

Commissioners' Board Meeting Minutes December 17, 2015

The Berks County Board of Commissioners met in regular session on Thursday, December 17, 2015, 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, 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

Robert Patrizio, Chief Financial Officer, presented the 2016 Berks County Budget for adoption. Mr. Patrizio commented there have been no dramatic or significant changes to the proposed Budget presented November 19, 2015, stating the proposed Budget has just been fine tuned. Mr. Patrizio provided a brief PowerPoint of the notable revisions to the proposed Budget, highlighting the unemployment benefit expenditure decrease due to better work experience, the Children and Youth revenue increase of \$600,000 due to an increase in reimbursable costs and a \$1.1 million increase in General Fund grants. Mr. Patrizio recommended adoption of this Budget as it is fair and responsive to the County's needs and does not include a tax increase.

Commissioner Barnhardt thanked Bob and his staff for putting together a workable budget and being mindful of the taxpayers and not recommending a tax increase.

Before voting on the Budget, the Commissioners each tendered their letters of disclosure to the Chief Clerk.

A motion was made by Commissioner Barnhardt, seconded by Commissioner Scott, and all voted unanimously to approve the adoption of the 2016 County of Berks Budget and establishing the 2016 Real Estate Tax millage at 7.372 mills.

- 369.15 A. Adopt a resolution authorizing adoption of the 2016 County of Berks Budget, and further establishing the 2016 Real Estate Tax millage at 7.372 mills.

Approval of Minutes

The minutes of December 10, 2015 Commissioners' Board Meeting were approved as presented.

Agenda Items

1. Before the final vote, Commissioner Scott had a question on #28 on the Human Resources Recommendations. Commissioner Scott asked Mr. Patrizio what is the total amount of the Management/Confidential 2% increases and what would the total compensation of all County wages be. Mr. Patrizio responded \$600,000.00 is the total increase for M/C 2% increase and the total compensation for all County wages is a little over \$2 million for all wages. Commissioner Scott asked whether the contract amendment approved for Weidenhammer Systems listed on the Contract Agenda was subject to procurement. Mr. Geffken replied it wasn't because this is a modification to terms set forth in the previous contract.

A motion was made by Commissioner Barnhardt, seconded by Commissioner Scott and all voted unanimously to approve the items listed below:

- 370.15 Adopt a resolution authorizing 2015 Budget Transfers in the amount of \$1,042,625.00 and 2015 Appropriations in the amount of \$4,054,387.00 per listing dated December 15, 2015.
- 371.15 Adopt a resolution authorizing the following Human Resources Recommendations per listing dated December 17, 2015:
 1. Authorize the promotion of Rachel Keung from PC010172 Assistant Public Defender I to Assistant Public Defender II – Public Defender's Office, effective 1/1/2016. Rate of \$48,500/annually. Salary range Minimum \$48,222; Midpoint \$64,297; Maximum \$80,371. This salary includes Ms. Keung's 2016 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.
 2. Authorize the promotion of Jessica Brown from PC013020 Assistant Public Defender I to Assistant Public Defender II – Public Defender's Office, effective 1/1/2016. Rate of \$48,500/annually. Salary range Minimum \$48,222; Midpoint \$64,297; Maximum \$80,371. This salary includes Ms. Brown's 2016 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.
 3. Authorize the promotion of Carla Arias from PC010168 Assistant Public Defender I to Assistant Public Defender II – Public Defender's Office, effective 1/1/2016. Rate of \$48,500/annually. Salary range Minimum \$48,222; Midpoint \$64,297; Maximum \$80,371. This salary includes Ms. Arias' 2016 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.
 4. Authorize the promotion of Meaghan Mahon from PC010169 Assistant Public Defender I to Assistant Public Defender II –

- Public Defender's Office, effective 1/1/2016. Rate of \$48,500/annually. Salary range Minimum \$48,222; Midpoint \$64,297; Maximum \$80,371. This salary includes Ms. Mahon's 2016 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.
5. Authorize the promotion of Alexander Hallman from PC010179 Assistant Public Defender II to Assistant Public Defender III – Public Defender's Office, effective 1/1/2016. Rate of \$53,500. Salary range Minimum \$53,056; Midpoint \$70,741; Maximum \$88,427. This salary includes Mr. Hallman's 2016 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.
 6. Authorize the promotion of Brie Halfond from PC010183 Assistant Public Defender III to Assistant Public Defender IV – Public Defender's Office, effective 1/1/2016. Rate of \$56,500. Salary range Minimum \$54,395; Midpoint \$72,527; Maximum \$90,659. This salary includes Ms. Halfond's 2016 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.
 7. Authorize the promotion of Christopher Price from PC010180 Assistant Public Defender III to Assistant Public Defender IV – Public Defender's Office, effective 1/1/2016. Rate of \$56,500. Salary range Minimum \$54,395; Midpoint \$72,527; Maximum \$90,659. This salary includes Mr. Price's 2016 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.
 8. Authorize the promotion of Roarke Aston from PC010182 Assistant Public Defender III to Assistant Public Defender IV – Public Defender's Office, effective 1/1/2016. Rate of \$56,500. Salary range Minimum \$54,395; Midpoint \$72,527; Maximum \$90,659. This salary includes Mr. Roarke's 2016 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.
 9. Authorize the promotion of Kathryn Hinner from PC010186 Assistant Public Defender III to Assistant Public Defender IV – Public Defender's Office, effective 1/1/2016. Rate of \$56,500. Salary range Minimum \$54,395; Midpoint \$72,527; Maximum \$90,659. This salary includes Ms. Hinner's 2016 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.

10. Authorize the promotion of Craig Snyder from PC010190 Assistant Public Defender IV to Supervising Attorney – Public Defender's Office, effective 1/1/2016. Rate of \$74,909. Salary range Minimum \$58,172; Midpoint \$77,563; Maximum \$96,953. This salary includes Mr. Snyder's 2016 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.
11. Authorize the promotion of Edriana Symia from PC012690 Assistant District Attorney I to Assistant District Attorney II – District Attorney's Office, effective 1/1/2016. Rate of \$48,500/annually. Salary range Minimum \$48,222; Midpoint \$64,297; Maximum \$80,371. This salary includes Ms. Symia's 2016 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11580.
12. Authorize the promotion of Matthew Rossi from PC013031 Assistant District Attorney I to Assistant District Attorney II – District Attorney's Office, effective 1/1/2016. Rate of \$48,500. Salary range Minimum \$48,222; Midpoint \$64,297; Maximum \$80,371. This salary includes Mr. Rossi's 2016 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11580.
13. Authorize the promotion of Amanda Kosmerl from PC013063 Assistant District Attorney I to Assistant District Attorney II – District Attorney's Office, effective 1/1/2016. Rate of \$48,500. Salary range Minimum \$48,222; Midpoint \$64,297; Maximum \$80,371. This salary includes Ms. Kosmerl's 2016 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11580.
14. Authorize the promotion of Sarah Hart from PC010145 Assistant District Attorney II to Assistant District Attorney III – District Attorney's Office, effective 1/1/2016. Rate of \$53,500. Salary range Minimum \$53,056; Midpoint \$70,741; Maximum \$88,427. This salary includes Ms. Hart's 2016 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11580.
15. Authorize the promotion of Adam McNaughton from PC010146 Assistant District Attorney II to Assistant District Attorney III – District Attorney's Office, effective 1/1/2016. Rate of \$53,500. Salary range Minimum \$53,056; Midpoint \$70,741; Maximum \$88,427. This salary includes Mr. McNaughton's 2016 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11580.

16. Authorize the promotion of Daniel Troy from PC013061 Assistant District Attorney II to Assistant District Attorney III – District Attorney's Office, effective 1/1/2016. Rate of \$53,500. Salary range Minimum \$53,056; Midpoint \$70,741; Maximum \$88,427. This salary includes Mr. Troy's 2016 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11580.
17. Authorize the promotion of Carmen Bloom from PC013062 Assistant District Attorney II to Assistant District Attorney III – District Attorney's Office, effective 1/1/2016. Rate of \$53,500. Salary range Minimum \$53,056; Midpoint \$70,741; Maximum \$88,427. This salary includes Ms. Bloom's 2016 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11580.
18. Authorize the promotion of Brian Kulp from PC010149 Assistant District Attorney III to Assistant District Attorney IV – District Attorney's Office, effective 1/1/2016. Rate of \$56,500. Salary range Minimum \$54,395; Midpoint \$72,527; Maximum \$90,659. This salary includes Mr. Kulp's 2016 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11580.
19. Authorize salary increase for Jesse Leisawitz PC010162 Assistant District Attorney IV – District Attorney's Office, effective 1/1/2016. Rate of \$59,000/annually. Salary range Minimum \$54,395; Midpoint \$72,527; Maximum \$90,659. Salary increase is due to additional duties associated with appointment as Special Assistant United States Attorney. This salary includes Mr. Leisawitz's 2016 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11580.
20. Authorize the promotion of Brittney Frankowski from PC011173 Judicial Coordinator to PC011155 Judicial Administrative Assistant – Court Administration, effective 1/4/2016. Rate of \$41,906/annually. Salary range Minimum \$34,379; Midpoint \$45,838; Maximum \$57,298. This salary includes Ms. Frankowski's 2016 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11600.
21. Authorize the promotion of Lisa Jozwiak from PC011172 Judicial Coordinator to PC011157 Judicial Administrative Assistant – Court Administration, effective 1/4/2016. Rate of \$41,906/annually. Salary range Minimum \$34,379; Midpoint

\$45,838; Maximum \$57,298. This salary includes Ms. Jozwiak's 2016 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11600.

22. Authorize the transfer of Margaret DeAntonio from PC010675 Court Information Management Supervisor to PC011148 Judicial Administrative Assistant – Court Administration, effective 1/4/2016. Rate of \$41,906/annually. Salary range Minimum \$34,379; Midpoint \$45,838; Maximum \$57,298. This request meets the criteria of the Hiring Policy. Budget 10000 – 11600.
23. Authorize the promotion of Charles Brantman from PC011416 Network Manager to Deputy CIO – Information Systems, effective 1/1/2016. Rate of \$86,000/annually. Salary range Minimum \$69,445; Midpoint \$92,594; Maximum \$115,742. This salary includes Mr. Brantman's 2016 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11170.
24. Authorize salary increase for Timothy Smith PC011029 Enterprise Manager – Information Systems, effective 1/1/2016. Rate of \$71,500/annually. Salary range Minimum \$61,470; Midpoint \$81,960; Maximum \$102,451. This salary includes Mr. Smith's 2016 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11170.
25. Authorize and award additional compensation within the District Attorney's Office as outlined on the attached listing. The lump sum awards are at the request of the District Attorney for senior level staff that has demonstrated the ability to perform at a higher level within the department. Budget 10000 – 11580.
26. Authorize and award additional compensation within the Public Defender's Office as outlined on the attached listing. In conjunction with the District Attorney's Office request, these lump sum awards are for senior level staff that has demonstrated the ability to perform at a higher level within the department. Budget 10000 – 11570.
27. Authorize salary increases as outlined on the attached listing, effective 1/1/2016. These increases are a result of the updated salary ranges approved by Salary Board on 12/17/2015.
28. Authorize approval of the 2016 Management/Confidential annual salary increase of 2% per the attached memorandum.

29. Authorize approval of the Part-time rate increase of 2% per the attached memorandum.

372.15 Adopt a resolution authorizing Christian Y. Leinbach, Commissioner Chair, to execute the Administrative Services Agreement For COBRA Administration Services and the Business Associates Agreement between the County of Berks and Human Resource Administrations, Inc., Whitehall, Pennsylvania to provide administrative services to the County for its COBRA plan subject to approval of final terms and conditions by the Solicitor's Office.

373.15 Adopt a resolution authorizing the award and the Director of Contracts and Procurement to execute three contracts as result of ITB #15-19-JRPB, Food Provisions for a period of six (6) months for the Jail System, Residential Center and Berks Heim as identified herein:

Benjamin Foods

1001 South York Road
Hatboro, PA 19070

Line Items-

7,8,9,20,24,26,28,29,31,33,34,36,38,40,42,44,47,48,49,50,51,52,
53,55,56,57,59,60,61,65,66,67,73,74,75,77,78,79,80,81,82,86,88,91,92,
93,94,95,97,104,105,106,109,110,111,114,115,118,120,121,122,123,12
4,125,127,129,132,133,134,135,136,138,139,140,141,142,143,145,147,
149,152,153,155,156,157,158,159,160,161,162,163,164,165,166,167,1
68,169,170,171,172,173,174,175,176,178,181,183,185,186,187,193,19
5,197

Estimated Six Month Expenditure \$312,535.31

Karetas Foods Inc.

1012 Tuckerton Court
Reading, PA 19605

Line-

1,2,3,4,5,6,10,12,13,14,15,16,17,18,21,22,23,25,27,30,32,35,37,
39,41,43,45,54,58,68,69,70,71,72,83,84,85,87,89,90,100,102,112,
116,117,126,128,130,131,137,144,146,148,150,151,154,177,179,180,1
82,184,188,189,190,191,192,194,196,198,199,200,2H,5H,
6H,7H,8H,9H,10H,13H,23H,25H,29H,30H,31H,32H,46H,48H,
52H,53H,3B,4B,5B,6B,7B,8B,9B,10B,11B,12B,13B,14B,15B,
16B,17B,18B,19B,20B,21B,22B,23B,24B,25B,26B,27B,28B,
29B,30B,31B,32B,33B,34B,35B,36B,37B,38B,39B,40B,41B,42B,43B,4
4B,45B,46B,47B,50B,51B,52B,53B,54B,55B,58B,61B,
62B,63B,64B,65B,66B,67B,68B,69B,70B,71B,72B,73B,83B,
86B,88B,89B,91B,92B,93B,94B,96B,97B,100B,102B,103B,
105B,106B,107B,108B,110B,113B,116B,118B,124B,127B,128B,129B,
130B,131B,132B,133B,134B.

Estimated Six Month Expenditure \$217,105.70**CSV Sales**

46820 Magellan Dr., Suite A

Novi, MI 48377

Line-11,62,63,64,96,98,99,101,103,107,108

Estimated Six Month Expenditure \$15,285.30

- 374.15 Adopt a resolution authorizing the award and the Director of Contracts & Procurement to execute as result of Invitation to Bid # 15-23-JR, Uniform Provisions Rebid, one (1) contract for a period of two (2) years to:
- Weikel Sportswear**
3100 St Lawrence Ave
Reading, PA 19606
Line items-
4,5,6,7,8,9,11,12,13,14,19,20,21,22,32,33,34,35,36,37,38,39,40,41,42,43,44,45,46,47,48,49,50,51,52,53,54,55,56,57
Estimated Annual Expenditure \$24,812.75
- 375.15 Adopt a resolution authorizing execution of Change Order No. 13 to Motorola Solutions Contract (No. 10-23185/CR) in connection with the Berks County Public Safety Radio Project. This is a \$152,074.00 Change Order and will add a quantity (2) DiagnosticX Over-the-Air Waveform Analyzers and quantity (2) DiagnostX Viewer licenses with extended maintenance services for seven (7) years to the existing Contract.
- 376.15 Adopt a resolution authorizing execution of Change Order No. 14 to Motorola Solutions Contract (No. 10-23185/CR) in connection with the Berks County Public Safety Radio Project. This a \$0.00 Change Order that corrects and replaces a list of covered equipment and software previously included in the Contract.
- 377.15 Adopt a resolution authorizing Christian Y. Leinbach, Commissioner Chair, to execute the Supplemental General Reimbursement Agreement for Federal Aid Projects No. 057379-A between the Pennsylvania Department of Transportation (PennDOT) and the County of Berks for the Fisher Mill Road Bridge a/k/a Manatawny Bridge Replacement Project in Oley Township. This Supplement incorporates funding for Final Design into the project as well as updating select standard provisions and accompanying exhibits.
- 378.15 Adopt a resolution authorizing Christian Y. Leinbach, Commissioner Chair, to execute the Bridge Transfer Agreement between the County of Berks ("County") and the Township of Greenwich ("Township") to transfer ownership of the Zettlemyer's Bridge ("Bridge") which crosses over the Maiden Creek on Long Road to the Township after

refurbishment of the Bridge by the County, which is funded entirely by State bridge funds.

Commissioner Leinbach recognized Commissioner Barnhardt who almost single handedly worked for over two years with the Township, their Solicitor Dan Becker, Facilities and Planning Department to come to this agreement, which is in the best interest of the County, County taxpayers, the people in Greenwich Township and the people who live in the area.

Commissioner Barnhardt thanked the Supervisors of Greenwich Township, especially Victor Berger for his efforts in moving this forward, and thanked both sides for coming together with a good agreement. This bridge also serves as an exit route in an emergency situation.

- 379.15 Adopt a resolution authorizing Christian Y. Leinbach, Commissioner Chair, to execute the Agreement between the County of Berks, the Berks County Jail System and the U.S. Corrections Special Operation Group (US C-SOG) to provide specialized training to Berks County Jail SOG Operators at the Berks County Jail for a one (1) year term effective January 1, 2016 and ending December 31, 2016 in the amount of \$54,000.00, including all travel and logistical expenses.
- 380.15 Adopt a resolution authorizing Christian Y. Leinbach, Commissioner Chair, to execute the Fiscal Year 2014/2015 Pennsylvania Department of Human Services (DHS) Retained Earnings Attestation Statement.
- 381.15 Adopt a resolution authorizing execution of the Second Amendment of Lease Agreement between T.E.H. Realty 73 LLC, Reading, Pennsylvania for office space situate at 1259 North 10th Street, Reading, Pennsylvania used by Magisterial District Court 23-3-09 for an additional one (1) year period beginning January 1, 2016.
- 382.15 Adopt a resolution authorizing execution of the Lease Agreement between the Township of Cumru and the County of Berks for office space situate at 1786 Welsh Road, Mohnton, Pennsylvania used by Magisterial District Court 23-2-04 for a three (3) year term beginning January 1, 2016 and terminating December 31, 2018.
- 383.15 Adopt a resolution authorizing execution of the Addendum to Lease Agreement between Robert J. Marrella and John M. Reshetar, Wyomissing, Pennsylvania situate at 441 Morgantown Road, Reading, used by Magisterial District Court 23-2-01 for a one (1) year term beginning January 1, 2016.
- 384.15 Adopt a resolution authorizing the appointment of Mary McDevitt, Shillington, Pennsylvania to the Council on Chemical Abuse Advisory Board for a three (3) year term expiring February 1, 2019. This is a

replacement for Carl Sabold.

- 385.15 Adopt a resolution authorizing the reappointment of Joseph Eways, Wyomissing, Pennsylvania to the Berks County Industrial Development Authority for a five (5) term ending December 31, 2020.
 - 386.15 Adopt a resolution authorizing the appointment of Andrea Vernon, Fleetwood, Pennsylvania to the Berks County Public Library Board of Trustees for a three (3) year term expiring December 31, 2018.
 - 387.15 Adopt a resolution authorizing the appointment of Jack Cleek, Shillington, Pennsylvania as Chairman of the Berks County Board of Assessment Appeals for a one (1) year term effective January 1, 2016.
 - 388.15 Adopt a resolution authorizing EH&D, Berks County's Insurance Broker, to place coverage for the Public Officials Crime Policy effective January 1, 2016.
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 December 15, 2015. Commissioner Leinbach reported there are 19 contracts and referenced the departments.
 3. Motion to authorize payments set forth on Controller's Office vouchers payable listing dated December 15, 2015 for week ending December 16, 2015 and the payment of electronic transfers and employee payroll, and for the weeks ending December 23, 2015 and December 30, 2015.

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 reported the money owed the County by the Commonwealth as a result of the Budget impasse is now \$22,700,000.00, and the difference in the County's cash position between this time last year is about \$16 million. Mr. Geffken announced tomorrow at 9:00 A.M. is the Annual Employee Holiday Observance in the Auditorium where the winners of the Holiday Tree Decorating Contest will be announced. Mr. Geffken congratulated the Parks Department for receiving final approval from the Pennsylvania Department of Environmental Protection for the Antietam Lake Dam Project which will now move on to the procurement process.

2. Robert J. Patrizio reported the Commissioners will discuss Swiftwater Lane, a BCTV funding request and Craig Peiffer will attend to discuss the Reading 120 Classic of the Americas bike race.

COMMISSIONERS' COMMENTS

Commissioner Barnhardt announced yesterday was the first anniversary of South Central Transit Authority and he is pleased to have made it through the first year, and it is in good shape heading into 2016, and the Board has been very proactive.

Commissioner Barnhardt commented he along with Bob Patrizio and senior staff at the Jail met with Kimball Associates to receive the initial findings of the Conditions Assessment of the Jail with the final report expected in mid-January, and will share the initial findings with his colleagues.

Commissioner Barnhardt wished everyone a happy and prosperous Holiday Season.

Commissioner Scott wished everyone a very Merry Christmas and a Happy and prosperous New Year.

Commissioner Leinbach shared a copy of the latest CCAP salary survey for county commissioners that showed eight years ago Berks County Commissioners were the highest paid and this year are number 2 behind Lancaster County.

Commissioner Leinbach reported he received a letter from the Reading Berks Association of Realtors stating at their November Board meeting they passed a resolution supporting the action of the Board of Commissioners who earlier this year approved LERTA resolution, which is another tool that helps with economic development.

Commissioner Leinbach spoke of some of the more notable events occurring in 2015 including the 75 Anniversary of WWII and the birth of his first granddaughter.

Commissioner Leinbach wished everyone a very Merry Christmas, Happy Hanukah, Happy Holidays and Happy New Year.

There being no further business, the meeting adjourned at 10:56 A.M.

Respectfully Submitted,

Maryjo Gibson, Chief Clerk