

## **Commissioners' Board Meeting Minutes January 2, 2014**

The Berks County Board of Commissioners met in regular session on Thursday, January 2, 2014, at 10:00 A.M. in the Boardroom on the 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 Solicitor Alan Miller, Chief Operating Officer Carl E. Geffken and Chief Clerk Maryjo Gibson.

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

### **Approval of Minutes**

The minutes of December 19, 2013 Commissioners' Board Meeting were approved as presented.

### **Agenda Items**

1. A motion was made by Commissioner Barnhardt, seconded by Commissioner Scott and all voted unanimously to approve the items listed below with the exception of Commissioner Barnhardt who voted NO to item #3 on the Human Resources Agenda, Resolution No. 02.14:
  - 01.14 Adopt a resolution authorizing 2013 Budget Transfers in the amount of \$140,338.00 and 2013 Appropriations in the amount of \$3,668,181.00 per listing dated December 30, 2013.
  - 02.14 Adopt a resolution authorizing Human Resources Recommendations per listing dated January 2, 2014 as follows:
    1. Authorize the promotion of Sarah E. Shivers from PC012953 Telecommunicator + 6 – Department of Emergency Services to PC012560 Training/QA Officer – Department of Emergency Services, effective 1/29/14. Rate of \$50,500/annually. Salary budgeted \$55,350/annually. Salary range Minimum \$40,520; Midpoint \$54,027; Maximum \$67,533. This request meets the criteria of the Hiring Policy. Budget 51100 – 36010.
    2. Authorize salary adjustment for Maryjo Gibson, PC010239 Chief Clerk – Commissioners, effective 1/8/14. Rate of \$51,500/annually. Salary budgeted \$49,062/annually. Salary range Minimum \$33,968; Midpoint \$45,291; Maximum \$56,614. Adjustment is in accordance with the

HR Recommendations dated 1/4/11 as it pertained to Ms. Gibson's promotion to the Chief Clerk position. This request meets the criteria of the Hiring Policy. Budget 10000 – 11010.

3. Authorize salary adjustment for Karen Barsoum, PC011066 Executive Assistant – Commissioners, effective 1/8/14. Rate of \$45,600/annually. Salary budgeted \$45,100/annually. Salary range Minimum \$31,713; Midpoint \$42,285; Maximum \$52,856. Adjustment is the result of additional responsibilities due to the elimination of the Human Services Coordinator position. This request meets the criteria of the Hiring Policy. Budget 10000 – 11010.
4. Authorize the promotion of Dennis J. Skayhan from PC012354 Supervising Attorney – District Attorney to PC010001 1<sup>st</sup> Assistant District Attorney – District Attorney, effective 1/8/14. Rate of \$87,000/annually. Salary budgeted \$100,671/annually. Salary range Minimum \$61,967; Midpoint \$82,622; Maximum \$103,278. Replacement for M. Theresa Johnson who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11580.
5. Authorize the promotion of Jonathan H. Kurland from PC010257 Supervising Attorney – District Attorney to PC012991 Chief Deputy Assistant District Attorney – District Attorney, effective 1/8/14. Rate of \$84,000/annually. Salary range Minimum \$60,730; Midpoint \$80,974; Maximum \$101,217. New position created by Salary Board on 12/19/13. This request meets the criteria of the Hiring Policy. Budget 10000 – 11580.
6. Authorize the promotion of Rosalynda M. Crichton from PC010161 Assistant District Attorney IV – District Attorney to PC010257 Supervising Attorney – District Attorney, effective 1/8/14. Rate of \$70,000/annually. Salary budgeted \$71,750/annually. Salary range Minimum \$56,490; Midpoint \$75,320; Maximum \$94,150. Replacement for Jonathan H. Kurland who transferred. This request meets the criteria of the Hiring Policy. Budget 10000 – 11580.
7. Authorize the promotion of Colleen Dugan Schearer from PC010164 Assistant District Attorney IV – District Attorney to PC012354 Supervising Attorney – District Attorney, effective 1/8/14. Rate of \$70,000/annually. Salary budgeted \$73,721/annually. Salary range Minimum

\$56,490; Midpoint \$75,320; Maximum \$94,150.

Replacement for Dennis J. Skayhan who transferred. This request meets the criteria of the Hiring Policy. Budget 10000 – 11580.

8. Authorize the promotion of Brian Kulp from PC010142 Temporary Assistant District Attorney I – District Attorney to PC010147 Assistant District Attorney II – District Attorney, effective 1/8/14. Rate of \$46,000/annually. Salary budgeted \$60,336/annually. Salary range Minimum \$44,485; Midpoint \$59,314; Maximum \$74,142. Replacement for Rosalynda M. Crichton who transferred. This request meets the criteria of the Hiring Policy. Budget 10000 – 11580.
  9. Authorize the appointment of Adam McNaughton to PC010141 Assistant District Attorney I – District Attorney, effective 1/15/14. Rate of \$44,000/annually. Salary budgeted \$63,956/annually. Salary range Minimum \$41,227; Midpoint \$54,969; Maximum \$68,711. Replacement for Colleen Dugan Schearer who transferred. This request meets the criteria of the Hiring Policy. Budget 10000 – 11580.
  10. Authorize salary adjustment for Alisa R. Hobart, PC012860 Supervising Attorney/Chief of Appeals – District Attorney, effective 1/8/14. Rate of \$74,275/annually. Salary budgeted \$72,775/annually. Salary range Minimum \$56,490; Midpoint \$75,320; Maximum \$94,150. Adjustment is based on the re-organization of the District Attorney's office. This request meets the criteria of the Hiring Policy. Budget 10000 – 11580.
  11. Authorize salary adjustment for Kevin F. Howard, PC010256 Supervising Attorney – District Attorney, effective 1/8/14. Rate of \$73,542/annually. Salary budgeted \$73,042/annually. Salary range Minimum \$56,490; Midpoint \$75,320; Maximum \$94,150. Adjustment is based on the re-organization of the District Attorney's office. This request meets the criteria of the Hiring Policy. Budget 10000 – 11580.
- 03.14 Adopt a resolution authorizing execution of the Berks County Detectives Labor Organization 2013-2016 Contract.
- 04.14 Adopt a resolution authorizing Christian Y. Leinbach, Commissioner Chair, to execute Change Order No. 01-21 to the Pyramid Network Services, LLC Contract in the amount of \$353,006.31 to furnish labor and materials for antenna mounts at

various tower site locations in regard to the Berks County Public Safety Radio Project.

- 05.14 Adopt a resolution authorizing Christian Y. Leinbach, Commissioner Chair, to execute Change Order No. 01-22 to the Pyramid Network Services, LLC Contract in the amount of \$43,459.08 to furnish, supply and install locking devices at various tower site locations in regard to the Berks County Public Safety Radio Project.
  - 06.14 Adopt a resolution ratifying, confirming and approving the County Solicitor to advertise proposed Ordinance No. 01-2014 amending the Land Subdivision and Land Development Regulations of the County of Berks.
  - 07.14 Adopt a resolution authorizing the appointment of Tony Sacco, Cumru Township, as a representative of a 1<sup>st</sup> Class Township to serve on the Reading Area Transportation Study Coordinating Committee.
  - 08.14 Adopt a resolution authorizing the appointment of Troy Alderfer, Oley, Pennsylvania, to the Berks County Conservation District Board for a four (4) year term expiring December 31, 2017. This is a replacement for Greg Stricker who resigned. Commissioner Leinbach further explained that Mr. Stricker actually refused the appointment because he was too busy.
2. Motion authorizing Christian Y. Leinbach as Chairman of the Board, to execute Contract Agreements/Amendments as furnished by the Contract Coordinator, per listing dated December 31, 2013. Commissioner Leinbach reported there are 6 contracts and referenced the departments.
  3. Motion to authorize payments set forth on Controller's Office vouchers payable listing dated December 31, 2013 for week ending January 1, 2014 and the payment of electronic transfers and employee payroll.

### **Reports**

1. County Treasurer A. Dennis Adams, CPA, did not attend the meeting as he was participating in Orientation, but submitted a prepared weekly Treasurer's report which was read by Commissioner Leinbach.
2. The Controller's weekly report was presented by County Controller Sandy Graffius. Ms. Graffius thanked her accounts payable staff stating she was very proud of them for doing a great job getting checks out during the shortened holiday work weeks.

**REPORTS OF CHIEF OPERATING OFFICE/CHIEF FINANCIAL OFFICER**

1. Carl E. Geffken commented last Saturday he attended the parade that was held for Ronnie Wentzel, "Moose", a former Reading Deputy Fire Chief. Mr. Geffken reported there were 46 fire companies from the City and Berks County, as well as some from Lancaster, Lebanon and Montgomery counties and was organized by friends of the Wentzels to show support for Mr. Wentzel who is fighting cancer.
2. Robert J. Patrizio reported there would not be a Budget Meeting this afternoon.

**COMMISSIONERS' COMMENTS**

Commissioner Barnhardt had no comments this week.

Commissioner Scott commented he is excited and looking forward to 2014 and hoping to accomplish a great deal with his colleagues this New Year.

Commissioner Leinbach wished everyone a Happy New Year and mentioned he attended the New Year's Eve celebration at the Pagoda. Commissioner Leinbach commented he is hopeful City Council and the Mayor can work out the problems of maintenance of the Pagoda which is a landmark of extremely unusual proportions. Commissioner Leinbach commented on the passing of Pete DeCoursey, a respected, former newspaper reporter for the Reading Eagle and more recently a very well respected political reporter in Harrisburg, adding he found Mr. DeCoursey to be fair.

**ELECTED OFFICIAL**

Frederick Sheeler, Berks County Recorder of Deeds, reported last week his office completed the last of the indexing of all mortgages and now all records can be researched back to the founding of the County. Mr. Sheeler gave kudos to his staff for completing a long and sometimes boring process.

**CITIZEN COMMENTS**

Ricardo Nieves attended the meeting and requested to speak on a recent incident he was involved in. Mr. Nieves commented on Friday December 13, 2013 his civil rights were violated, when he was pulled over and asked to participate in a survey and provide a cheek swab, and after refusing several times, before he was freed to leave. Mr. Nieves stated he filed a lawsuit against the City, Mayor Spencer, Chief Heim and Pacific Institute. Commissioner Leinbach commented the Commissioners knew nothing about this, and when this incident was brought to his attention he immediately called District Attorney John Adams, who issued a statement for Commissioner Leinbach to read "County officials had no knowledge whatsoever of this survey of motor vehicle drivers and the methods used."

There being no further business, the meeting adjourned at 10:30 A.M.

Respectfully Submitted,

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Maryjo Gibson, Chief Clerk