 W. Weis Street

Topton, PA 19562

610-682-5100 Fax: 610-682-5136

[www.bhasd.k12.pa.us](http://www.bhasd.k12.pa.us)

## CONRAD WEISER

44 Big Spring Road

Robesonia, PA 19551

610-693-8545 Fax: 610-693-8586

[www.conradweiser.org](http://www.conradweiser.org)

## DANIEL BOONE

Matthew Brooke Building, Suite 200

321 N. Furnace Street

P.O. Box 490

Birdsboro, PA 19508

610-582-6140 Fax: 610-582-0059

[www.dboone.k12.pa.us](http://www.dboone.k12.pa.us)

## EXETER TOWNSHIP

3650 Perkiomen Avenue

Reading, PA 19606

610-779-0700 Fax: 610-779-7104

## FLEETWOOD

801 N. Richmond Street

Fleetwood, PA 19522

610-944-8111 Fax: 610-944-9408

[www.fleetwoodasd.k12.pa.us/](http://www.fleetwoodasd.k12.pa.us/)

## GOVERNOR MIFFLIN

10 S. Waverly Street

Shillington, PA 19607

610-775-1461 Fax: 610-775-6586

[www.governormifflinsd.org](http://www.governormifflinsd.org)

## HAMBURG

Windsor Street

Hamburg, PA 19526-0401

610-562-2241 Fax: 610-562-2634

[www.hasdhawks.org](http://www.hasdhawks.org)

## School Districts

### **KUTZTOWN**

50 Trexler Avenue  
Kutztown, PA 19530  
610-683-7361 Fax: 610-683-7230  
www.kasd.org

### **MUHLENBERG**

801 Bellevue Avenue  
Laureldale, PA 19605-1799  
610-921-8000 Fax: 610-921-8076  
www.muhsdk12.org

### **OLEY**

17 Jefferson Street  
Oley, PA 19547  
610-987-4100  
www.oleyvalleysd.org

### **READING AREA**

800 Washington Street  
Reading, PA 19601-3691  
610-371-5611 Fax: 610-371-5971  
www.readingsd.org

### **SCHUYLKILL VALLEY**

929 Lakeshore Drive  
Leesport, PA 19533-8631  
610-916-0957 Fax: 610-926-3960  
www.schuykillvalley.org

### **TULPEHOCKEN**

27 Rehrersburg Road  
Bethel, PA 19507  
717-933-4611 Fax: 717-933-9724  
www.tulpehocken.org

### **TWIN VALLEY**

4851 N. Twin Valley Road  
Elverson, PA 19520-9310  
Superintendent's Office: 610-286-8611  
Business Office: 610-286-8652  
Fax: 610-286-8608  
www.tvsd.org

### **WILSON**

2601 Grandview Boulevard  
West Lawn, PA 19609-1324  
610-670-0180 Fax: 610-670-9101  
www.wilson.k12.pa.us

### **WYOMISSING**

630 Evans Avenue  
Wyomissing, PA 19610-2636  
610-374-0739 Fax: 610-374-0948  
www.wyoarea.org

## Colleges & Universities

### **Albright** COLLEGE

13th and Bern Streets  
P.O. BOX 15234  
Reading, PA 19612-5234  
610-921-2381



Bernardine Street  
Reading, PA 19607  
1-888-ALVERNIA



P.O. Box 730  
Kutztown, PA 19530  
610-683-4000  
www.kutztown.edu



Tulpehocken Road  
P.O. Box 7009  
Reading, PA 19610  
610-396-6000



Ten South Second Street  
P.O. Box 1706  
Reading, PA 19603-170  
610-372-4721 or 800-626-1665



## **It's adding up.**

---

**Berks County's People's Choice. The Best of the Valley and Readers' Choice. We're proud of these awards. But knowing that more of you trust your families to us than to any other insurer in the region is the best award of all. Visit us at [capbluecross.com](http://capbluecross.com). And thank you.**



**Capital BlueCross**

Independent Licensee of the BlueCross and BlueShield Association