

Commissioners' Board Meeting Minutes March 6, 2014

The Berks County Board of Commissioners met in regular session on Thursday, March 6, 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. Commissioners Leinbach introduced four students from Antietam High School who attended the meeting to observe a Commissioners' Meeting for a government class.

Approval of Minutes

The minutes of February 27, 2014 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:
 - 61.14 Adopt a resolution authorizing 2013 Appropriations in the amount of \$70,869.00, 2014 Budget Transfers in the amount of \$20,000.00 and 2014 Appropriations in the amount of \$10,356.00 per listing dated February 28, 2014.
 - 62.14 Adopt a resolution authorizing Human Resources Recommendations per listing dated March 6, 2014 as follows:
 1. Authorize the promotion of Amy McKnight from PC011635 RN Supervisor – Berks Heim/Nursing to PC012310 Shift Coordinator – Berks Heim/Nursing Administration, effective 3/12/14. Rate of \$71,500/annually. Salary budgeted \$78,047/annually. Salary range Minimum \$51,613; Midpoint \$68,818; Maximum \$86,022. Replacement for Carol Goodling who was promoted. This request meets the criteria of the Hiring Policy. Budget 53000 – 33390.
 2. Authorize the promotion of Carmen Torres, PC011922 Office Support IV/MC – Court Administration to PC11069 Executive Assistant – Court Administration, effective 3/12/14. Rate of

\$42,500/annually. Salary budgeted \$43,286/annually. Salary range Minimum \$31,714; Midpoint \$42,285; Maximum \$52,856. Replacement for Christina Yatron who was promoted. This request meets the criteria of the Hiring Policy. Budget 10000 – 11600.

3. Authorize the transfer of William Stoyer, PC011175 Judicial Coordinator – Court Administration to PC11170 Judicial Coordinator – Court Administration, effective 3/12/14. Rate of \$34,341/annually. Salary budgeted \$39,209/annually. Salary range Minimum \$29,440; Midpoint \$39,253; Maximum \$49,066. Replacement for Margo Carl who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11600.
4. Authorize the utilization of a temporary agency for the Senior Payroll Analyst position – Budget & Finance Department, effective 3/10/14. Rate not to exceed \$29.90/hr. Utilization of the temporary agency will cease upon the appointment of a Senior Payroll Analyst. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 11400.
5. Authorize the appointment of Edward B. Michalik, Jr. to Acting Executive Director of Aging – Area Agency on Aging, effective 3/3/14. Rate of \$97,823/annually. Salary range Minimum \$63,765; Midpoint \$85,019; Maximum \$106,274. The working out of classification compensation will cease upon the appointment of an Executive Director of Aging. Replacement for Kathy Y. Monroe who separated. Budget 30000 – 25040 and 28100 – 23150.
6. Authorize the appointment of Jessica Jones to Acting Deputy Director of Aging – Area Agency on Aging, effective 3/3/14. Rate of \$61,670/annually. Salary range Minimum \$50,845; Midpoint \$67,794; Maximum \$84,742. The working out of classification compensation will cease upon the appointment of a Deputy Director of Aging. Replacement for Dianne Dachowski who separated. Budget 28100 – 23150.
7. Authorize a salary adjustment for Keith A. McConnell, PC010002 1st Assistant Public Defender – Public Defender, effective 4/2/14. Rate of \$82,000/annually. Salary budgeted \$77,418/annually. Salary range Minimum \$57,162; Midpoint \$76,215; Maximum \$95,269. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.
8. Authorize a salary adjustment for Richard A. Joyce, PC012352 Supervising Attorney – Public Defender, effective 4/2/14. Rate

of \$72,000/annually. Salary budgeted \$69,256/annually. Salary range Minimum \$53,664; Midpoint \$71,552; Maximum \$89,440. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.

9. Authorize the promotion of Brandon Pack from PC010169 Assistant Public Defender I – Public Defender to PC010177 Assistant Public Defender II – Public Defender, effective 4/2/14. Rate of \$46,000/annually. Salary budgeted \$45,100/annually. Salary range Minimum \$44,486; Midpoint \$59,314; Maximum \$74,143. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.
10. Authorize the promotion of Stephanie Nocera from PC010168 Assistant Public Defender I – Public Defender to PC010173 Assistant Public Defender II – Public Defender, effective 4/2/14. Rate of \$46,000/annually. Salary budgeted \$45,100/annually. Salary range Minimum \$44,486; Midpoint \$59,314; Maximum \$74,143. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.
11. Authorize the promotion of Sarah Black from PC010176 Assistant Public Defender II – Public Defender to PC010185 Assistant Public Defender III – Public Defender, effective 4/2/14. Rate of \$51,000/annually. Salary budgeted \$47,150/annually. Salary range Minimum \$48,945; Midpoint \$65,259; Maximum \$81,574. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.
12. Authorize the promotion of Kathryn Hinner from PC010184 Assistant Public Defender II – Public Defender to PC010186 Assistant Public Defender III – Public Defender, effective 4/2/14. Rate of \$51,000/annually. Salary budgeted \$47,150/annually. Salary range Minimum \$48,945; Midpoint \$65,259; Maximum \$81,574. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.
13. Authorize the promotion of Brie Halfond from PC010178 Assistant Public Defender II – Public Defender to PC010183 Assistant Public Defender III – Public Defender, effective 4/2/14. Rate of \$51,000/annually. Salary budgeted \$47,150/annually. Salary range Minimum \$48,945; Midpoint \$65,259; Maximum \$81,574. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.
14. Authorize the promotion of Melissa Bleacher from PC010181 Assistant Public Defender III – Public Defender to PC013001

Assistant Public Defender IV – Public Defender, effective 4/2/14.
Rate of \$54,000/annually. Salary budgeted \$52,275/annually.
Salary range Minimum \$50,180; Midpoint \$66,907; Maximum
\$83,634. This request meets the criteria of the Hiring Policy.
Budget 10000 – 11570.

- 63.14 Adopt a resolution authorizing the award and Director of Contracts & Procurement to execute as a result of Invitation to bid #14-01-JR, Food Provisions, six (6) contracts for a period of six(6) months for the Jail System and Berks Heim as listed below:

Benjamin Foods

1001 S. York Road
Hatboro, PA 19040

Line Items –

1,7,9,10,11,13,20,21,22,30,33,39,41,43,44,46,47,49,51,54,58,60,61,64,65
67,69,71,72,73,75,79,81,82,83,84,87,88,89,91,95,96,98,100,105,106,107,
108,109,110,112,113,114,115,116,117,118,124,125,130,132,133,135,136
137,139,140,143,144,146,151,153,155,156,158,161,162,164,166,175,176
178

Estimated Six Month Expenditure \$ 121,807.78

Karetas Foods, Inc.

John Friedmann, President
1012 Tuckerton Court
Reading, PA 19605

Line Items –

2,3,5,6,8,12,15,16,17,18,19,24,25,26,28,29,31,32,35,36,37,38,50,53,55,5
9,62,66,70,74,76,85,92,93,94,97,101,103,104,111,119,
120,121,123,128,129,134,138,141,145,148,149,154,157,159,160,163,165,
168,170,172,173,174

Estimated Six Month Expenditure \$ 97,297.34

National Food Group, Inc.

DBA CSV Sales, Inc.
46820 Magellan Dr., Suite A
Novi, MI 48377

Line item – 14,40,42,77

Estimated Six Month Expenditure \$ 18,564.99

Sysco Central PA

3905 Corey Road
Harrisburg, PA 17109

Line Item –

4,23,34,45,52,63,68,78,80,86,99,102,122,126,127,131,142,147,
150,152,177

Estimated Six Month Expenditure \$5,726.61

Bernard Food Industries, Inc.

169- S Railroad Street
Hummelstown, PA 17036
Line Item – 56,57

Estimated Six Month Expenditure \$16,200.00

K Heeps

5239 Tilhgman St
Allentown, PA 18104
Line Item –1H,2H,3H

Estimated Six Month Expenditure \$9,793.50

- 64.14 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute a letter to TranSystems, 1717 Arch Street, Suite 700, Philadelphia, Pennsylvania, 19103 granting an extension of time for completion of the Final Design phase of the Buttonwood Street Bridge rehabilitation project until December 31, 2014. This extension is to allow for additional time with which to address some final design items (Utility clearances, ROW acquisition) prior to letting the project for construction. The existing agreement expires 3/12/2014. This extension has been reviewed and endorsed by the County's contracted bridge engineer.
- 65.14 Adopt a resolution authorizing execution of a letter to the Division of Provided and Operations Management, Office of Long Term Living, Pennsylvania Department of Public Welfare ("DPW"), notifying DPW of the County's intent to discontinue provision of service coordination by the Area Agency on Aging for the Aging Waiver program. Commissioner Leinbach commented the County has been looking into this issue very closely as Berks and other Counties across Commonwealth continue to be challenged with the aging waiver program. Commissioner Leinbach commented this discontinuance is driven by a fundamental change in the funding formula and is something the County cannot manage at the County level any more. Dr. Edward B. Michalik, the newly appointed Acting Executive Director of the Office of Aging, commented this action is similar to what happened within the mental health system years ago; it went from a case management system to a waiver program. Dr. Michalik commented eleven counties have already discontinued service, with Berks County being the twelfth, and the rates that the State is offering to counties to provide these services are woefully inadequate. Dr. Michalik assured the public that this is being done far enough ahead to ease transition from the county based system to outside providers.
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 March 4, 2014. Commissioner Leinbach reported there are 5 contracts and referenced the departments.

3. Motion to authorize payments set forth on Controller's Office vouchers payable listing dated March 4, 2014 for week ending March 5, 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 County Controller Sandy Graffius.

REPORTS OF CHIEF OPERATING OFFICE/CHIEF FINANCIAL OFFICER

1. Carl E. Geffken did not attend the meeting.
2. Robert J. Patrizio reported the Commissioners will be discussing cash flow as of January 31, 2014 and look at a project monitoring financial template for County renovation and construction projects.

COMMISSIONERS' COMMENTS

Commissioner Barnhardt reported that yesterday he took a tour of the newly renovated Reading Public Library and it looks like a brand new building. Commissioner Barnhardt commented last night, on behalf of the Board of Commissioners, he attended the 100th Anniversary celebration for the Borough of Wernersville and presented a Certificate of Recognition on behalf of the County, which will be put in a time capsule.

Commissioner Scott mentioned as a note of interest the Borough of Wernersville produced County Commissioner Timothy Riever. Commissioner Scott commented that recently he drove past the 20 acres the Berks County Conservancy is offering to the County to be added to Antietam Lake Park. Commissioner Scott stated he does not see any problem although it is very steep and pretty well timbered. Commissioner Scott suggested the County engage the services of a forestry expert to clean out the forest.

Commissioner Leinbach reported he spent the last several days in Washington, D.C. attending the NACo Annual Legislative Conference. Commissioner Leinbach commented one of the unusual highlights was a presentation by a Commissioner from Florida who was one of the founders of 'To The Village Square', and is something he is looking into with other Commissioners in Pennsylvania. Commissioner Leinbach commented the program provides a framework in Florida for civil discourse. Commissioner Leinbach announced he was elected to the NACo Executive Committee by the Northeast Caucus of Counties. Commissioner Leinbach mentioned on Saturday he chaired the Mass Transit and Rail Subcommittee, and one of the issues was adoption of a resolution dealing with quiet zones, stating it passed overwhelmingly by the committee and membership. Commissioner reported the number one issue that was debated was the transportation bill at the federal level, emphasizing we need a long-term transportation

bill. Commissioner Leinbach commented a major priority of NACo is Biggert-Waters which deals with the reform of National Flood Insurance, and there were discussions on the Cadillac Tax.

There being no further business, the meeting adjourned at 10:49 A.M.

Respectfully Submitted,

Maryjo Gibson, Chief Clerk