

**Commissioners' Workshop Meeting
Tuesday, January 3, 2012**

I. CALL TO ORDER:

The Berks County Board of Commissioners met in regular session on Tuesday, January 3, 2012 at 10:30 A.M. in the thirteenth floor Board Room 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 Alan S. Miller and Maryjo Gibson, Chief Clerk.

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

II. DEPARTMENTAL REPORTS / REQUESTS:

Budget Department

- A. Adopt a resolution authorizing 2011 Budget Transfers in the amount of \$20,619.00 per listing dated December 30, 2011. Beth Evans, Manager of the Budget, commented the majority of the transfers were for the Public Defender's Office.

Human Resources

- A. Adopt a resolution authorizing Human Resources Recommendations per listing dated January 3, 2012. Commissioner Leinbach commented there are 13 items with a majority being promotions within the District Attorney's Office, one appointment in the Purchasing Department and a salary increase for two positions in Information Systems. Arnel Wetzal, HR Director, commented these are straightforward promotions and routine appointments and asked for support of the Board for these recommendations.

Purchasing

- A. 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 28, 2011. Commissioner Leinbach commented on the contracts listed. Commissioner Scott asked the Solicitor to take a look at the termination clause in No. 5, the agreement with Schuylkill County for bed space at the Youth Center.
- B. Adopt a resolution authorizing the award and Deputy Director of Contracts & Procurement to execute as a result of Invitation to Bid # 11-21-KS,

Office Cleaning Services, two contracts for a period of one year with the option to extend for two additional one-year terms for various facilities as identified herein:

Tridon Services, Inc.
2178 Industrial Dr., Suite 921
Bethlehem, PA 18017
Estimated Annual Expenditure \$ **28,428.40**

Locations	Weekly Fee	Annual Cost
CareerLink	\$ 546.70	\$ 28,428.40
Total Estimated Expenditure		\$ 28,428.40

Stubbs, Inc.
613 N. 3rd Street
Reading, PA 19601
Estimated Annual Expenditure \$ **45,292.00**

Locations	Weekly Fee	Annual Cost
Parks & Rec - Gring's Mill	\$ 43.00	\$ 2,236.00
Parks & Rec - Berks Leisure Center	\$ 45.00	\$ 2,340.00
MDJ Bentz	\$ 47.00	\$ 2,444.00
MDJ Dougherty	\$ 46.00	\$ 2,392.00
MDJ Gauby	\$ 51.00	\$ 2,652.00
MDJ Greth	\$ 44.00	\$ 2,288.00
MDJ Hartman	\$ 46.00	\$ 2,392.00
MDJ Kennedy	\$ 43.00	\$ 2,236.00
MDJ Kowalski	\$ 45.00	\$ 2,340.00
MDJ Leonardziak	\$ 47.00	\$ 2,444.00
MDJ Fredrick	\$ 44.00	\$ 2,288.00
MDJ Patton	\$ 62.00	\$ 3,224.00
MDJ Scott	\$ 50.00	\$ 2,600.00
MDJ Bagenstose	\$ 60.00	\$ 3,120.00
MDJ Book	\$ 52.00	\$ 2,704.00
MDJ Glass	\$ 45.00	\$ 2,340.00
MDJ Xavios	\$ 49.00	\$ 2,548.00
MDJ Young	\$ 52.00	\$ 2,704.00
Total Estimated Expenditure		\$ 45,292.00

Facilities

- A. Adopt a resolution authorizing the Chairman of the Board to affix his signature as the Owner's Representative to the Emergency Action Plan (EAP) for the Lake Antietam Dam, thereby acknowledging the requested support activity contained in the EAP and further averring the Board's promulgation and concurrence with the surveillance, warning and

evacuation procedures outlined therein. Commissioner Leinbach commented this is standard procedure for this type of facility.

Department of Emergency Services

- A. Adopt a resolution authorizing execution of AIA Change Order GC-1 dated December 15, 2011 for Purcell Construction in the amount of \$3,157.46 to provide "joist expansion at headers" for the Berks County Courthouse, 19th Floor Equipment Room HVAC & Electrical Renovation Project.

Solicitor

- A. Adopt a resolution authorizing the County Solicitor to execute a retainer letter between the County of Berks and LambMcErlane PC concerning representation of the County in non-insurance related litigation. Solicitor Miller commented that Mr. Connell has represented the County for many years in insurance litigation cases and has moved to another law firm.
- B. Adopt a resolution authorizing execution of an Agreement between the County of Berks and City of Reading concerning the ownership and disposition of emergency response equipment located on the 19th floor of the County Courthouse. Solicitor Miller commented this agreement is the result of the water damage that the County had to pay for. When the agreement ends the equipment will remain the County's. Commissioner Scott commented the County was again very reasonable with the City. We moved very quickly so there were no delays in emergency communication service, and the County stepped in to help the City out.

III. REPORTS OF COMMISSIONERS

Commissioner Barnhardt

Commissioner Barnhardt congratulated Commissioner Leinbach for his ascension to Chair.

Commissioner Scott

Commissioner Scott echoed Commissioner Barnhardt's comments on congratulations to Commissioner Leinbach.

Commissioner Leinbach

Commissioner Leinbach commented that the first day back in the New Year the weather is the top story. We were greeted with a freak winter storm. Commission Leinbach wished everyone a Happy New Year. 2012 will be a very interesting new year. The City has a new Mayor and has a lot of challenges; some may be challenges for the County. Commissioner Leinbach thanked his

colleagues for their support, commenting it is an opportunity and privilege to serve.

There being no further business the meeting adjourned at 10:49 A.M.

Respectfully Submitted,

Maryjo Gibson, Chief Clerk