

## **Commissioners' Board Meeting Minutes August 4, 2016**

The Berks County Board of Commissioners met in regular session on Thursday, August 4, 2016, 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 County Solicitor Christine M. Sadler and Deputy Chief Clerk Kaitlin P. Daley.

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

### **Approval of Minutes**

The minutes of the July 14, 2016 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 following exception: Commissioner Scott voted "No" on Resolution 206.16.
  - 204.16 Adopt a resolution authorizing 2016 Budget Transfers in the amount of \$76,292.00 and 2016 Appropriations in the amount of \$6,220.00 per listing dated July 28, 2016.
  - 205.16 Adopt a resolution authorizing Human Resource Recommendations per listing dated August 4, 2016 as follows:
    1. Authorize the appointment of Ronald Seaman to PC010258 Chief Administrative Officer – Commissioner's, effective 8/17/2016. Rate of \$95,000/annually. Salary range Minimum \$86,868; Midpoint \$115,824; Maximum \$144,780. Replacement for Carl Geffken who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11010.
    2. Authorize the appointment of Kevin McCarter to PC013207 Fiscal Operations Officer – Information Systems, effective 8/10/2016. Rate of \$45,000/annually. Salary range Minimum \$38,527; Midpoint \$51,370; Maximum \$64,212. New position created by Salary Board on 6/18/2015. This request meets the criteria of the Hiring Policy. Budget 10000 – 11170.

3. Authorize the appointment of Dawn Valsan to PC010168 Assistant Public Defender I – Public Defender's Office, effective 8/17/2016. Rate of \$46,500/annually. Salary range Minimum \$44,690; Midpoint \$59,587; Maximum \$74,483. Replacement for Carla Arias who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.
  4. Authorize the appointment of Kimm Montone to PC010184 Assistant Public Defender II – Public Defender's Office, effective 9/7/2016. Rate of \$48,500/annually. Salary range Minimum \$48,222; Midpoint \$64,297; Maximum \$80,371. Replacement for Rachel Keung who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.
  5. Authorize the promotion of Jessica Gallman from PC010547 County Caseworker II to PC010652 County Caseworker Supervisor I – Children and Youth Services, effective 8/24/2016. Rate of \$51,933/annually. Salary range Minimum \$43,747; Midpoint \$58,329; Maximum \$72,912. Replacement for Shannon Rankin who separated. This request meets the criteria of the Hiring Policy. Budget 22000 – 23200.
  6. Authorize salary increase for James Gallagher, PC013142 – Solicitor's Office, effective 8/10/2016. Rate of \$50,000/annually. Salary range Minimum \$40,078; Midpoint \$53,437; Maximum \$66,796. This request meets the criteria of the Hiring Policy. Budget 10000 – 11020.
  7. Authorize the transfer of Sean Hart, PC012314 Site Monitor to PC010803 Deputy Director – Department of Emergency Services, effective 9/7/2016. Rate of \$68,000/annually. Salary range Minimum \$56,601; Midpoint \$75,468; Maximum \$94,335. Replacement for Matthew Stairiker who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 16020.
- 206.16 Adopt a resolution authorizing the award and the Director of Contracts and Procurement to execute, a contract as a result of RFP# 15-21-KS for the Solar Array Feasibility Study as identified herein:

**The Stone House Group**  
301 Broadway, Suite 400  
Bethlehem, PA 18015  
**Total (Not to Exceed): \$13,000.00**

- 207.16 Adopt a resolution authorizing the award and the Director of Contracts & Procurement to execute as a result of Invitation to Bid #16-14R-KO a contract for Guide Rail Improvement Projects (REBID) as identified herein:

**William Orr and Sons, Inc.**

PO Box 407

Jonestown, PA 17038

**Total Base Bid Amount: \$241,354.50**

Base Bid Includes the following Bridge Projects:

32A – Little Round Top over Maiden Creek in Albany Twp.

46A – Gun Club Road over Mill Creek in Greenwich Twp.

59C – Berkley Road over Willow Creek in Ontelaunee Twp.

66A – Houck Road over Clover Creek in Ruscombmanor Twp.

\*Base bid also includes If and Where Directed Items.

- 208.16 Adopt a resolution authorizing the award and Director of Contracts and Procurement to execute as a result of Invitation to Bid #16-23-PB, a contract for the purchase and delivery of stainless steel, Tray Drying Racks for the Jail System as follows:

**The JonesZylon Company**

300 N. Center Street

W. Lafayette, OH 43845

**Unit Price: \$2,462.27**

**Total Estimated Expenditure: \$ 24,622.70**

The County reserves the right to extend the agreement for two additional one year terms, upon mutual agreement of both parties.

- 209.16 Adopt a resolution ratifying and confirming authorization for Christian Y. Leinbach, Chair, to execute a letter to Larson Design Group, Inc., 201 East Oregon Road, Suite 110, Lititz, PA 17543 granting an extension of time for completion of the Preliminary Engineering phase services pertaining to the Blandon Bridge (County Bridge #53A) replacement project until April 30, 2017. This extension is intended to allow for the PA Department of Environmental Protection to complete its review and approval of the Waterway Permit that is required for this project. There are no additional costs associated with this extension of time, and this extension does not affect the projected Let Date. This extension has been reviewed and endorsed by PennDOT District 5-0 consultant project manager.

- 210.16 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Supplemental General Reimbursement Agreement for Federal Aid Projects (No. 057008-D) between the Pennsylvania Department of

Transportation (PennDOT) and the County of Berks for the Buttonwood Street Bridge Rehabilitation Project in the City of Reading and Borough of West Reading. As a result of this Amendment the costs reflected in Exhibit "AAAAA" will be increased from \$15,539,488 to \$16,360,224 which accounts for increases in the construction costs and associated acceleration of the work to maintain the April 2017 completion date. All other terms and conditions in the Agreement and all previous amendments thereto, unless specifically revised by virtue of Amendment "D", remain in full effect.

- 211.16 Adopt a resolution authorizing execution of the Lease Agreement between Mark Hathaway and Pam Hathaway, Reading, Pennsylvania, and the County of Berks for a facility located at 136 North 8<sup>th</sup> Street, Reading, Pennsylvania for purposes of accomplishing Title IV-B, Child and Family Services Improvement and Innovation Act goals to improve the quality of monthly caseworker visits with children who are in foster care. The Lease is for a one year period beginning August 15, 2016 and ending August 14, 2017.
- 212.16 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Pennsylvania Emergency Management Agency State Fiscal Year 2016/2017 Radiation Emergency Response Fund Grant Agreement between the Pennsylvania Emergency Management Agency (PEMA) and the County of Berks in the amount of \$31,380.00 to be used for the development of a detailed fixed nuclear emergency response plan for areas surrounding nuclear electric generation facilities.
- 213.16 Adopt a resolution authorizing execution of the Grant Agreement between the Pennsylvania Emergency Management Agency and East Central Pennsylvania Counter Terrorism Task Force for U.S. Department of Homeland Security Federal Fiscal Year (FFY) 2016 State Homeland Security Grant Program. This is a recurring annual grant the Terrorism Task Force has received since 1998.
- 214.16 Adopt a resolution ratifying, confirming and approving Christian Y. Leinbach, Chair, to execute the Grant-in-Aid Continuing Program for the Improvement of Adult Probation Services FY 2016-2017 Application and Agreement, and the State Offender Supervision Fund Agreement FY 2016-2017 Renewal Signature Page to the Pennsylvania Board of Probation and Parole in the requested amount of \$4,070,268.

- 215.16 Adopt a resolution ratifying, confirming and approving execution of the Lease Agreement between the County of Berks and Willow Hollow Golf Course, Inc. for leasing of approximately 3.96 acres of land located at the Berks County Welfare Tract, Bern Township at an annual rental amount of \$750.00 for a ten (10) year term expiring June 30, 2026.
- 216.16 Adopt a resolution authorizing execution of the Addendum to Lease Agreement between Bern Partners, Inc., L.P. and the County of Berks for use of office space located at 2739 Bernville Road, Leesport, Pennsylvania for a one (1) year period commencing January 1, 2017 through December 31, 2017 at a monthly rent of \$3,939.28 for MDJ Thomas Gauby (23-3-05).
- 217.16 Adopt a resolution authorizing execution of the Agreement between the County of Berks, on behalf of the Berks County Jail System, and Schuylkill County Commissioners designating the Berks County Jail System ("BCJS") as a facility for the housing of inmates from Schuylkill County for a one year term ending June 30, 2017. Schuylkill County will pay BCJS \$60.00 per day per inmate.
- 218.16 Adopt a resolution authorizing execution of the Berks Heim Nursing and Rehabilitation Open Admission Policy Statement for compliance with the provisions of the Federal Civil Rights Act of 1964 and the Pennsylvania Human Relations Act.
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 August 2, 2016.
3. Motion to ratify and confirm payments set forth on Controller's Office vouchers payable listing dated July 19, 2016 for the week ending July 20, 2016, July 26, 2016 for the week ending July 27, 2016, and August 2, 2016 for the week ending August 3, 2016, 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 reports for the weeks of July 20, 2016, July 27, 2016, and August 3, 2016 were presented by County Controller Sandy Graffius.

**REPORT OF CHIEF FINANCIAL OFFICER**

1. Commissioner Leinbach reported that there will be an Operations Meeting this afternoon to discuss Magisterial District Judge lease renewals, the RACC pedestrian bridge, the County's contract with the Reading Parking Authority for the Poplar & Walnut Garage, and Berks Heim.

**COMMISSIONERS' COMMENTS**

Commissioner Barnhardt made note of two items on the Human Resources Recommendation list on today's agenda. First, he congratulated Ron Seaman on his appointment as the new Chief Administrative Officer and stated he was pleased with the decision to hire Mr. Seaman. He noted that he has served on the BARTA Board with Mr. Seaman in the past. Commissioner Barnhardt also applauded the decision to hire Sean Hart as the new Deputy Director for the Department of Emergency Services. He expressed that this hire is a gain for the County by a loss to the City of Reading where Mr. Hart served as a 1<sup>st</sup> Deputy Fire Chief for the City of Reading Fire Department.

Commissioner Barnhardt complimented the Facilities and Operations Department staff for the recent renovations they made to the Commissioners' Boardroom. Commissioner Barnhardt discussed the ongoing rehabilitation of Antietam Park. He recently took a tour with Parks and Rec Director, Christopher Stress, and saw the improvements to the Bingaman Nature Center and the Hinnershitz Dam area. A ribbon-cutting ceremony will be scheduled for October 2016.

Commissioner Scott stated he was pleased with the decision to hire Ron Seaman. He noted that he worked with Mr. Seaman during his first term when Mr. Seaman was the Chief Clerk and felt he served the County with objectivity and a high sense of ethics. Commissioner Scott also complimented the Facilities and Operations Department staff for their work in renovating the Commissioners' Boardroom.

Commissioner Leinbach discussed a Clean and Green bill making its way through the state legislature. He discussed the fact that counties are not permitted to change the values annually, but rather must maintain base values. This is the last year counties can change the values which are currently at 2001 levels. If counties do not make a change, they will have to wait until the next county-wide reassessment.

Commissioner Leinbach reported on the most recent NACo Annual Conference he attended. He is a member of the Transportation Committee and there was a report made by the aviation sub-committee detailing what some county airports are doing to raise revenue. Commissioner Leinbach focused on Boca Raton, FL where retail is the largest portion of their airport. The Boca Raton airport includes a movie theater, restaurants, furniture stores, etc. for its residents. The goal is to create a destination for the residents.

Commissioner Leinbach complimented the Facilities and Operations Department staff on the renovations to the Commissioners' Boardroom. He also congratulated Ron Seaman on his appointment as Chief Administrative Officer and noted that he worked with Mr.

Seaman in the late 1980s on the campaign trail and more recently as the Township Manager in South Heidelberg Township. Commissioner Leinbach announced that the Reading Fair begins this Sunday August 7, 2016. He noted that Snyder County Commissioner and CCAP Treasurer, Joe Kantz, is a member of True Heart, a musical group that will be playing at the Reading Fair at 6:00pm on Sunday.

**COMMENTS FROM THE FLOOR**

Recorder of Deeds Fred Sheeler commented on legislation regarding the imposition of UPI fees for condos and townhouses and the potential that one fee would be paid for the complex instead of a fee for each individual townhouse and condo.

Treasurer Dennis Adams announced he will be showing cattle on Monday August 8, 2016 at 7:00pm at the Reading Fair.

Controller Sandy Graffius discussed the merger of National Penn Bank to BB&T that occurred over the past few weeks. She explained if any department gets individual requests for information from BB&T it should be forwarded to the Controller's Office or the Treasurer's Office.

There being no further business, the meeting adjourned at 10:40 A.M.

Respectfully Submitted,

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Kaitlin P. Daley, Deputy Chief Clerk