

Commissioners' Board Meeting Minutes November 8, 2012

The Berks County Board of Commissioners met in regular session on Thursday, November 8, 2012, 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

Dale Derr, Director of Berks County Department of Veteran Affairs, presented on behalf of the Marine Corps League, R.M. Butterweck Detachment, the donation of an AED (Automatic Electronic Defibrillator) for use by the Berks County Veteran Affairs Office. Mr. Derr commented that the AED will be used at the new offices and will be available in the event of an emergency. Commissioner Barnhardt recommended that the staff located at the Veteran Affairs Office be trained to properly use the device.

Approval of Minutes

The minutes of November 1, 2012 Commissioners' Board Meeting were approved as presented.

Consent Agenda Items

1. A motion was made by Commissioner Barnhardt to approve the items as presented, including items 2 and 3. Said motion was seconded by Commissioner Scott and all voted unanimously to approve the items listed below:
 - 361.12 Adopt a resolution authorizing 2012 Budget Transfers in the amount of \$1,190,967.00 and 2012 Appropriations in the amount of \$197,052.00 per listing dated November 2, 2012.
 - 362.12 Adopt a resolution authorizing Human Resources Recommendations per listing dated November 8, 2012 as follows:
 1. Authorize the transfer of Kimberly Styer, PC010218 Buyer – Purchasing Department to PC011101 Fiscal Officer I – Children & Youth Services, effective 11/19/12. Rate of \$41,000/annually. Salary budgeted \$42,793/annually. Salary range Minimum \$34,255; Midpoint \$45,673; Maximum

\$57,092. Replacement for Nicole Parr who separated. This request meets the criteria of the Hiring Policy. Budget 22000 - 23200

- 363.12 Adopt a resolution authorizing the recommendation to award and Director of Contracts & Procurement to execute as a result of Request for Proposal #12-16-KL a Dining Services Management contract for Berks Heim for Option 1, management services only for a three year term, 1/1/13 through 12/31/16 to:

Aladdin Food Management Services, LLC

21 Armory Drive

Wheeling, WV 26003

\$55,416.67 per month

\$665,000.00 per year

Kelly Laubach, Director of Contracts and Procurement, reported this is the first time an RFP was issued for dining services management. Ms. Laubach commented there was interest from 4 different companies and only 3 proposals were received. Ms. Laubach further commented that Berks Heim was very involved in the process and is in support of this choice.

- 364.12 Adopt a resolution authorizing the recommendation to award and the Director of Contracts & Procurement to execute as a result of Invitation to Bid #12-21-JR, a contract for Inmate Clothing for a period of one (1) year for the participating members of the Southeastern Pennsylvania Counties Cooperative Purchasing Board (SPCCPB) members including Berks County to:

O.D. Taragin & Bros., LLC

1400 Aliceanna Street

Baltimore, MD 21231

Line Item - 1

Estimated Annual Expenditure – Grand Total \$6,114.88

Estimated Annual Expenditure – County of Berks Portion - \$0

Ms. Laubach commented the reason we bid just t-shirts is there were no viable bids in the previous bid for inmate clothing.

- 365.12 Adopt a resolution authorizing the recommendation to award and Director of Contracts & Procurement to execute a contract as a result of Invitation to Bid #12-25-JR, Fire Extinguisher Services for a period of one year for the participating members of the Berks County Cooperative Purchasing Council (BCCPC) of which the County of Berks is a member.

Alarm Tech Suppression

2670 Leisz's Bridge Road, Suite 200

Leesport, PA 19533

Estimated Annual Expenditure \$50,146.00

Estimated Annual Expenditure (COB Portion) \$13,895.40

With the consent of the vendor, the County reserves the option to extend the contract for two (2) additional one (1) year periods.

Ms. Laubach commented is also a cooperative bid and there were 10 municipalities that participated as well as the City of Reading.

- 366.12 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute a Preliminary Engineering Reimbursement Agreement between the County of Berks and the Norfolk Southern Railway Company in order to reimburse Norfolk Southern for actual costs incurred while conducting a preliminary engineering review of the plans and specifications pertaining to the Buttonwood Street Bridge Rehabilitation Project in the City of Reading and West Reading Borough. As the subject project impacts the span over the operational railroad and easement owned by Norfolk Southern, this Agreement is required to commence engineering efforts that will secure Norfolk Southern's approval of the plans and specifications prior to advertisement for construction.
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 November 7, 2012.
3. Motion to authorize payments set forth on Controller's Office vouchers listing dated November 5, 2012 for the week ending November 7, 2012.

Reports

1. County Treasurer Nelson Long, CPA, did not attend the meeting. Commissioner Leinbach presented the 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 issued a reminder to all Municipal Management Coordinators that information requested by DES for individual disaster declarations and surveys are due. Commissioner Leinbach commented that the chances of any Berks County resident meeting the threshold for disaster relief is questionable, but the County is taking the proper steps in the interest of the citizens of Berks County.

Mr. Geffken commented that construction is underway at the Berks County Residential Center.
2. Robert J. Patrizio reported that the agenda for this afternoon's budget meeting will include a presentation by RACC and further discussions on the 2013

proposed budget. Commissioner Barnhardt commented next Thursday's Commissioners' meeting will be the public unveiling of the 2013 Budget.

COMMISSIONERS' COMMENTS

1. Commissioner Barnhardt commented that Johnson Consulting has begun work on the hotel room tax analysis and is hoping to have a draft report prepared for the first week of December for the Board's consideration. Commissioner Barnhardt again complimented and thanked the Election Services Department for a very error free Presidential Election and on a job well done considering the storm and potential power outages.
2. Commissioner Scott commented on the turnout of the election, and obviously many voters split their tickets, which Commissioner Scott considered a good thing.
3. Commissioner Leinbach also thanked the Department of Elections for a fantastic job on Election Day. There were a number of issues early in the day which were handled very well and had to do with large numbers voting early. Commissioner Leinbach announced a number of Veterans Day Celebrations that will be held throughout the coming Veteran's Day weekend.

Elected Officials Comments

1. County Controller Graffius reminded the public that her office sent out 500 letters to retirees that the Department of Veteran Affairs is still looking for drivers to take veterans to the Lebanon Hospital.
2. Recorder of Deeds Frederick Sheeler announced his office is still issuing Veteran I.D. cards, but to call first because the equipment being used is currently not working.

There being no further business, the meeting adjourned at 10:30 A.M.

Respectfully Submitted,

Maryjo Gibson, Chief Clerk