

Commissioners' Board Meeting Minutes February 27, 2014

The Berks County Board of Commissioners met in regular session on Thursday, February 27, 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.

Presentation

Paul Janssen, Director of the Center for Excellence in Local Government at Albright College (the "Center"), provided an update and progress report regarding the Law Enforcement Needs Assessment (the "Assessment") being conducted by the Center as a result of the 2013 Crime Summit. Mr. Janssen commented that about 10 months ago Commissioner Barnhardt contacted him on behalf of the Board, to look at overall law enforcement needs and services in Berks County. Mr. Janssen commented the purpose of the Assessment is to generate an accurate data base of the actual costs for part-time, fulltime and regional departments in Berks County, and the need to assess the whole law enforcement system and how effective it is. Mr. Janssen emphasized it is important to note that this is a fact finding mission and will not have recommendations. Mr. Janssen commented there are underlying concerns among local officials that this study is about creating a regional county-wide police force. Mr. Janssen stated it is not because in the Commonwealth of Pennsylvania, counties are not allowed to have county wide police departments, and the intent is to assess the costs of providing law enforcement services so local officials have that information. Mr. Janssen introduced Interns Darlenys Sosa, an Albright College senior and Reading resident, and Rebecca Potts, an Albright College senior and resident of Bern Township. Ms. Sosa commented she will be generating surveys that are going to be used to assess the social services of Berks County in evaluating the aspect of the criminal justice system through social services and how these services are involved with the law enforcement. Ms. Potts commented she will be working with law enforcement agencies throughout 13 different counties interviewing different agencies including Department of Emergency Services, Juvenile Probation, Adult Probation, Berks Pre-Trial Services, District Justices, the District Attorney, Detectives, the Jail, Public Defender, State Police and the County Commissioners, and she will cover the financial part of the agencies. Mr. Janssen mentioned that on July 30, 2014 there will be an all-day seminar on disaster planning and response sponsored by the newly formed Berks County Water and Sewer Association.

Approval of Minutes

The minutes of February 20, 2014 Commissioners' Board Meeting were approved as presented.

Agenda Items

1. Enactment of Ordinance No. 03-2014:

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF BERKS, PENNSYLVANIA APPROVING AN INTEREST RATE MANAGEMENT PLAN; APPROVING THE FORM OF AN INTEREST RATE MANAGEMENT AGREEMENT RELATING TO ITS FEDERALLY TAXABLE GENERAL OBLIGATION BONDS SERIES A OF 2012 (THE "BONDS"); AUTHORIZING THE PROPER OFFICERS OF THE COUNTY TO EXECUTE AND DELIVER THE INTEREST RATE MANAGEMENT AGREEMENT; APPROVING THE MAXIMUM RATE OF INTEREST PAYABLE BY THE COUNTY UNDER THE INTEREST RATE MANAGEMENT AGREEMENT AND THE METHOD OF CALCULATING THE RATE OF INTEREST PAYABLE BY THE COUNTERPARTY UNDER THE INTEREST RATE MANAGEMENT AGREEMENT; APPROVING THE TERM OF THE INTEREST RATE MANAGEMENT AGREEMENT; COVENANTING TO PAY THE PAYMENTS OF THE COUNTY UNDER THE INTEREST RATE MANAGEMENT AGREEMENT; AUTHORIZING THE PREPARATION OF AMENDED DEBT SERVICE SCHEDULES FOR SAID BONDS, IF NECESSARY; AUTHORIZING THE PREPARATION OF A TRANSCRIPT OF PROCEEDINGS TO BE FILED WITH THE DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT; AND AUTHORIZING THE EXECUTION AND DELIVERY OF OTHER NECESSARY DOCUMENTS AND THE TAKING OF OTHER NECESSARY ACTION IN CONNECTION WITH THE FOREGOING.

Michael Vind, Financial Consultant for Berks County, commented this Agreement is exactly like the County's existing interest rate management agreement, and is being recommended due to good market conditions, and is simply to manage interest rates on the County's bonds.

2. A motion was made by Commissioner Barnhardt, seconded by Commissioner Scott and all voted unanimously to approve the items listed below:

47.14 Adopt a resolution authorizing 2013 Budget Transfers in the amount of \$76,336.00, 2013 Appropriations in the amount of \$26,208.00, 2014 Budget Transfers in the amount of \$243,825.00 and 2014 Appropriations in the amount of \$636.00 per listing dated February 21, 2014.

48.14 Adopt a resolution authorizing the insurance renewal for the Berks Heim Nursing and Rehabilitation Center secured through the Pelican Program of the County Commissioners Association of Pennsylvania (CCAP), and further authorizes Christian Y. Leinbach, Commissioner Chair, to execute said renewal proposal effective March 1, 2014 to March 1, 2015. Commissioner Leinbach commented this is very good news for the County because of our CCAP membership. Chief Financial Officer

Robert Patrizio commented this is a renewal of property and liability insurance at the Heim and runs on an annual basis. Mr. Patrizio mentioned our expiring premium was \$215,000.00 and the new premium beginning March 1, 2014 will be 204,000.00. Mr. Patrizio stated this much of a reduction is really unheard of in the insurance industry right now, and is directly attributed to the success of the CCAP managed and monitored program.

49.14 Adopt a resolution authorizing Human Resources Recommendations per listing dated February 27, 2014 as follows:

1. Authorize the promotion of Christina Yatron from PC011069 Executive Assistant – Court Administration to PC011180 Jury Room Supervisor – Court Administration, effective 3/5/14. Rate of \$42,500/annually. Salary budgeted \$45,100/annually. Salary range Minimum \$35,256; Midpoint \$47,008; Maximum \$58,760. Replacement for Bryan Heller who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11600.
2. Authorize the transfer of Leonard Greth from PC011180 Jury Room Supervisor – Court Administration to PC011151 Judicial Administrative Assistant – Court Administration, effective 2/26/14. Rate of \$40,279/annually. Salary budgeted \$40,279/annually. Salary range Minimum \$31,715; Midpoint \$42,286; Maximum \$52,858. Replacement for Sarah Blair who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11600.

50.14 Adopt a resolution authorizing the award and the Director of Contracts and Procurement to execute as a result of RFP #13-28-CN two contracts each for a period of two years for Surveying Services for Berks County Agricultural Land Preservation. The award shall be made to the following contractors:

SSM Group, Inc.
1047 North Park Road
P. O. Box 6307
Reading, PA 19610-0307

Skelly and Loy
449 Eisenhower Boulevard, Suite 300
Harrisburg, PA 17111-2302

Total Estimated Annual Expenditure \$150,000.00

In accordance with the Request for Proposal the County reserves the right to extend the contract for additional terms, upon

agreement of both parties. SSM Group will serve as the primary awarded contractor. Skelly & Loy will be utilized in the event that there is a conflict, or a time sensitive issue that would jeopardize the project, i.e. expenditure of grant funds.

Purchasing Director Kelly Laubach commented the County received 11 proposals which were evaluated by representatives from Agricultural Land Preservation, the Berks County Planning Commission and Purchasing, and the overall top 2 ranked bidders were chosen. Ms. Laubach commented that due to the competitive bidding process the County was able to see a total savings of approximately \$11,000.00 for this project.

- 51.14 Adopt a resolution authorizing the award and the Director of Contracts & Procurement to execute as a result of Invitation to Bid #13-27-MB a contract to Modify and Extend the Existing Dry Pipe Sprinkler System at the Berks County Canal Museum as identified herein:

S. A. Comunale Co., Inc.

2130 Spring Street

West Lawn, PA 19609

Base Bid: \$52,368.00

Alternate A: Add \$2,988.00 – Add fire protection under exterior walk way

Total: \$55,356.00

- 52.14 Adopt a resolution authorizing Ryan D. Hunter, Director of Facilities and Operations, to execute the following Change Orders:

1. **Project:** Old Berks Heim Abatement & Demolition Project
Contractor: Quandel Construction Group, Inc.
Agreement No.: AIA-132429-12
Change Order No. :08
Request Date: November 18, 2013

Change Order Amount: \$13,451.47
Request for a lump sum fee adjustment to account for additional hours in Construction Phase services for project closeout and claims resolution. Funding to be provided by unallocated 2010C BAB's bond proceeds.
2. **Project:** Berks County Jail Infrastructure & Security Upgrades Project
Contractor: United Prison Equipment
Agreement No.:AIA-147533-13
Change Order No.:02
Request Date: January 10, 2014
Change Order Amount: 16,525.00
Request to furnish labor and materials for fencing revisions and

lockset changes requested by the Owner for doors G103D, G103E, A1120C, C1109B, C119A, G102B and G102C. Change Order has been reviewed and endorsed by the Architect and Construction Manager. Funding to be provided by project contingency reserves.

3. **Project:** Berks County Jail Infrastructure & Security Upgrades Project

Contractor: Vision Mechanical, Inc.

Agreement No.: AIA-147530-13

Change Order No.: 01

Request Date: January 6, 2014

Change Order Amount \$11,987.00

Request to furnish labor and materials for the relocation of plumbing vent stacks in order to comply with the unit manufacturer's prescribed clearances for rooftop HVAC units 2, 4 and 6. Change Order has been reviewed and endorsed by the Architect and Construction Manager. Funding to be provided by project contingency reserves.

- 53.14 Adopt a resolution authorizing execution of Engineering Services Agreement #EA-153840-14 between the County of Berks and McCarthy Engineering Associates to provide quality control testing and inspection services for the County Sanatorium Demolition Site at a not to exceed amount of \$2,068.00.
- 54.14 Adopt a resolution authorizing execution of the Consent to Assignment and Amendment No. 3 to the Reynolds Construction Management, Inc. Contract in regard to construction management services for the Berks County Emergency Radio Project.
- 55.14 Adopt a resolution authorizing execution of the Commonwealth of Pennsylvania, Pennsylvania Emergency Management Agency, Federal Fiscal Year 2014, Hazardous Material Emergency Preparedness Grant Agreement to provide financial assistance to local units of government to conduct hazardous materials planning or training in the amount of \$23,120.00, which is 80% federally funded and 20% local match.
- 56.14 Adopt a resolution authorizing the reappointment of David K. Esser, Kempton, Pennsylvania, to the Berks County Park and Recreation Board for a four (4) year term expiring March 10, 2018.
- 57.14 Adopt a resolution authorizing the reappointment of Joe Brown, Reading, Pennsylvania, to the Berks County Park and Recreation Board for a four (4) year term expiring March 10, 2018.
- 58.14 Adopt a resolution authorizing the reappointment of Daniel Sauder, Wyomissing, Pennsylvania, to the Berks County Park and Recreation Board for a four (4) year term expiring March 10, 2018.

- 59.14 Adopt a resolution authorizing the reappointment of Joe Seltzer, Reading, Pennsylvania, to the Berks County Park and Recreation Board for a four (4) year term expiring March 10, 2018.
- 60.14 Adopt a resolution authorizing the appointment of Colin Alexander Waszkiewicz, Reading, Pennsylvania to the Reading Public Library Board for a five (5) year term expiring December 31, 2018.
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 February 24, 2014.
2. Motion to authorize payments set forth on Controller's Office vouchers payable listing dated February 25, 2014 for week ending February 26, 2014 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 Ronald Rutkowski, First Deputy Controller.

REPORTS OF CHIEF OPERATING OFFICE/CHIEF FINANCIAL OFFICER

1. Carl E. Geffken reported that the Pennsylvania Department of Transportation will be implementing a new program for veterans that identify veterans who have been honorably discharged to receive driver licenses or ID cards that identifies the holder for serving honorably by the placing of a flag icon on the card. Mr. Geffken commented this card will serve to assist the veteran in many ways including in veteran's courts. Mr. Geffken announced there will be a STAND DOWN hosted by U.S. Army Reserve Unit 326 of Shillington and will be held in the parking lot behind the GoggleWorks March 6, 7, and 8, 2014. Mr. Geffken explained STAND DOWN supports homeless and at risk veterans.
2. Robert J. Patrizio reported the Commissioners will discuss Homeless Assistance Programs and service providers, and receive a presentation by Berkshire Baseball and the relationship the County has regarding the ball fields at the North Campus.

COMMISSIONERS' COMMENTS

Commissioner Barnhardt referred back to the Engineering Services Agreement for County Sanatorium, and the County is in receipt of what was a box found behind the date stone of the Sanatorium. Commissioner Barnhardt stated there were found five copies of wet and in very bad shape newspapers from the Reading Eagle from November 1930

through September 1931, and almost destroyed photographs of what we assume are people who were part of the construction project.

Commissioner Scott commented the County's pension fund set another new record and is now at about \$400 million as of last week. Commissioner Scott commented on a recent article in the Wall Street Journal dealing with the widely divergent costs within a metropolitan area for a given medical procedure and how you can save money if you shop around for those procedures. Commissioner Scott will provide the Board, the Chief Financial Officer, Chief Operating Officer and Human Resources Director with a copy of the article. Commissioner Scott commented that this matter should be researched in greater detail for the benefit of the County and County employees.

Commissioner Leinbach stated that on Tuesday he had the unique opportunity to be involved in an awards presentation at the Pennsylvania Chamber luncheon and was presented the Alan Walker Award for Public-Private Partnership along with Cambridge Lee as a result of the JEAP (Joint Express Approval Process) developed as a result of his involvement and efforts in streamlining the permit process and approvals of moving a facility owned by Cambridge Lee from Mexico to Berks County. Commissioner Leinbach commented he would like to see if we could apply that process to economic development.

There being no further business, the meeting adjourned at 11:12 A.M.

Respectfully Submitted,

Maryjo Gibson, Chief Clerk