

Commissioners' Board Meeting Minutes September 5, 2013

The Berks County Board of Commissioners met in regular session on Thursday, September 5, 2013, 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 in attendance. Commissioner Scott was out of town. 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.

Approval of Minutes

The minutes of August 29, 2013 Commissioners' Board Meeting were approved as presented.

Agenda Items

1. A motion was made by Commissioner Barnhardt, seconded by Commissioner Leinbach and all voted unanimously to approve the items listed below. There was a second motion by Commissioner Barnhardt and seconded by Commissioner Leinbach to approve the Controller Voucher payments as the Commissioners prematurely approved the Agenda Items before the Controller's Vouchers were read.

265.13 Adopt a resolution authorizing 2013 Budget Transfers in the amount of \$1,321,623.00 and 2013 Appropriations in the amount of \$2,200.00 per listing dated September 3, 2013.

266.13 Adopt a resolution authorizing Human Resources Recommendations per listing dated September 5, 2013 as follows:

1. Authorize the continued utilization of a temporary agency for a Clerical Support position – Adult Probation Office, effective 10/1/2013. Rate not to exceed \$16.50/hr. Position will provide clerical support during an employee's extended leave of absence. Utilization of the temporary agency will cease on or before 12/31/2013. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 12010.
2. Authorize Wally Woytovich, PC012885 Deputy

Investigator to work out of classification as an on-call Assistant Chief Deputy Coroner – Coroner, effective 8/1/2013. Rate of \$23.33/hour. Position will provide coverage during an employee's leave of absence, and will cease upon the employee's return from said leave. The working out of class rate will only be paid for hours worked in the Assistant Chief capacity. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 11520.

- 267.13 Adopt a resolution authorizing the Director of Contracts & Procurement to execute a contract as a result of a Request for Quote by the County's contracted utility consultant, Utilitech for electric generation and supply and associated services for a two year term effective January 2014 through January 2016 based upon individual meter read dates as follows:

Direct Energy
1001 Liberty Avenue
Pittsburgh, PA 15222
\$.06176 per kwh (excludes Gross Receipts Tax)

A recommendation to award contract(s) for electric generation and supply and associated services for County of Berks accounts for the term of January 2014 through January 2016 as a result of a Request for Quote by the County's contracted utility consultant, was put before the Board by Kelly Laubach, Director of Contracts and Procurement.

Jason Davey, a representative from Utilitech, the County's contracted utility consultant, provided the final results of the RFQ for electric supply and as a result recommended to the Commissioners the renewal of a two (2) year agreement with Direct Energy, Pittsburgh, Pennsylvania, for electric generation and supply at \$.06176 per kwh. Commissioner Leinbach stated that Utilitech works directly for the County and has no financial or legal connection to the suppliers of either the gas supply or electric supply. Purchasing Director Kelly Laubach commented that over the past two years we have seen a reduction in the cost of electric generation prices.

- 268.13 Adopt a resolution authorizing tax forgiveness of 2011 County taxes including penalties and interest for 600 Alton Avenue (PIN #17-5308-76-81-7560), Reading, Pennsylvania, owned by The Journey Fellowship Church.
- 269.13 Adopt a resolution authorizing Christian Y. Leinbach, Commissioner Chair, to execute the Agreement between the

County of Berks and the Centre Park Historic District, Inc. for the use of space to operate a Polling Place at 705-707 N. 5th Street, Reading. The County received HAVA (Help America Vote Act) funds to rehabilitate the facility to comply with ADA requirements and in return is required by the Commonwealth of Pennsylvania to secure from the Owner the use of the facility as a polling place for ten years. Commissioner Leinbach commented this is a move from the American Red Cross Building.

- 270.13 Adopt a resolution authorizing execution of Engineering Services Agreement No. EA-147212-13 between the County of Berks and N.E. Fisher & Associates to provide services to design the Fire Protection Systems for the Canal Museum Building located at the Gring's Mill Park, Bern Township at the not to exceed amount of \$3,500.00 and \$550.00 for Option #2 to create CAD plans from field sketches provided by the County.
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 September 3, 2013. Commissioner Leinbach reported there were 15 contracts listed and referenced the departments.
3. Motion to authorize payments set forth on Controller's Office vouchers payable listing dated September 3, 2013 for week ending September 4, 2013 and the payment of electronic transfers and employee payroll.

Reports

1. County Treasurer Nelson Long, 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 reported the Life Safety visits conducted by the State Department of Health at the Berks Heim showed some minor issues and all have been addressed. Mr. Geffken commented the Prothonotary's electronic filing system is moving along and on target for completion the end of October or early November. Mr. Geffken reported the move of Prothonotary records from Iron Mountain to our Archive facility has been completed and will result in a savings of about \$75,000.00 a year. Mr. Geffken reported the County has conducted its first telephone kickoff for the Waste Water Treatment Plant and will be moving forward on the release of an RFP for Management Services. Mr. Geffken announced Ryan Hunter received good comments from the Travelers Insurance Company for the quality of work done on general county maintenance.

2. Robert J. Patrizio reported today the Commissioners will be receiving a report on the wage progression for 2013, wage budgets for 2014 and requests for new positions. Mr. Patrizio commented the Commissioners will also review a recommendation for Penn State Extension funding and a follow-up to capital items, and lastly will have a presentation from EH&D of their capabilities on providing health care services.

COMMISSIONERS' COMMENTS

Commissioner Barnhardt had no comments today.

Commissioner Leinbach announced he will be traveling with his church to Haiti next week to provide and help install 20 in-house water filters. Commissioner Leinbach commented they will also be speaking to youth groups and ladies groups. Commissioner Leinbach commented on the proposal by Northumberland County to roll back the salaries of row officers to the 1980's level. Berks County Recorder of Deeds Fred Sheeler and Berks County Prothonotary Marianne Sutton, who attended the meeting in Northumberland County, commented that they are not in agreement with this proposal, citing their reasons why a reduction in pay isn't fair.

COMMENTS FROM THE FLOOR

County Controller Sandy Graffius commented that CHR (Complete Health Resources) and the Berks Heim have been contacted by the Federal government regarding a new program aimed at finding Medicare fraud. Ms. Graffius reported her office and the County's Information Technology Department will run a vendor report and if we have any vendors on the list from the Federal Government we are not to pay them as they are not adjudged representatives to receive Medicare funds. Mr. Graffius stated this process will continue on a monthly basis.

There being no further business, the meeting adjourned at 10:37 A.M.

Respectfully Submitted,

Maryjo Gibson, Chief Clerk