

## **Commissioners' Board Meeting Minutes January 15, 2015**

The Berks County Board of Commissioners met in regular session on Thursday, January 15, 2015, 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 Vice Chair Kevin S. Barnhardt called the meeting to order with Commissioner Mark C. Scott in attendance. Commissioner Leinbach was attending the Pennsylvania Farm Show. Also present were Chief Operating Officer Carl E. Geffken and Chief Clerk Maryjo Gibson.

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

### **Approval of Minutes**

The minutes of January 8, 2015 Commissioners' Board Meeting were approved as presented.

### **Agenda Items**

1. A motion was made by Commissioner Scott, seconded by Commissioner Barnhardt and all voted unanimously to approve the items listed below:
  - 18.15 Adopt a resolution authorizing 2014 Budget Transfers in the amount of \$47,705.00 and 2014 Appropriations in the amount of \$190,000.00 per listing dated January 9, 2015.
  - 19.15 Adopt a resolution authorizing Human Resources Recommendations per listing dated January 15, 2015 as follows:
    1. Authorize the appointment of Christopher Strunk to PC012252 Sergeant – Sheriff's Department, effective 1/21/15. Rate of \$57,504/annually. Salary budgeted \$57,504/annually. Salary range Minimum \$38,189; Midpoint \$50,918; Maximum \$63,648. Replacement for Mandy Miller who was promoted. This request meets the criteria of the Hiring Policy. Budget 10000 – 11510.
    2. Authorize the appointment of Karissa Rodriguez to Assistant District Attorney I – District Attorney's Office, effective 1/28/15. Rate of \$44,000/annually. Salary budgeted \$52,020/annually. Salary range Minimum \$41,227; Midpoint \$54,969; Maximum \$68,711. Replacement for Christopher Mandracchia who separated. This request meets the criteria of the Hiring

Policy. Budget 10000 – 11580.

3. Authorize the transfer of Anne Curry from PC011168 Judicial Coordinator to PC011153 Judicial Administrative Assistant – Court Administration, effective 1/28/15. Rate of \$41,084/annually. Salary budgeted \$41,084/annually. Salary range Minimum \$31,715; Midpoint \$42,286; Maximum \$52,858. Replacement for Mary Orlando who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11600.
4. Authorize the transfer of Miles Klein from PC011176 Judicial Coordinator Floater to PC011170 Judicial Coordinator – Court Administration, effective 1/21/15. Rate of \$30,029/annually. Salary budgeted \$35,028/annually. Salary range Minimum \$29,440; Midpoint \$39,253; Maximum \$49,066. Replacement for William Stoyer who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11600.
5. Authorize the transfer of Lauren Heydt from PC010635 County Caseworker II – Children and Youth Services to PC013074 Healthy Transitions Program Manager – MH/DD, effective 1/28/15. Rate of \$45,000/annually. Salary range Minimum \$36,686; Midpoint \$48,914; Maximum \$61,143. This request meets the criteria of the Hiring Policy. Budget 10000 – 25040.
6. Authorize the promotion of Brenda Shaw from PC010238 Chief Assessor to PC011007 Director of Real Estate Assessment – Assessment, effective 1/21/15. Rate of \$72,619/annually. Salary range Minimum \$71,195; Midpoint \$94,927; Maximum \$118,659. Replacement for Duane Rashlich who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11070.
7. Authorize the appointment of Edward Michalik to Executive Director of Aging – Area Agency on Aging, effective 1/21/15. Rate of \$99,779/annually. Salary range Minimum \$63,765; Midpoint \$85,019; Maximum \$106,274. Dr. Michalik will have responsibility for both the Area Agency on Aging and Mental Health/Developmental Disabilities departments. This request meets the criteria of the Hiring Policy. Budget 28100 – 23150.

8. Authorize Commissioner's Lump Sum Awards within the Department of Emergency Services as outlined on the attached listing. The awards are for work performed in support of the lengthy, time intensive County-wide Radio Project. Budget 10000 – 16020 and 51100 – 36010.

Commissioner Barnhardt commented that during the implementation of the new Emergency Radio Project over the past few years, the County did not bring on additional staff to implement the project, but in the process, some of the employees in the Department worked longer and extra hours, weekends and holidays and have earned these awards.

- 20.15 Adopt a resolution authorizing Christian Y. Leinbach, Commissioner Chair, to execute the SAVIN Maintenance and Service Agreement between the Pennsylvania District Attorneys Institute and the County of Berks for the sharing of the statewide automated victim information and notification system for the period January 1, 2015 through December 31, 2015.
- 21.15 Adopt a resolution authorizing Christian Y. Leinbach, Commissioner Chair, to execute the Commercial Insurance Application for Partners in Parenting (PIP) for Berks County Children and Youth Services for the period January 8, 2015 through January 8, 2016.
- 22.15 Adopt a resolution authorizing Christian Y. Leinbach, Commissioner Chair, to execute the Certification for Authorized Use of 9-1-1 Funds Under Chapter 53, Emergency Telephone Service, of Title 35 of the Pennsylvania Consolidated Statutes for State Fiscal Year 2015-2016; and further authorize Wanda Keener, 9-1-1 Coordinator to submit an application for the aforementioned funds with the Pennsylvania Emergency Management Agency (PEMA) on behalf of the County.
- 23.15 Adopt a resolution approving a letter of support to the Berks Counseling Center, a provider of the Berks County Mental Health/Developmental Disabilities Program, in conjunction with the County of Berks, for the Mental Health and Justice Housing Grant Initiative. The grant will be used to provide the funding for supported housing for individuals with mental health needs to reenter the community from the Berks County Jail System.
- 24.15 Adopt a resolution authorizing execution of the revised Certification Statement, Human Services Block Grant Report for Fiscal Year 13/14 to the Commonwealth of Pennsylvania, Department of Human Services.

- 25.15 Adopt a resolution authorizing exoneration of 2014 County taxes, including penalties and interest, in the amount of \$13.78 for 9350 Longswamp Road, Longswamp Township, Berks County (59-5483-04-81-6809), formerly owned by the County of Berks and known as Hunsicker's Grove Park.
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 January 13, 2015. Commissioner Barnhardt reported there are 13 contracts and referenced the departments.
3. Motion to authorize payments set forth on Controller's Office vouchers payable listing dated January 13, 2015 for week ending January 14, 2015 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 Deputy County Controller Ronald Rutkowski.

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

1. Carl E. Geffken congratulated Dr. Ed Michalik on his formal appointment to the Area Agency on Aging who has performed for 9 months in this position. Mr. Geffken congratulated Brenda Shaw, promoted to Director of Real Estate, who has served as Chief Assessor for the past 6 months and congratulated those employees in the Department of Emergency Services (DES) for their service and work that truly saved the County a lot of money, from Brian Gottschall to his management staff, and who also kept DES running and operational through this project process.
2. Robert J. Patrizio reported the Commissioners will receive an update to the 5 year Budget forecast.

### **COMMISSIONERS' COMMENTS**

Commissioner Barnhardt had no additional comments.

Commissioner Scott commented on a discussion held yesterday at the Planning Commission Meeting. Commissioner Scott stated that the Planning Commission is in the process of compiling and analyzing various demographic data pertaining to Berks County and other neighboring counties, which will show some interesting anomalies involving net migration from Berks County to surrounding counties. Commissioner Scott commented it is important at some point to rationalize why the decision is being made to

leave Berks County. Commissioner Scott commented he would like the Planning Commission to present their findings when the analysis is complete.

Deputy Controller Ronald Rutkowski reported Judith Lumis, Senior Governmental Accountant, recently received her certification through the Association of Governmental Accountants as a Certified Government Financial Manager.

Berks County Recorder of Deeds Frederick Sheeler reported the total value of taxable real estate transferred last year was \$1,136,000,000, which is an increase of about 19% over 2013.

There being no further business, the meeting adjourned at 10:23 A.M.

Respectfully Submitted,

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Maryjo Gibson, Chief Clerk