COUNTY OF BERKS
COMMISSIONERS’ BOARD MEETING AGENDA
December 5, 2019

Christian Y. Leinbach, Commissioner, Chair
Kevin S. Barnhardt, Commissioner
Mark C. Scott, Esq., Commissioner
Christine M. Sadler, Esq., County Solicitor
Ronald R. Seaman, Chief Administrative Officer
Maryjo Gibson, Chief Clerk

NOTICE: Anyone who wishes to comment on a printed agenda item prior to official action being taken must make that known to the Chair or the Chief Clerk in advance.

CALL TO ORDER – 10:00 A.M.

Observe a moment of silence followed by the Pledge of Allegiance to the Flag led by Kevin S. Barnhardt, Commissioner Vice Chair.

PRESENTATION

Pamela J. Shupp, Executive Vice President of the Greater Reading Chamber Alliance ("GRCA") and President of Greater Reading Economic Partnership ("GREP"), a division of GRCA, will provide an update on the recent economic development activity in Berks County.

APPROVAL OF MINUTES

Approve the minutes of the November 21, 2019 Commissioners’ Meeting.

PUBLIC COMMENT ON AGENDA ITEMS

AGENDA ITEMS

1. Authorizing:

   Budget Department

   379.19 A. Adopt a resolution authorizing 2019 Budget Transfers in the amount of $74,352 and 2019 Appropriations in the amount of $30,067 per listing dated December 2, 2019.
Human Resources

380.19 A. Adopt a resolution authorizing Human Resources Recommendations per listing dated December 5, 2019 as follows:

1. Authorize the appointment of Michael Hollinger to PC011262 Law Clerk I - Court Administration recognizing the 1620 Rights of the Courts to hire, fire and supervise its employees. The appointment is effective 12/4/2019. Rate of $53,500/annually. Salary range Minimum $40,078; Midpoint $53,438; Maximum $66,797. Replacement for Zanna Leindecker who separated. This request meets the criteria of the Hiring Policy. Budget 10000-11600.


4. Authorize the promotion of Trevor Greth from PC012341 Senior Financial Analyst – Budget & Finance Department to PC013408 Fiscal Manager – Facilities and Operations, effective 12/04/2019. Rate of $60,000/annually. Salary range Minimum $42,920; Midpoint $57,227; Maximum $71,534. Replacement for Kaylee Weaver who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11030.

5. Authorize a salary adjustment for Kristy Duffy PC013378 Fiscal Manager – Department of Emergency Services, effective 12/11/2019. Rate of $60,000/annually. Salary range Minimum $42,920; Midpoint $57,227; Maximum $71,534. This request meets the criteria of the Hiring Policy. Budget 51100 – 36010.
6. Authorize the salary adjustment of Joseph Famiglietti 
P013329 Fiscal Manager – Children and Youth Services, 
effective 12/11/2019. Rate of $63,709/annually. Salary 
range Minimum $45,711; Midpoint $60,948; Maximum 
$76,186. This request meets the criteria of the Hiring 
Policy. Budget 22000 – 23200.

381.19 B. Adopt a resolution authorizing Kevin S. Barnhardt, Vice Chair, to 
execute the Confidentiality Agreement between Caremark PCS 
Health, LLC, PBGH Services, Inc. and the County of Berks 
regarding the sharing of certain data between the vendors 
pursuant to ACA requirements.

382.19 C. Adopt a resolution authorizing Kevin S. Barnhardt, Vice Chair, to 
execute the Delta Dental Service Contract renewal for a two (2) 
year term expiring December 31, 2021.

**Purchasing**

383.19 A. Adopt a resolution authorizing the award and the Director of 
Contracts and Procurement to execute two (2) agreements as a 
result of ITB# 19-30-JRGW, Inmate and Resident Clothing, for a 
period of one (1) year for the participating members of the 
Southeastern Pennsylvania Counties Cooperative Purchasing 
Board (SPCCPB) including Berks County.

The County reserves the right to extend the agreements for two (2) 
additional one (1) year terms upon mutual agreement of both 
parties at the unit prices herein.

**Bob Barker Company Inc.**
134 North Main Street
Fuquay-Varina, NC 27526

Line Items -
1,2,3,4,5,18,21,23,24,26,27,28,29,36,38,39,44,45,50,53,54,55,56, 
58,59,60,61,62,64,65,66,67,68,69,70,71,73,77,80,83,89

Estimated Annual Expenditure – Grand Total $146,729.16
Estimated Annual Expenditure – **Berks Portion $40,426.62**

**JAB Trading Industries, LLC**
4907 Callaghan Rd #119
San Antonio, TX 78228

Line Items-
6,9,10,11,12,13,14,16,17,19,20,25,31,32,33,46,47,51,52,82,84,85, 
86,88,90,93,94,95

Estimated Annual Expenditure – Grand Total $ 50,738.80
Estimated Annual Expenditure – **Berks Portion $38,363.00**
Mental Health/Developmental Disabilities

384.19 A. Adopt a resolution authorizing execution of the revised Certification of Statement for FY 2018/2019 Human Services Block Grant Report. The revision provides greater detail of other revenue received by the County as well as updating the client count for Developmental Disabilities. There is no change to the amounts reported or the carryover of unspent funds to FY 19/20.

Commissioner Barnhardt

385.19 A. Adopt a resolution authorizing the reappointment of Robert Kauffman, Wyomissing, Pennsylvania, to the Berks County Municipal Authority for a five (5) year term expiring January 3, 2025.

Commissioner Scott

386.19 A. Adopt a resolution authorizing the reappointment of Dennis Rex, Wyomissing, Pennsylvania, to the South Central Transit Authority (SCTA) for a five (5) year term expiring December 31, 2023.

387.19 B. Adopt a resolution authorizing the reappointment of John Pagerly, Wyomissing, Pennsylvania, to the Berks County Solid Waste Authority for a four (4) year term expiring December 31, 2023.

Commissioner Leinbach

388.19 A. Adopt a resolution authorizing the reappointment of Patricia Giles, Wyomissing, Pennsylvania, to the Berks County Area Agency on Aging Advisory Council for a two (2) year term expiring December 31, 2021.

389.19 B. Adopt a resolution authorizing the reappointment of Malcom Cole, Reading, Pennsylvania, to the Berks County Area Agency on Aging Advisory Council for a two (2) year term expiring December 31, 2021.

390.19 C. Adopt a resolution authorizing the appointment of Wendy Seidel, Sinking Spring, Pennsylvania, to the Berks County Area Agency on Aging Advisory Council for a two (2) year term expiring December 31, 2021.
391.19 D. Adopt a resolution authorizing the reappointment of Elaine McDevitt, Reading, Pennsylvania, to the Berks County Municipal Authority for a five (5) year term expiring January 2, 2025.

392.19 E. Adopt a resolution authorizing the reappointment of Timothy Snyder, Blandon, Pennsylvania, to the Berks Area Regional Transportation Authority (BARTA) for a five (5) year term expiring December 31, 2024.

393.19 F. Adopt a resolution authorizing the appointment of David Phillips as Chair of the Agricultural Land Preservation Board. This appointment as Chair will expire December 31, 2020.

Commissioners

394.19 A. Adopt a resolution authorizing the Chief Administrative Officer to execute documents requiring the signature of the Executive Director of the Berks County Planning Commission as a result of the current vacancy existing in that position.

395.19 B. Adopt a resolution authorizing the reappointment of Larry Gelsinger, Wernersville, Pennsylvania, as Farmer Director to the Berks County Conservation District for a four (4) year term beginning January 1, 2020 and ending December 31, 2023.

396.19 C. Adopt a resolution authorizing the reappointment of Brian Boyer, Reading, Pennsylvania, as Public Director to the Berks County Conservation District for a four (4) year term beginning January 1, 2020 and ending December 31, 2023.

397.19 D. Adopt a resolution authorizing the reappointment of Christian Y. Leinbach, as Commissioner Director to the Berks County Conservation District for a one (1) year term beginning January 1, 2020 and ending December 31, 2020.

398.19 E. Adopt a resolution authorizing the Chief Clerk to advertise enactment of proposed County Ordinance No. 06-2019 authorizing the Berks County Board of Commissioners to execute a Service Agreement between the County of Lehigh, Department of Corrections, and the County of Berks, for the housing of Berks County inmates at the Lehigh County Jail.

399.19 F. Adopt a resolution authorizing Kevin S. Barnhardt, Vice Chair, to execute the Master Services Agreement between Sylint Group, Inc., Sarasota, Florida, and the County of Berks to perform a password strength analysis for the County of Berks.
400.19 G. Adopt a resolution authorizing Kevin S. Barnhardt, Vice Chair, to execute the Professional Services Agreement between Tomahawk Strategic Solutions, LLC, Nashville, Tennessee, and the County of Berks to provide training services for 2020 for Berks County Jail staff at a not to exceed amount of $68,000.

401.19 H. Adopt a resolution authorizing execution of the Extension to Lease Agreement between Kotsakis Family Limited Partnership, Wernersville, Pennsylvania, and the County of Berks extending the Lease for an additional five (5) year period beginning April 30, 2020, for office space used by Magisterial District Court 23-1-01 (Young).


3. Motion to ratify and confirm payments set forth on Controller’s Office vouchers listing dated November 25, 2019 for the week ending November 25, 2019, and the voucher listing dated December 3, 2019 for week ending December 4, 2019, and the payment of electronic transfers and employee payroll.

AGENDA APPROVAL

REPORTS OF TREASURER AND CONTROLLER

1. A. Dennis Adams, County Treasurer

2. Sandy Graffius, County Controller

REPORT OF CHIEF FINANCIAL OFFICER

Robert J. Patrizio

REPORT OF CHIEF ADMINISTRATIVE OFFICER

Ronald R. Seaman
COMMISSIONERS’ COMMENTS

Commissioner Barnhardt

Commissioner Scott

Commissioner Leinbach

ROW OFFICERS’ COMMENTS

CITIZEN COMMENT/BUSINESS FROM THE FLOOR

ADJOURNMENT
Commissioners’ Board Meeting Minutes
November 21, 2019 (draft for approval December 5, 2019)

The Berks County Board of Commissioners met in regular session on Thursday, November 21, 2019, at 10:00 A.M. in the Commissioners’ Boardroom, 13th floor of the Berks County Services Center, pursuant to due notice to Board members and the public.

Commissioner Chair Christian Y. Leinbach called the meeting to order with Commissioner Kevin S. Barnhardt and Commissioner Mark C. Scott in attendance. Also present were County Solicitor Christine M. Sadler, Chief Administrative Officer Ronald R. Seaman and Chief Clerk Maryjo Gibson.

Commissioner Leinbach opened the meeting with a moment of silence and Pledge of Allegiance to the Flag.

PRESENTATION

Chief Financial Officer Robert Patrizio presented the proposed 2020 County Budget for consideration by Board of Commissioners and the citizens of Berks County.
Mr. Patrizio stated work on the Budget began early in the year and throughout the year at weekly Budget Meetings. Mr. Patrizio reported significant discussions on the Berks Heim, union negotiations, Jail staffing and discussions on closing the CRC building were discussed at these Budget Meetings.
Mr. Patrizio reported many of the Commissioners’ 2020 goals were reached, most importantly no property tax increase and the County will be able to balance the operating budget without the use of reserves.
Mr. Patrizio reviewed the highlights of the proposed 2020 Budget, noting the County will still be able to maintain commitments to GREP, RACC, the Library System, the Park System and the Council on Chemical Abuse, and are still able to maintain a Aaa stable outlook this year, being only 1 out of 4 counties in the State, and in the top 5% in the country.
Mr. Patrizio noted some of the more relevant risk factors to be aware of is the timing of a new jail, the outcome of the landfill litigation, federal immigration policy changes, and the never ending State Budget cuts and unfunded mandates.
Mr. Patrizio stated he is pleased to report at this time, he is not recommending a tax increase for 2020, and the preliminary budget package will be available in his office, the Commissioners’ Office and will be posted on the County website.

Commissioner Barnhardt commended Bob and his staff for presenting a stable financial outlook the past 12 years, and for keeping the Board on point. Commissioner Barnhardt noted for the public these discussions just don’t happen in the fall, but almost every Thursday, and the Budget is the number one issue the Commissioners deal with.
Commissioner Barnhardt noted it is significant we have a capital reserve fund balance that allows the County to catch up on capital projects especially County bridges and infrastructure, which has been neglected for years.
Commissioner Barnhardt stated moving forward the main issue will be justifying the cost to the taxpayers for a new jail.
Commissioner Scott commented it is important to point out that the Berks Heim will generate a surplus, and according to his understanding, pursuant to the Union agreement, those profits will be accumulated and netted off against future losses, which are anticipated; and the Commissioners will not consider selling the Heim for the next five years or longer so long as the net fund balance remains positive. Commissioner Scott thanked the Budget staff that support Bob, and Bob, for his ongoing efforts on behalf of the County and the taxpayers of Berks County, and thanked Bob for all his efforts during his term as Commissioner. Commissioner Scott remains concerned by the future actions of the Board relative to the Jail going forward, and in his opinion, it is the number one issue that could have a marked impact on the County tax rate. Commissioner Scott strongly feels privatizing the Jail is the most fiscally responsible option for the County.

Commissioner Leinbach thank Bob and the Budget team for the work they do every day, noting the Commissioners must rely on a professional team when it comes to the Budget and finances. Commissioner Leinbach encouraged the public to view the Budget Presentation and the full draft Budget on line, noting there could be some minor adjustments made before final adoption December 12, 2019.

Approval of Minutes

The minutes of November 7, 2019 Commissioners’ Board Meeting and November 7, 2019 Budget/Operations Meeting were approved as presented.

Commissioner Leinbach noted there was an Executive Session held November 20, 2019, dealing with litigation, personnel, lease negotiations and contract negotiations.

Public Comment on Agenda Items

Retired Berks County Court of Common Pleas Judge Arthur E. Grim and Jane Palmer, Wyomissing, requested to comment on Ordinance No. 04-2019. Judge Grim commented he attended the meeting today to find out more about the proposed Ordinance and Contract with Centre County, and the use by Berks County to utilize bed space at the Centre County Jail. Judge Grim stated he has since learned this contract will not result in immediate transfer of inmates but is more of an insurance policy. Judge Grim acknowledged he understands there are times when it is necessary to separate inmates and was concerned about the 2 ½ trip to Centre County. Judge Grim also asked the Board of Commissioners to work with the Board of Judges to make sure this action affects a minimum number of inmates.

Jane Palmer, Wyomissing, hopes the Board does not send pre and post trial inmates to Centre County, and asked the Board to be more transparent regarding decisions made at the Prison.
Commissioner Barnhardt responded that these contracts are common for counties to enter, and Berks County is only being proactive. Commissioner Barnhardt noted we are also working with Lehigh County on a similar agreement.

**Agenda Items**

1. Commissioner Scott stated due to the hour (11:06 a.m.), and because the Agenda Items are routine in nature, he motioned to approve the Agenda as presented. Said motion was seconded by Commissioner Barnhardt, and all voted unanimously to approve the items listed below:

   A. Enactment of County Ordinance:

   04-2019 An Ordinance authorizing the Board of Commissioners of the County of Berks to enter into an Intergovernmental Agreement between the County of Centre and the County of Berks for the purpose of housing Berks County Pre-Trial and Post-Trial detainees at the Centre County Correctional Facility.

   B. Adopt the following Resolutions:

   362.19 Adopt a resolution authorizing 2019 Budget Transfers in the amount of $676,718 and 2019 Appropriations in the amount of $135,974 per listing dated November 18, 2019.

   363.19 Adopt a resolution authorizing Human Resources Recommendations per listing dated November 21, 2019 as follows:

   1. Authorize the appointment of Emmanuel Soto to PC010218 Buyer – Purchasing Department, effective 11/25/2019. Rate of $38,500/annually. Salary range Minimum $35,168; Midpoint $46,891; Maximum $58,614. Replacement for Patricia Barnes who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11180.

   2. Authorize the transfer of Patricia Stupp from PC010046 Activity Therapist to PC011722 Office Support II – Berks Heim Nursing Administration, effective 12/11/2019. Rate of $16.57/hour. Salary range Minimum $25,866; Midpoint $34,487; Maximum $43,109. Replacement for Carol Gemmiti who separated. This request meets the criteria of the Hiring Policy. Budget 53000 – 33030.
364.19 Adopt a resolution authorizing the appointment of Amanda Gosling, M.D., FAAP, Shillington, Pennsylvania, to the Berks County Children and Youth Services Advisory Board filling an unexpired term ending December 31, 2020.

365.19 Adopt a resolution authorizing the reappointment of Marie Erlandson, Bechtelsville, Pennsylvania, to the Berks County Children and Youth Services Advisory Board for a three (3) year term ending December 31, 2022.

366.19 Adopt a resolution authorizing the reappointment of Amanda Hernandez, Blandon, Pennsylvania, to the Berks County Children and Youth Services Advisory Board for a three (3) year term ending December 31, 2022.

367.19 Adopt a resolution authorizing the reappointment of Mark Sprow, Esq., Shillington, Pennsylvania, to the Berks County Area Agency on Aging Advisory Council for a two (2) year term ending December 31, 2021.

368.19 Adopt a resolution authorizing the appointment of Ken Lebron, Reading, Pennsylvania, to the Berks County Area Agency on Aging Advisory Council for a two (2) year term ending December 31, 2021.

369.19 Adopt a resolution authorizing the reappointment of Karen Miller, Bernville, Pennsylvania, to the Berks County Area Agency on Aging Advisory Council for a two (2) year term ending December 31, 2021.


371.19 Adopt a resolution authorizing the reappointment of Timothy Snyder, Blandon, Pennsylvania, to the South Central Transit Authority for a five (5) year term expiring December 31, 2024.

372.19 Adopt a resolution authorizing the reappointment of Barb Werner, Hamburg, Pennsylvania, to the Berks County Children & Youth Services Advisory Board for a three (3) year term expiring December 31, 2022.
373.19 Adopt a resolution authorizing the appointment of Kim McGrath, Douglassville, Pennsylvania, to the Berks County Agricultural Land Preservation Board to fill the remainder of a three (3) year term expiring December 31, 2021.

374.19 Adopt a resolution of the Board of Commissioners of the County of Berks, Pennsylvania, amending Resolution No. 333-19 which approved a financing by the Berks County Municipal Authority of a project for the benefit of Alvernia University, approving a revised project description to include the financing of additional capital projects of the University, and permit proceeds of the Bonds to be allocated to reimburse costs incurred by the University to construct the new PLEX building; and declaring that it is desirable for the health, safety and welfare of the people in the area served by Alvernia University for the authority to participate in the financing of the project; authorizing the approval of the project, as revised, for Federal Internal Revenue Code purposes; and authorizing other necessary and appropriate action.

375.19 Adopt a resolution authorizing execution of the Addendum to Lease Agreement between Robert J. Marrella and John Reshefar, Wyomissing, Pennsylvania, and the County of Berks extending the term of the Lease for an additional five (5) year period beginning January 1, 2020 and ending December 31, 2024.

376.19 Adopt a resolution authorizing execution of Engineering Services Agreement #EA-222867-19 between the County of Berks and Elliott, LeBoeuf & McElwain, P.C., Springfield, Virginia, to perform the annual structural engineering evaluation at the conclusion of the 2019 burn season at the Burn Building located as the Berks County Fire Training Center, Reading, Pennsylvania at a not to exceed amount of $5,100.00.

377.19 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Department of Army Easement for Public Trail located on Blue Marsh Lake, which extends the current Agreement for another fifteen (15) year period ending June 30, 2034 and allows and provides the County to operate and provide maintenance on the Union Canal Trail.

378.19 Adopt a resolution authorizing the Chief Clerk to advertise enactment of proposed Berks County Ordinance No. 05-2019 approving the participation in and execution of an Intergovernmental Transfer Agreement between the Pennsylvania Department of Human Services, Office of Long-Term Living ("DHS-OLTL") and Berks County for intergovernmental
transfers of funds to DHS-OLTL in order to provide the non-
federal share of Medical Assistance payment to County Nursing

2. Motion authorizing execution of Contract Agreements/Amendments as furnished
by the Contract Coordinator per listing dated November 19, 2019.

3. Motion authorizing payments set forth on Controller’s Office vouchers payable
listing for the week ending November 11, 2019, and for the voucher listing dated
November 19, 2019 for week ending November 20, 2019 and the payment of
electronic transfers and employee payroll.

Reports

1. County Treasurer A. Dennis Adams, CPA submitted a prepared weekly
Treasurer’s report.

2. The Controller’s weekly report was presented by County Controller Sandy
Graffius.

REPORT OF CHIEF FINANCIAL OFFICER

No Report. Commissioner Leinbach reported the Budget/Operations Meeting is
cancelled.

REPORT OF CHIEF ADMINISTRATIVE OFFICER

Ronald R. Seaman congratulated Bob Patrizio and his staff for a job well done, noting the
new methodogly and initiatives implemented this year were a success.

COMMISSIONERS’ COMMENTS

Commissioner Barnhardt
Commissioner Barnhardt announced he has the new 2020 Mt. Penn Preserve calendars.
The cost is $10, and all proceeds benefit the Mt. Penn Preserve partnership, and the
calendars can also be purchased from any member of the Council of Government
(“COG”).

Commissioner Scott
No comments at this time but reserve time for comment if the need arises.

Commissioner Leinbach
No comment.

ELECTED OFFICIALS’ COMMENTS

None.
COMMENTS FROM THE FLOOR

Jane Palmer, Wyomissing, stated she will continue to advocate against the contract with ICE. Ms. Palmer thinks the apprentice program at the Jail is a great program, and she asked the Board to be more transparent with the overall plans with handling the incarcerated population at the Jail.

Commissioner Scott defended the transparency of the Board and stated the CGL Group report was presented at a publicly advertised meeting and suggested the public avail themselves to the newspaper reports of this meeting. Commissioner Scott stated this Board meets almost every Thursday at publicly advertised Budget Meetings, where no one from the public attends. The allegations of lack of transparency are misplaced.

Commissioner Barnhardt noted that all the programs previously provided at the CRC are still available at the Jail.

There being no further business the meeting adjourned at 11:24 A.M.

Respectfully Submitted,

Maryjo Gibson, Chief Clerk
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#### 2019 Appropriations Total

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#### 2019 Appropriations Total

$30,667

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1. Transferring anticipated savings to provide funding for replacement gym mats and to cover the cost of janitorial supplies needed through year-end 2019.
2. Transferring anticipated savings to provide funding to cover the forecasted cost of contracted services, supplies, equipment, and uniforms needed through year-end 2019.
3. Appropriating Pooled Record Improvement Fund Balance for Controller's Office IDEA Auditing Software from Automation Services.
4. Appropriating Pooled Record Improvement Fund Balance for Prothonotary's Office conservation analyst, treatment, and encapsulation services for a 1766 Bond printed by Benjamin Franklin.
5. Appropriating Supervision Fees Revenue to purchase year-end office supplies and office equipment (<$5k).
6. Reallocating HUD funding from NH to HAP to cover the costs of the HUD data extract for use in the Open Latice Database.
Commissioners’ Meeting
HUMAN RESOURCES RECOMMENDATIONS
December 5, 2019

1. Authorize the appointment of Michael Hollinger to PC011262 Law Clerk I-Court Administration recognizing the 1620 Rights of the Courts to hire, fire and supervise its employees. The appointment is effective 12/4/2019. Rate of $53,500/annually. Salary range Minimum $40,078; Midpoint $53,438; Maximum $66,797. Replacement for Zanna Leiendecker who separated. This request meets the criteria of the Hiring Policy. Budget 10000-11600.


4. Authorize the promotion of Trevor Greth from PC012341 Senior Financial Analyst – Budget & Finance Department to PC013408 Fiscal Manager – Facilities and Operations, effective 12/04/2019. Rate of $60,000/annually. Salary range Minimum $42,920; Midpoint $57,227; Maximum $71,534. Replacement for Kaylee Weaver who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11030.

5. Authorize a salary adjustment for Kristy Duffy PC013378 Fiscal Manager – Department of Emergency Services, effective 12/11/2019. Rate of $60,000/annually. Salary range Minimum $42,920; Midpoint $57,227; Maximum $71,534. This request meets the criteria of the Hiring Policy. Budget 51100 – 36100.

6. Authorize the salary adjustment of Joseph Famiglietti P013329 Fiscal Manager – Children and Youth Services, effective 12/11/2019. Rate of $63,709/annually. Salary range Minimum $45,711; Midpoint $60,948; Maximum $76,186. This request meets the criteria of the Hiring Policy. Budget 22000 – 23200.
COUNTY OF BERKS
Purchasing Department

MEMORANDUM

DATE: Tuesday, December 3, 2019

TO: The Board of Commissioners & the Chief Clerk

RE: Agenda Items – Commissioners’ Meeting

Please include the contract listings outlined in this Memorandum for inclusion on the Agenda for the Commissioners’ meeting scheduled for Thursday, December 5, 2019 for approval and formalization. Details are as follows:

1. **Contract Type & #:** Amendment #1 to Agreement #ICA-189797-17
   **Department:** Berks Heim Nursing and Rehabilitation
   **Vendor:** Aramark Management Services Limited Partnership
   **Term:**
   - Effective Date: February 1, 2019
   - Expiration Date: December 31, 2019
   **Funding Source:** 100% County
   **Description & Amount:** This Amendment serves to modify Clause 4, Fees, of this environmental and laundry services management Agreement to increase the monthly fee from $36,035.77 to $36,756.49 for the second year of this Agreement ending December 31, 2019 for an amount not to exceed $441,077.88.

2. **Contract Type & #:** Amendment #2 to Agreement #ICA-189797-17
   **Department:** Berks Heim Nursing and Rehabilitation
   **Vendor:** Aramark Management Services Limited Partnership
   **Term:**
   - Effective Date: January 1, 2020
   - Expiration Date: December 31, 2022
   **Funding Source:** 100% County
   **Description & Amount:** This Amendment serves to extend this environmental and laundry services Agreement for an additional three-year term. In addition, Clause 4, Fees, shall be modified to increase the monthly fee of the first year of this term from $36,756.49 to $37,307.83 for an amount not to exceed $447,693.99. The monthly fees for years two and three shall be determined by the Employment Cost Index, or comparable index, and shall not exceed a two percent increase.
3. **Contract Type & #:** Amendment #1 to Agreement #ICA-190070-17  
   **Department:** Department of Agriculture  
   **Vendor:** Agrarian Associates, Inc.  
   **Term:** Effective Date: January 1, 2020  
   Expiration Date: December 31, 2021  
   **Funding Source:** 100% County  
   **Description & Amount:** This Amendment serves to extend this appraisal services Agreement for an addition two-year term. The rates shall remain the same.

4. **Contract Type & #:** Independent Contractor Agreement – Agreement #ICA-224321-19  
   **Department:** Department of Emergency Services  
   **Vendor:** Mission Critical Partners, LLC  
   **Term:** Effective Date: December 1, 2019  
   Expiration Date: November 30, 2020  
   **Funding Source:** 100% County  
   **Description & Amount:** The County is engaging the Vendor for the provision of professional services to perform network design and Vesta ESNet support for the 911 system. The amount shall not exceed $29,000.00 during this term.

5. **Contract Type & #:** Amendment #6 to Agreement #ICA-151054-14  
   **Department:** District Attorney and Public Defender  
   **Vendor:** Monick Video & Court Reporters  
   **Term:** Effective Date: January 1, 2020  
   Expiration Date: December 31, 2020  
   **Funding Source:** 100% County  
   **Description & Amount:** This Amendment serves to extend the Agreement for an additional one-year term for the performance of stenographic services at Preliminary Hearings at the request of the County. In addition, Clause 3, Fees, shall be modified to increase “Reporting and transcribing, org. and 1 cc/transcripts” and “Supplying copy of transcript” by $0.05 per page each for page rates of $3.35 and $2.55 respectively. The estimated amount shall not exceed $9,000.00 for this term.

6. **Contract Type & #:** Amendment #5 to Agreement #ICA-152140-14  
   **Department:** Human Resources  
   **Vendor:** CHB Sports, Inc.  
   **Term:** Effective Date: January 1, 2020  
   Expiration Date: December 31, 2020  
   **Funding Source:** 100% County  
   **Description & Amount:** This Amendment serves to extend the Agreement for an additional one-year term for the Vendor to provide group exercise classes to County employees. The amount shall not exceed $13,005.00.
7. Contract Type & #: Amendment #1 to Agreement #VC-212670-18
   Department: Information Systems
   Vendor: IBM Credit, LLC
   Term: Effective Date: November 19, 2019
       Expiration Date: December 30, 2019
   Funding Source: No cost to the County
   Description & Amount: This Amendment serves to authorize the return of leased Vendor
       equipment at the end of the current lease term on December 30, 2019. There is no cost to
       the County for this return.

8. Contract Type & #: Amendment #1 to Agreement #VC-212670-18
   Department: Information Systems
   Vendor: MAW Communications
   Term: Effective Date: December 1, 2019
       Expiration Date: September 7, 2024
   Funding Source: 100% County
   Description & Amount: This Amendment serves to modify Section 4, Scope of Work, of this
       Agreement to provide dark fiber circuit from Reading City Hall to the Berks County
       Communication Center for a fee of $2,697.75 per month. The amount shall not exceed
       $156,469.50 during this term.

9. Contract Type & #: Amendment #1 to Agreement #PC-594374-19
   Department: Jail
   Vendor: Sharp Energy, Inc.
   Term: Effective Date: December 5, 2019
       Expiration Date: August 8, 2022
   Funding Source: 100% County
   Description & Amount: This Amendment serves to modify this Agreement for supply and
       delivery of propane to include an additional tank near the weld shop of the Berks
       County Jail. In addition, the delivery call hours shall be modified from 8:00 A.M. to 3:00 P.M. to
       8:00 A.M. to 4:00 P.M. The propane unit price shall remain the same.

10. Contract Type & #: Amendment #1 to Agreement #HSD-208770-18
    Department: Mental Health and Developmental Disabilities
    Vendor: Advantage Home Care
    Term: Effective Date: July 1, 2019
       Expiration Date: June 30, 2020
    Funding Source: 100% State
    Description & Amount: This Amendment serves to extend this Agreement for Homemaker
        Services for an additional one-year term. In addition, Clause 3.5.6 is
        modified to reflect changes to travel reimbursement. Also, Attachment B,
        Fee Schedule, is modified to increase the total expense from $4,000.00 to
        an amount not to exceed $5,000.00 during this term.
11. Contract Type & #: Homeless Assistance Program Agreement – Agreement #HAP-224539-19
Department: Mental Health and Developmental Disabilities
Vendor: Berks Coalition to End Homelessness, Inc.
Term: Effective Date: July 1, 2019
Expiration Date: June 30, 2020
Funding Source: 100% State
Description & Amount: The County is engaging the Vendor to administer and provide oversight of the Homeless Assistance Program Funds (HAP) through funding received from the State Department of Human Services as requested by the County of Berks Mental Health/Developmental Disabilities Department. The amount shall not exceed $444,850.00 for the HSBG funding, $5,000.00 for housing training scholarships, and $2,500.00 for data extraction of the Open Lattice system.

12. Contract Type & #: Amendment #2 to Agreement #HSD-208772-18
Department: Mental Health and Developmental Disabilities
Vendor: Berks Encore
Term: Effective Date: July 1, 2019
Expiration Date: June 30, 2020
Funding Source: 100% State
Description & Amount: This Amendment serves to extend this Agreement for home delivered meal service for an additional one-year term. In addition, Clause 3.5.6 is modified to reflect changes to travel reimbursement. Also, Attachment B, Fee Schedule, is modified to increase the rate for meal services out of the Reading Center from $6.80 to $7.29, and the rate for meal services out of all other centers from $7.22 to $7.72. The total expense shall increase from $48,600.00 to an amount not to exceed $68,100.00 during this term.

13. Contract Type & #: Amendment #2 to Agreement #HSD-208779-18
Department: Mental Health and Developmental Disabilities
Vendor: Co-County Wellness, Reading
Term: Effective Date: July 1, 2019
Expiration Date: June 30, 2020
Funding Source: 100% State
Description & Amount: This Amendment serves to extend this Agreement for Service Planning/Case Management services for an additional one-year term. In addition, Clause 3.5.6 is modified to reflect changes to travel reimbursement. Also, Attachment B, Fee Schedule, is modified to increase the total expense from $19,066.00 to an amount not to exceed $22,000.00 during this term.
14. Contract Type & #: Amendment #2 to Agreement #HSD-208777-18
   Department: Mental Health and Developmental Disabilities
   Vendor: Council on Chemical Abuse
   Term: Effective Date: July 1, 2019
         Expiration Date: June 30, 2020
   Funding Source: 100% State
   Description & Amount: This Amendment serves to extend this Agreement for Life Skills Training
                        Specialized services for an additional one-year term. In addition, Clause
                        3.5.6 is modified to reflect changes to travel reimbursement. The amount
                        shall remain the same and not exceed $47,400.00 for drug and alcohol
                        outpatient services and $9,000.00 for specialized youth prevention
                        services.

15. Contract Type & #: Amendment #2 to Agreement #HSD-208805-18
    Department: Mental Health and Developmental Disabilities
    Vendor: Family Guidance Center
    Term: Effective Date: July 1, 2019
          Expiration Date: June 30, 2020
    Funding Source: 100% State
    Description & Amount: This Amendment serves to extend this Agreement for counseling services
                         for an additional one-year term. In addition, Clause 3.5.6 is modified to
                         reflect changes to travel reimbursement. The amount shall remain the
                         same and not exceed $12,000.00 during this term.

16. Contract Type & #: Amendment #2 to Agreement #HSD-208802-18
    Department: Mental Health and Developmental Disabilities
    Vendor: Opportunity House
    Term: Effective Date: July 1, 2019
          Expiration Date: June 30, 2020
    Funding Source: 100% State
    Description & Amount: This Amendment serves to extend this Agreement for Children’s Alliance
                         Center Child Sexual Abuse Forensic Interviewer services for an additional
                         one-year term. In addition, Clause 3.5.6 is modified to reflect changes to
                         travel reimbursement. Also, Attachment B, Fee Schedule, is modified to
                         decrease the total expense from $54,163.00.00 to an amount not to exceed
                         $51,308.00 during this term.
17. Contract Type & #: Amendment #2 to Agreement PSA-219301-19  
Department: Mental Health and Developmental Disabilities  
Vendor: Service Access & Management, Inc.  
Term: Effective Date: October 11, 2019  
Expiration Date: June 30, 2020  
Funding Source: 3% County, 22% State and 75% Federal  
Description & Amount: This Amendment serves to modify this Agreement for the mental health and developmental disabilities program to add Appendix O, Office of Mental Health and Substance Abuse Services Community Mental Health Primary Allocation Letter, which shall include an allocation of $4,500.00 for Infant and Early Childhood Mental Health Training for Behavioral Health Staff; and, Appendix P, Human Services Block Grant Retained Earnings Plan Fiscal Year 2018/2019, with an allocation of $240,098.00 for Project Transition Forensic Community Residential Rehabilitation Expansion Start-Up.

18. Contract Type & #: Vendor Agreement – Agreement #VA-224112-19  
Department: Parks and Recreation  
Vendor: Sculpted Ice Works, Inc.  
Term: Effective Date: December 12, 2019  
Expiration Date: December 19, 2019  
Funding Source: 100% County  
Description & Amount: The County is engaging the Vendor for the provision of onsite ice carving demonstrations during the Holiday Lights Festival at Gring’s Mill Recreation Area on December 12th and 19th from 6:00 P.M. to 8:00 P.M. for an amount not to exceed $1,700.00.

The County shall ratify and confirm execution of the contract listed below, executed 11/21/2019

19. Contract Type & #: Vendor Contract – Agreement #VC-224458-19  
Department: Law Library  
Vendor: LexisNexis, a division of RELX, Inc.  
Term: Effective Date: December 1, 2019  
Expiration Date: September 30, 2022  
Funding Source: 100% County  
Description & Amount: The County is engaging the Vendor for the provision of Lexis Advance Mirror Patron Access, PA Enhanced with Full Federal, and Benders forms of discovery subscriptions for use in the Law Library at a rate of $537.00 per month for a total not to exceed $18,258.00.