

## **Commissioners' Board Meeting Minutes June 26, 2014**

The Berks County Board of Commissioners met in regular session on Thursday, June 26, 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**

Ms. Sue Costa, Director of Occupational Programs at Reading Area Community College (RACC) attended the meeting and provided an overview of RACC's non-credit medical and business programs as part of RACC's quarterly update. Ms. Costa reported that the Occupational Program is a non-credit division of the College, and works with people on short term and high priority training. Ms. Costa commented the programs train for nurse aides, phlebotomy, medical assistants, medical secretaries, dental assistants, veterinary assistants training and many other career preparation courses. Ms. Costa stated this is a great opportunity for displaced workers who don't have two or four years to go to college, and the programs last 3 weeks to 6 months. Ms. Costa commented financial aid is available as well as scholarships and provides internships and resume writing.

### **Approval of Minutes**

The minutes of June 19, 2014 Commissioners' Board Meeting were approved as presented.

Commissioner Leinbach reported the Commissioners held an Executive Session June 23, 2014 dealing with personnel issues.

### **Agenda Items**

1. A motion was made by Commissioner Barnhardt, seconded by Commissioner Scott and all voted unanimously to approve the items listed below:
  - 186.14 Adopt a resolution authorizing 2014 Budget Transfers in the amount of \$507,474.00 and 2014 Appropriations in the amount of \$336,060.00 per listing dated June 20, 2014.
  - 187.14 Adopt a resolution authorizing Human Resources Recommendations per listing dated June 26, 2014 as follows:

1. Authorize the utilization of a temporary agency for a Data Entry Clerk position – Treasurer's Office, effective July 7, 2014 through August 29, 2014. Position is requested to assist with the increase in data entry associated with the processing of hunting licenses. Rate not to exceed \$16.00/hr. This request meets the criteria of the Hiring Policy. Budget 10000 – 11100.
  2. Authorize a salary increase for Tami Hildebrand PC011064 Executive Director of Ag Land Preservation, effective 7/2/2014. Rate of \$62,000/annually. Salary range Minimum \$44,886; Midpoint \$59,848; Maximum \$74,810. Budget 10000 – 16550.
  3. Authorize the appointment of Brenda Shaw to Acting Director of Real Estate Assessment, effective 7/2/2014. Rate of \$71,195/annually. The working out of classification compensation will cease upon the appointment of a Director of Real Estate Assessment. This request meets the criteria of the Hiring Policy. Budget 10000 – 11070. Commissioner Leinbach commented Ms. Shaw will be replacing Duane Rashlich who is retiring June 28, 2014 and has been the standard bearer of the assessment policy for the County for a very long time. Commissioner Leinbach stated Duane came to the County in 1994 by way of the last county-wide reassessment.
- 188.14 Adopt a resolution authorizing Christian Y. Leinbach, Commissioner Chair, to execute the Renewal Notification letter dated April 9, 2014 to Vision Benefits of America which will extend the County's group managed vision care contract for an additional twenty-four (24) month period from July 1, 2014 through June 30, 2016 at the monthly renewal rate of \$6.15 per composite unit.
- 189.14 Adopt a resolution ratifying, confirming and approving execution of the Disbursement Request No. #2 (Final) dated June 19, 2014 to compensate Berks County for activities performed in accordance with the Agreement between CCAP (County Commissioners Association of Pennsylvania) and Berks County for the Rehabilitation Unit conversion for the Berks Heim.
- 190.14 Adopt a resolution authorizing Christian Y. Leinbach, Commissioner Chair, to execute the Facilities Easement Agreement between the County of Berks and Comcast Cable Communication Management, LLC (Comcast), granting Comcast

a permanent, non-exclusive easement to install equipment along the Union Canal Access area, Bern Township, Berks County, Pennsylvania.

- 191.14 Adopt a resolution authorizing execution of the Engineering Services Agreement between the County of Berks and Hill International, Inc., Philadelphia, Pennsylvania to perform an investigation of a potential leak in a condensate line at the Berks Heim Facility at a not to exceed amount of \$7,500.00.
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 June 24, 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 June 24, 2014 for week ending June 25, 2014 and the payment of electronic transfers and employee payroll.

Commissioner Leinbach announced they would step away from agenda business to recognize Duane Rashlich who was invited to make a few comments. Duane thanked Berks County, the Commissioners and all the people he has worked with for 22 great years. Duane commented he came in under unique circumstances and the Assessment Office has progressed to point where it is now one of the better Assessment Offices in the State. Ms. Shaw was asked to say a few words and commented she will continue the same assessment practices and goals, and perhaps enhance them and do better to keep the Berks County Assessment Office one of the best in the State. The Commissioners thanked Duane for his dedication and commitment to Berks County and the Assessment Office and he will be missed.

### **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 commented that the overtime authorization policy approved last week goes into effect Monday, June 30, 2014.
2. Robert J. Patrizio reported the Commissioners will be discussing the Route 222 project and related funding, a cash investment policy discussion and the cash flow update for May 31, 2014.

**COMMISSIONERS' COMMENTS**

Commissioner Barnhardt commented there are a few items he would like to discuss at the Budget meeting this afternoon, mentioning the ongoing discussions about Wiley's Bridge in Ontelaunee Township; provide an update on Zettlemoyer's Bridge in Greenwich Township, and a proposal put forth by himself and Carl Geffken for a kitchen at Berks Encore, presently located at Providence House. Commissioner Barnhardt will also provide more specific information about the potential BARTA consolidation with Red Rose Transit Authority of Lancaster County. Commissioner Barnhardt reported he attended a meeting earlier this week at the CRC (Community Reentry Center) to look at different levels of the population and the statistics. Commissioner Barnhardt commented the County has gone through the first few years at the CRC with tremendous success. Commissioner Barnhardt commented he will provide information at the Budget Meeting today on possibly targeting a different population and track those statistics.

Commissioner Scott thanked Dennis Adams for arranging a meeting Monday with Bob Patrizio and himself with representatives from Investors Trust and National Penn Bank to discuss the investment of short term assets held by the County which are substantial. Commissioner Scott commented that according to Section 1706 of the County Code surplus funds are to be invested according to a program or policy developed by the Commissioners.

Commissioner Leinbach announced an exciting celebration will be taking place this afternoon at the Berks Heim, the 100<sup>th</sup> birthday of Barry Rohrbach's mother, Charlotte, who is a resident at the Berks Heim. Commissioner Leinbach reported that the emerald ash borer beetle that devastates ash trees is now in Berks County and discovered along Route 78. Commissioner Leinbach mentioned some of the ways to deal with the beetle is to have an arborist make injections into the tree and root system, but is very expensive; wait 5 years for the tree to die, or cut it down now and plant new native trees in its place. Commissioner Leinbach spoke of the recent tragedy and passing of Sally Miksiewicz, CEO of East Penn Manufacturing, and offered the family sincere sympathy and prayers.

**COMMENTS FROM THE FLOOR**

County Controller Sandy Graffius introduced Keith McLaughlin, the newest auditor in her department, commenting Mr. McLaughlin has just passed and received his certified fraud examiner designation. Ms. Graffius commented this now brings to three the number of certified fraud auditors in her office.

William Murray, a Wyomissing resident and member of the Wyomissing Borough Council, attended the meeting to discuss the Wyomissing Square LERTA. Mr. Murray read from a prepared statement expressing his findings and concerns regarding the LERTA the County of Berks, Borough of Wyomissing and Wyomissing School District created in 2007. Mr. Murray commented recently the Marriott Hotel located in the Borough was sold for over \$20 million, and based on a Memorandum of Understanding, the LERTA on that portion should end. Mr. Murray commented according to his research

the new owners should be paying taxes and asked the Commissioners to send the tax bill without the LERTA benefit and if the new owners object, let them litigate. Commissioner Leinbach commented he has been aware of this matter for a while and is one reason he talks about a simple LERTA. Commissioner Leinbach commented this LERTA is a complex matter and as a result has become contentious. Commissioner Leinbach will have the legal team look at this along with the Assessment Office, and agrees if we believe from a legal review that the language is clear, we put it back on the tax rolls. Mr. Murray commented he will continue his efforts with the Borough and School District.

There being no further business, the meeting adjourned at 11:04 A.M.

Respectfully Submitted,

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Maryjo Gibson, Chief Clerk