COUNTY OF BERKS
COMMISSIONERS' BOARD MEETING AGENDA
May 7, 2020

Christian Y. Leinbach, Commissioner, Chair
Kevin S. Barnhardt, Commissioner
Michael S. Rivera, Commissioner
Christine M. Sadler, Esq., County Solicitor
Ronald R. Seaman, Chief Administrative Officer
Maryjo Gibson, Chief Clerk

NOTICE: Anyone who wishes to comment on a printed agenda item prior to official action being taken must make that known to the Chair or the Chief Clerk in advance.

CALL TO ORDER – 10:00 A.M.

Observe a moment of silence followed by the Pledge of Allegiance to the Flag led by Christian Y. Leinbach, Commissioner Chair.

APPROVAL OF MINUTES

Approve the minutes of the April 23, 2020 Commissioners’ Meeting, the April 30, 2020 Phase 3 Recovery and Beyond Meeting and the May 5, 2020 Operations Meeting.

PUBLIC COMMENT ON AGENDA ITEMS

AGENDA ITEMS

1. Authorizing:

Budget Department

139.2020 A. Adopt a resolution authorizing the following Budget Transfers and Appropriations:

1. 2019 Budget Transfers in the amount of $370,899 and 2020 Budget Transfers in the amount of $6,870 per listing dated April 27, 2020.

2. 2020 Budget Transfers in the amount of $444,788 and 2020 Appropriations in the amount of $597,405 per listing dated May 4, 2020.
Purchasing

140.2020 A. Adopt a resolution authorizing the award and Director of Contracts and Procurement to execute as a result of Invitation to Bid #20-07-ES, a two (2) year contract for Light Poles, Repair and Replacement. This contract shall be utilized for the emergency replacement of light poles on sections of the West Shore Bypass (Route 422), Penn Avenue, the Warren Street Bypass (Route 12), as well as any other pole that may be identified as property of the County of Berks.

Telco, Inc.
1224 Cross Keys Road
Reading, PA 19605
Estimated Annual Expenditure: 33,070.00

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<th>Unit Price</th>
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<tr>
<td>Pole and Lamp Arm</td>
<td>$1,593.00</td>
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<tr>
<td>Base</td>
<td>$500.00</td>
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<tr>
<td>Labor per pole</td>
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As per the Invitation to Bid, the County may extend the contract for two additional one-year terms provided the respective vendor agrees to hold the bid pricing fixed and firm.

141.2020 B. Adopt a resolution authorizing the award and the Director of Contracts & Procurement to execute as a result of Invitation to Bid #20-05-GR a contract for the County Facilities Parking Lot Improvements Project as identified herein:

Construction Masters Services, LLC
150 Gring’s Hill Road
Sinking Spring, PA 19608
Base Bid Not to Exceed: $769,299.15
Alternate-BCRC location - Not to Exceed:$130,337.50
Total Bid including Alternate - Not to Exceed $899,636.65

Commissioners

142.2020 A. Adopt a resolution ratifying, confirming and approving the designation of First Assistant County J. Chadwick Schnee for the purpose of applying for the CESF funding, and providing necessary information and all other related purposes, and formally designates First Assistant County Solicitor J. Chadwick Schnee as the signing authority on behalf of the County; and further authorizes First Assistant County Solicitor J. Chadwick Schnee to sign and submit any and all documentation on behalf of the County as may be necessary for the purpose of applying for any and all other grants or funding in any way related to the COVID-19 emergency.
143.2020 B. Adopt a resolution ratifying, confirming and approving execution by Christian Y. Leinbach, Chair, of the Direct Referral Agreement between the County of Berks and Gage Personnel to provide customized direct-placement and sourcing services to the Elections Services Department.

144.2020 C. Adopt a resolution of the Berks County Board of Commissioners hereby amending the Consolidated Plan for 2019-2023 in order to access additional Emergency Solutions Grant (ESG) funding from the CARES Act; and further ratifies, confirms and approves execution by Christian Y. Leinbach, Chair, indicating approval by the Board, and provide assurances, certifications, contracts, agreements and supplemental revised data that the U.S. Department of Housing and Urban Development may request in conjunction with the amended 2019 Action Plan and additional funding from the CARES Act.

145.2020 D. Adopt a resolution authorizing Christian Y. Leinbach, Chair, to electronically execute the 901 Recycling Grant Application on behalf of the Berks County Solid Waste Authority (Authority). This grant covers 80% of the Authority’s education expenses for hazardous waste and electronics.

146.2020 E. Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Memorandum of Understanding between the County of Berks and Hamburg Borough, Perry Township, Shoemakersville Borough, Tilden Township, Upper Bern Township, Upper Tulpehocken Township, Windsor Township and Hamburg Area School District, for the production of a Joint Municipal Comprehensive Plan Update by the County, through the Berks County Planning Commission.

147.2020 F. Adopt a resolution authorizing execution of the 2017, 2018 and 2019 Report of County Fee for Local Use Funds (Act 89).

148.2020 G. Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Settlement Agreement by and between I-LEAD Charter School-Reading, Inc., the Berks County Board of Assessment Appeals, the Reading School District, the City of Reading, Berks County and Reading Downtown Improvement District to resolve all claims against each other in regard to the Assessment Appeal filed by I-LEAD Charter School-Reading, Inc.
149.2020  H. Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Memorandum of Understanding between the County of Berks and SEIU Healthcare Pennsylvania, setting forth terms and conditions of employment for time period April 15, 2020 to May 31, 2020 regarding incentive pay, including the option to extend the provision of incentive pay beyond May 31.

150.2020  I. Adopt a resolution withdrawing the County’s offer to reimburse the Greater Berks Development Fund for half of the moving expenses for the Epler School as set forth in Resolution 441.19 because of the current economic times due to COVID-19.


3. Motion to ratify and confirm payments set forth on Controller’s Office vouchers listing dated for week ending May 5, 2020 and for the week ending April 28, 2020, and the payment of electronic transfers and employee payroll.

AGENDA APPROVAL

REPORTS OF TREASURER AND CONTROLLER

1. A. Dennis Adams, County Treasurer

2. Sandy Graffius, County Controller

REPORT OF CHIEF FINANCIAL OFFICER

Robert J. Patrizio

REPORT OF CHIEF ADMINISTRATIVE OFFICER

Ronald R. Seaman
COMMISSIONERS’ COMMENTS
Commissioner Barnhardt

Commissioner Rivera

Commissioner Leinbach

ROW OFFICERS’ COMMENTS

CITIZEN COMMENT/BUSINESS FROM THE FLOOR

ADJOURNMENT
Commissioners’ Board Meeting Minutes
April 23, 2020 (draft for approval May 7, 2020)

The Berks County Board of Commissioners met in regular session on Thursday, April 23, 2020, at 10:00 A.M. DES Media Room, DirectLink Technology Center, 2561 Bernville Road, Reading, PA, 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 Michael S. Rivera in attendance. Also present were County Solicitor Christine M. Sadler, Chief Administrative Officer Ronald R. Seaman and Maryjo Gibson, Chief Clerk.

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

Commissioner Leinbach noted anyone wishing to comment on a published Agenda items should email their comments to comments@countyofberks.com. The comments will be monitored by Mary Buerer, his Executive Assistant.

Commissioner Leinbach noted the COVID Leadership Team continues to hold daily calls at 1:00 p.m. dealing with personnel and emergency related issues.
Commissioner Leinbach noted there were no calls on Easter Sunday, April 12, 2020, and last Sunday, April 19, 2020.

Approval of Minutes
The minutes of April 9, 2020 Commissioners’ Board Meeting were approved as presented.

Public Comment on Agenda Items
None.

Commissioner Leinbach commented on the editorial in this morning’s Reading Eagle dealing with the Commissioners’ holding of public events and news conferences. Commissioner Leinbach believes the article made a legitimate point, while praising the County’s Do Your Part-Stop the Spread campaign, criticized holding the events in public settings as being not appropriate and inconsistent.
Commissioner Leinbach stated the Commissioners are learning what best practices are as they go, and the Commissioners have not interjected any politics, but are working with best information they have to make the best decisions possible, and are unified to do what they believe is right for Berks County businesses, employees and its residents.

Both Commissioner Barnhardt and Commissioner Rivera echoed Commissioner Leinbach’s comments, with Commissioner Rivera adding we are doing our best to help Berks County get through this the best way possible.
Agenda Items

1. A motion was made by Commissioner Barnhardt, seconded by Commissioner Rivera, and all voted unanimously to approve the items listed below: Commissioner Leinbach noted a number of the following items are being ratified because of the current circumstances, as a number of decisions had to be made prior to today’s Commissioners’ Meeting, and now must be formally ratified.

123.2020 Adopt a resolution authorizing the following Budget
Transfers/Appropriations:
- 2019 Appropriations in the amount of $407; 2020 Budget
Transfers in the amount of $9,538 and 2020 Appropriations
in the amount of $1,821,000 per listing dated April 13,
2020.
- 2020 Budget Transfers in the amount of $340,539 per

124.2020 Adopt a resolution authorizing Human Resources
Recommendations per listing dated April 23, 2020 as follows:
1. Authorize the promotion of Elizabeth Monick from
PC010662 County Caseworker Supervisor I to PC010998
Manager of In-Home Services – Children and Youth
Services, effective 04/29/2020. Rate of $71,000/annually.
Salary range Minimum $57,802; Midpoint $77,070;
Maximum $96,337. Replacement for Sophia Harsebo who
separated. This request meets the criteria of the Hiring
Policy. Budget 22000 – 23200.

125.2020 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to
execute the Blue Cross Administrative Services Group Contracts
letter for 2020 health insurance benefits.

126.2020 Adopt a resolution authorizing the appointment of Rafaela
Lopez, Reading, Pennsylvania to the Children and Youth
Advisory Board to fill the remainder of a 3 year term which will
expire on 12/31/2021.

127.2020 Adopt a resolution of the County of Berks recognizing and
approving the LERTA within the Township of Ontelaunee in
compliance with Act No. 76 of 1977 (72 P.S. § 4722 et seq.),
known as the Local Economic Revitalization Tax Assistance
Act (“LERTA”); and setting a maximum exemption amount and
a schedule.
128.2020 Adopt a resolution authorizing execution of a letter of support to the Pennsylvania Department of Transportation on behalf of Carbon County, the sponsoring agency for the grant funding, for their grant application for the Federal Fiscal Year 2021-2022 Community Traffic Safety Project program. The grant is shared with counties who adopt a letter of support, and provides the ability to conduct educational programs to the public in general and in schools, as well as police departments and PennDOT.

129.2020 Adopt a resolution ratifying, confirming and approving execution of a letter in support to the Pennsylvania Commission on Crime and Delinquency (“PCCD”) on behalf of Clare of Assisi House with respect to its grant application to PCCD 2019/2020 Byrne JAG Single Solicitation of Local Initiatives to provide reentry programs and practices to female ex-offenders who face tremendous barriers to community re-integration and are at high risk for recidivism.

130.2020 Adopt a resolution ratifying, confirming and approving execution of letters in support to the Pennsylvania Department of Community and Economic Development- Greenways, Trails and Recreation Program, and the Pennsylvania Department of Conservation and Natural Resources on behalf of the Board of Supervisors of Ruscombmanor Township with respect to their application for a Greenways, Trails and Recreation Program Grant to provide financial assistance for a project involving improvements to Rueben Strauss Park and the Richard Seidel Park located in the Township.

131.2020 Adopt a resolution authorizing execution of the Memorandum of Understanding Regarding Furloughs between the County of Berks (“County”) and the American Federation of State, County and Municipal Employees, District Council 88 (“AFSCME”), memorializing an understanding and agreement between the County and AFSCME regarding temporary furloughed Appointed, Court-Related and Residual bargaining unit employees.

132.2020 Adopt a resolution authorizing execution of the Memorandum of Understanding between the County of Berks and Berks Connections/Pretrial Services, to provide reentry services in regard to the Second Chance Act Community-Based Reentry Program at the Berks County Jail.
133.2020 Adopt a resolution authorizing the reappointment of Mitchell Darcourt, Wyomissing, Pennsylvania, as Chairman of the Berks County Board of Assessment Appeals for a one (1) year term expiring December 31, 2020.

134.2020 Adopt a resolution ratifying, confirming and approving execution of the Onsite Deposit Service Agreement between BB&T Bank and the County of Berks for the service of remotely depositing checks in accordance with the terms and conditions of the original agreement between the parties.

135.2020 Adopt a resolution ratifying, confirming and approving execution of Pennsylvania Commission on Crime and Delinquency ("PCCD") Subgrant application 33007-Capital Case Indigent Defense, to provide for activities that will enhance defense strategies for indigent defendants in capital cases.

136.2020 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute a letter of support to the Department of Human Services Office of Long-Term Living ("OLTL") on behalf of the Berks County Area Agency on Aging for their letter of commitment to support P4A Response to OLTL Application and Enrollment Services Request for Application.

137.2020 Adopt a resolution ratifying, confirming and approving Robert Patrizio, Chief Financial Officer, execution of the Agreement for Release of Collateral between Pennsylvania Manufacturers’ Association Insurance Company ("PMA") and the County of Berks that removes the requirement for a Letter of Credit to insure the County will pay claims under the deductible for fully insured worker compensation policy years.

2. Motion ratifying and confirming execution of Contract Agreements/Amendments as furnished by the Contract Coordinator per listing dated April 20, 2020. Commissioner Leinbach reported there are 13 contracts and referenced the departments.

3. Motion authorizing payments set forth on Controller’s Office vouchers payable listing dated April 14, 2020, for week ending April 14, 2020, and April 21, 2020, for week ending April 22, 2020.
Reports

1. County Treasurer A. Dennis Adams, CPA, was absent. Commissioner Leinbach presented the prepared weekly Treasurer’s report.

2. County Controller Sandy Graffius was absent. Commissioner Leinbach presented the Controller’s weekly report.

REPORT OF CHIEF FINANCIAL OFFICER

No report this week.

REPORT OF CHIEF ADMINISTRATIVE OFFICER

Nothing to report.

COMMISSIONERS’ COMMENTS

Commissioner Barnhardt
Commissioner Barnhardt was happy to report he received his mail-in ballot Tuesday and voted; again, encouraging everyone to take the opportunity to file for a mail-in ballot. The deadline to apply is May 26 and the last day to submit the ballot is June 2, 2020. Commissioner Barnhardt reported Election Services has mailed out 12,000 ballots, and reported that out of 1200 poll workers, almost a third have declined to work June 2. Commissioner Barnhardt thanked Debbie and her staff who have been working tirelessly. Commissioner Barnhardt also reported several polling places are not available, noting in Wyomissing two polling places, the Wyomissing Library and the Highlands, have been moved to the Crown Plaza. In the City there are currently four polling places that are unavailable for June 2, and will be moved to the Santander Center, and will also be a location to pick up supplies, drop off supplies when polls close, and hold some training classes.
Commissioner Barnhardt reported the League of Women Voters has volunteered to help scan ballots, and the County is discussing additional safety steps for existing polling places. Commissioner Barnhardt commended all the organizations and businesses that are stepping up to support the County’s efforts. There are still 11 polls that need to be relocated, and Commissioner Barnhardt will provide updates.
Commissioner Barnhardt said at the last meeting the Commissioners discussed the rate of taxation of County bills, and yesterday he participated in a Zoom meeting with CELG and about 133 representatives to discuss the County’s plan to move the flat rate period to June 30, and there also seemed to be a majority support by municipal officials to move municipal billing out to September 30. The Commissioners sent a letter and a sample resolution to the municipalities and hope they will all adopt the resolution.
Commissioner Barnhardt again encouraged everyone to go online and complete the 2020 Census form.
Commissioner Rivera
Commissioner Rivera thanked everyone for doing their part to *Do Your Part - Stop The Spread* campaign.
Commissioner Rivera participated in a call with the BCIU and Superintendents of school districts and thanked them for their work in continuing to educate our children making sure they are ready to graduate and are ready to move forward next year.
Commissioner Rivera thanked the healthcare workers and first responders for doing their job, and the businesses that are following the guidelines and taking care of their employees and customers.
The *Do Your Part - Stop The Spread* campaign is going strong, as well as the social media campaign.
Commissioner Rivera reported to date the COVID Help Center has had 1738 calls and 579 emails.
Commissioner Rivera mentioned yesterday was Administrative Assistant’s Day and thanked his Administrative Assistant Barbara Lopez for all she does, and also acknowledged Mary Buerer and Jessica Blauser, Administrative Assistants to Commissioner Leinbach and Commissioner Barnhardt.

Commissioner Leinbach
Commissioner Leinbach mentioned the mask he is wearing was made by Elite Sportswear, a local business, who reconfigured their manufacturing facility to make cloth masks. The County did purchase the masks.
Commissioner Leinbach thanked another local business, 8 Oaks Farm Distillery, a family, veteran owned business in New Tripoli, who donated 100 cases of hand sanitizer to DES for distribution to appropriate County departments and first responders.
Commissioner Leinbach thanked everyone for what they are doing, asked everyone to go to [www.DoYourPartBerks.com](http://www.DoYourPartBerks.com) and read the message the County is delivering.

**ELECTED OFFICIALS’ COMMENTS**
No elected officials were present.

**COMMENTS FROM THE FLOOR**

Commissioner Leinbach read the three (3) public comments received via email:

William Sturm – Mr. Sturm comments dealt with the County’s Recycling Center. While Mr. Sturm understands and supports the need for social distancing, the closure of the facility is short-sighted, and believes the closure will have a negative effect on the earth and environment because recyclables are being thrown in the trash and not be recycled.
Mary Buerer forwarded Mr. Sturm’s email to Jane Meeks, Executive Director of the Berks County Solid Waste Authority, who responded to Mr. Sturm. Ms. Meeks advised Mr. Sturm the main goal in have the facility closed during these uncertain times is to keep their employees safe, so that once the Stay-At-Home Order is lifted by the Governor they can reopen as quickly as possible. Ms. Meeks also reminded Mr. Sturm most recycling haulers are still providing curbside services; and directed him to contact Cougle’s Recycling in Hamburg and Total Recycle in Birdsboro to see if they are open for drop-off services.
Bill Landis – Mr. Landis emailed that school; county taxes should be given an extension of the due date by at least 2 months.
Mary Buerer responded by informing Mr. Landis the County Commissioners already acted at the last Commissioners’ Meeting by adopting a resolution moving the discount period from July 1, to October 1, but the County has no jurisdiction to move the school tax deadline.

Phyllis Yoder, Reading – Asked for an application for back tax payment hardship. Mary Buerer directed Ms. Yoder to the Tax Claim Bureau, and Stacy Phile responded and advised there is no application for the Hardship Agreement, it will be offered to everyone by default.

There being no further business, the meeting adjourned at 10:44 A.M.

Respectfully Submitted,

Maryjo Gibson, Chief Clerk
Phase 3 Recovery and Beyond Minutes
April 30, 2020 at 1:00 p.m. (draft for approval May 7, 2020)

Pursuant to due notice to Board members and the public the Phase 3 Recovery and Beyond meeting was held via Microsoft Teams Live.

Participating were Commissioner Christian Y. Leinbach, Commissioner Kevin S. Barnhardt, Commissioner Michael S. Rivera, Chief Administration Officer Ronald R. Seaman, County Solicitor Christine M. Sadler, Human Resources Director Jessica Weaknecht, and Maryjo Gibson, Chief Clerk. Also attending were Executive Assistants Mary Buerer, Jessica Blauser and Barbara Lopez, Chief Financial Officer Robert Patrizio, Deputy Director of Budget and Finance Laura Jones, Chief Information Officer Justin Loose, Heather Berger, Application Specialist & Trainer and Producer, Tim Smith, Enterprise Manager.

Commissioner Leinbach began by welcoming the public and introducing the individuals who are participating in the live meeting: Chief Clerk Maryjo Gibson will be keeping a record of the minutes; Commissioner Leinbach will serve as Chair, Commissioner Barnhardt will serve as Chair of the Savings and Efficiency Task Force (SET), Commissioner Rivera, Vice Chair of Phase 3 Recovery and Beyond, the three Executive Assistants, Mary Buerer, Jessica Blauser and Barbara Lopez, Chief Administrative Officer Ronald R. Seaman, County Solicitor Christine M. Sadler, Human Resource Director Jessica Weaknecht, Assistant Director of Human Resources Kristin Scheffler and staff from Information Services.

Commissioner Leinbach announced the public has the ability to comment by clicking the Q&A tab at the top of the screen and will try and respond to the comments in writing.

Commissioner Leinbach explained the Phase 3 Recovery and Beyond committee is dedicated to fully reopening Berks County government in three periods of time. Short-term will begin in June up until the fall flu season; Mid-term will be fall flu season thru the Spring of 2021 and Long-term will occur the Spring of 2021 and beyond.

The committee will be looking at bringing County employees back to work deciding what departments should look like going forward, keeping in mind a department might look different in the short-term and adjustments made for mid-term and possibility in the long-term.
Commissioner Barnhardt has agreed to chair the Savings and Efficiency Task Force (SET). The goal is to do what is best for employees, the customers we serve or our residents.
SET Report –
Commissioner Barnhardt reported the SET team consists of himself as Chair, Jonathan J.D. DelCollo, Berks County Prothonotary as Vice Chair, Tracy Barlet, Deputy Court Administrator and Jessica Blauer, his Executive Assistant and will meet weekly. Commissioner Barnhardt reported SET had its first official meeting on Tuesday and focused on virtual interpreters for June 2nd primary. The meeting also included Justin Loose and Debbie Olivier and worked through the process down several hundred poll workers and dozens of interpreters. And will be transitioning a number of polls to one time locations for this primary. Commissioner Barnhardt noted that for interpreters, Election Services can house at least ten in safe, extended office space social distancing area and can take calls from election areas that may need interpreter services. Poll locations highly concentrated polling locations.
Commissioner Barnhardt stated COVID19 has showed us a lot of efficient and tech enhancements we will bring forth and have found better way of doing things.

Commissioner Leinbach pointed out the difference between the SET committee and Phase 3 Recovery and Beyond, is Phase 3 Recovery is focused primarily on departments that report directly to the Commissioners.

Sub-Committee Reports –
Jessica Weaknecht reported she pulled together organizational charts for teams to review.

Ron Seaman prepared the department listing with hierarchy, and believes there are some important lessons we can learn in modifying our operations to accommodate the requirements put forth by DOH and Governor Wolf. Mr. Seaman noted the Courts have embraced the use of technology and video conferencing for some of their conferences, and possibly looking to use it more in the future.

Next Steps –
Commissioner Leinbach suggested splitting the committee into Team A and Team B. Team A would consist of Commissioner Leinbach, Mary Buerer, Christine Sadler and Kristin Scheffler; Team B would consist of Commissioner Rivera, Barbara Lopez, Jessica Weaknecht and Ron Seaman. Commissioner Barnhardt pointed out that only one team has a Solicitor. After discussion, it was decided Christine will remain on Team A and she needs assistance, Chad Schnee will be assigned to Team B.
Commissioner Barnhardt also pointed out neither team has a representative from Budget. It was suggested that Budget would be a valuable asset to the SET team, and decided Bob will be the representative from Budget, unless he feels there is a value to have Laura also attend. Commissioner Leinbach noted Budget will also have an indirect role with the Phase 3 committee.
Commissioner Barnhardt added there will be times Kelly Laubach, Director of Contracts and Procurement, will be called in to assist on matters dealing with purchasing matters.

Next order of business was to divide the direct reports to Team A and B.
Any action items should be incorporated at the end of the report and indicate if it is an action for the group or action Commissioners need to take, and in the context of reports that involves personnel, contract negotiation litigation and real estate are Executive Session.

Good of the Order:
Commissioner Barnhardt was on a call this morning with City officials, Dennis Adams, Socrates Georgeadis and Chad Schnee regarding the tax issue, and it was resolved the City will not change their resolution. Elected officials are out of the conversation, and it is in the hands of legal, technical, IT and tax professionals to figure out the process. The County’s system is not able to split the bills. The focus now is how the bills come in and how they will be handled.

There being no further business, the meeting adjourned at 1:55 P.M.

Respectfully Submitted,

Maryjo Gibson, Chief Clerk
Operations Minutes
May 5, 2020 (draft for approval May 7, 2020)

Pursuant to due notice to Board members and the public the Operations meeting was held via Microsoft Teams Live at 9:30 a.m..

Participating were Commissioner Christian Y. Leinbach, Commissioner Kevin S. Barnhardt, Commissioner Michael S. Rivera, Executive Assistants Mary Buerer, Jessica Blauser and Barbara Lopez, Chief Administration Officer Ronald R. Seaman, County Solicitor Christine M. Sadler, Human Resources Director Jessica Weaknecht, and Maryjo Gibson, Chief Clerk. Also attending were, Chief Financial Officer Robert Patrizio, Heather Berger, Application Specialist & Trainer and Producer, Lori Schneider, Implementation Specialist, and Tim Smith, Enterprise Manager, Information Systems.

The following items were discussed:

1. Ag Center Groups and Meeting Policy –
   A request from Penn State Extension for an update on the Ag Center Policy regarding meetings. The Commissioners agreed that until we are allowed to hold group meetings in other County facilities, we will not be allowing group meetings in the Agriculture Center. The Commissioners directed Ron Seaman to reach out to the Extension Office and let them know that until further the status is no internal or external meetings are allowed at the Ag Center.

2. Commissioner Leinbach reported to date the advertising budget for all media expenditures went over budget and totals $32,487.20. The Commissioners believe all advertising efforts have been very effective and want to continue. Ron Seaman recommended adopting a resolution raising the not to exceed amount from $25,000 to $50,000. Commissioner Barnhardt motioned to raise the not to exceed amount for advertising from $25,000 to $50,000. Said motion was seconded by Commissioner Rivera, and all voted unanimously to approve the action. It was also agreed to have more bilingual posters on BARTA buses and continue advertising on WFMZ and the Reading Eagle. It was also agreed to target the age group of upper teens through 20 something through different medium. Commissioner Leinbach said he can do ‘in app’ advertising that would appear on games, etc.

3. Discussed the options regarding Agricultural Center leases with the federal government (NRCS and FSA) and the Berks County Conservation District. Commissioner Leinbach asked his colleagues permission to reach out to Senator Toomey, Congressman Meuser and William Crozier at the White House, explaining because we are in a different place now before COVID, the County is not in the position to meet all the build out requirements imposed before COVID 19, and the County’s goal is to keep NRCS and FSA as tenants long term.
Commissioner Barnhardt and Commissioner Rivera agreed Commissioner Leinbach should reach out and suggested including Secretary of Agriculture Sonny Perdue.
Commissioner Leinbach noted the deadline to respond to the lease proposal has been extended to June 16.
The Board decided to see how we make out with the Federal government before we respond to the Conservation District’s questions regarding the lease with the Conservation District.
Commissioner Barnhardt brought up the issue of storage of voting machines.
The Board agreed we should look at alternative locations to store voting machines, and time is of the essence with the June 2 election quickly approaching, directed Ron Seaman to reach out to Steve Willem.
The Board also asked Ron to reach out to the Conservation District to see what the Conservation District are willing to pay per square foot, and to obtain numbers for upgrading the warehouse if 1) the County builds out the common space, and 2) if the Conservation District builds out the common space at their costs.
Commissioner Rivera suggested in responding to the federal government to start out with a price per square foot based on the current condition of the facility; and then increase the square footage once renovations are complete.
On a separate matter regarding rental of warehouse space to store PPEs and related supplies, Commissioner Barnhardt motioned to authorize the Chair to sign a lease agreement for rental of a warehouse to store PPE and related supplies, subject to final review and approval by the Solicitor’s Office. Said motion was seconded by Commissioner Rivera, and the motion carried.

4. Braucher Farms lease –
The Board received a letter from Mr. Braucher requesting a five-year lease extension to the lease for farmland. Because the County is obligated to demonstrate we are getting fair market value for the land, which would be met by going out for bid, and because there has been some interest from the public in leasing the land, the Board directed Ron Seaman to determine how quickly an RFP can be put out. If time does not allow for an RFP, then the Board agreed to reach out to Mr. Braucher offering a short term lease extension.

5. Jessica Weaknecht asked the Board for direction on holding the June 12th Blood Drive. Ms. Weaknecht stated the Miller Keystone Blood bank is able to safely and socially distance to accommodate a blood drive. The Board was unanimous in their approval to move forward with the blood drive as long as health and safety guidelines are followed.

6. Epler School –
The Board was notified an anonymous individual stepped forward to fund the balance needed to move Epler School. The Commissioners agreed to let them proceed with the move, but it is the responsibility of Friends of Epler School to provide the maintenance, improvements and management of the School. The Commissioners agreed to finalize the agreement with the Friends of Epler School emphasizing there are no guarantees or costs from the County.
Christine Sadler recommended adopting a resolution withdrawing funding the County agreed to share pursuant to Resolution 441.19 because of the current economic times. The Commissioners agreed to list on Thursday’s Commissioners’ Meeting Agenda.
Commissioner Barnhardt will contact Bern Township regarding permits.

7. 69kv Line at Airport -
Commissioner Leinbach reported there is an ongoing disagreement between the Reading Airport Authority and MetEd concerning a request to run a line across airport property on the western end of the main runway. Met Ed has received FAA approval to run the line over the property, but the Authority is concerned if they give approval, they will not be able to expand the runway because of the line, and the parties are currently at an impasse.
Commissioner Leinbach asked his colleagues if they would support him attending the next Authority meeting to assist in a possible resolution that would benefit both parties. Both Commissioner Barnhardt and Commissioner Rivera agreed.

8. Public Meetings and Microsoft LIVE –
Ron Seaman advised Information Systems will be the controlling force for all public meetings, both posting and Microsoft LIVE going forward.

Good of the Order:

Commissioner Barnhardt heard back from the Governor’s Office about what counties need to do to be engaged in moving from red to yellow and yellow to green. The Governor’s staff is aggressively monitoring and watching the counties that will move to yellow next week, are appreciative of what Berks County is doing, and encouraged Berks County to keep pushing the message and make sure people are following the rules. It doesn’t appear imminent Berks County will be moving to another color any time soon because of our location in a highly populated area of the State.

There being no further business, the meeting adjourned at 10:53 A.M.

Respectfully Submitted,

Maryjo Gibson, Chief Clerk
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**2019 Transfers Total**  
$ 376,899

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<th>Transfer To/Debit Acct. #</th>
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<th>Fund</th>
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<th>Prep</th>
<th>Accr</th>
<th>Proj</th>
<th>Grant</th>
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<th>Department Name</th>
<th>Fund</th>
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<th>Grant</th>
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**2020 Transfers Total**  
$ 5,870

1. Transferring funds to close out 2019 JIR for FY18/19 in order to align with State invoicing.
2. Transfer to where funds are needed in order to close 2019.
3. Transfer from Contingency to replace Pump & Air Vent for HVAC unit (Lenberg unit) in the Data Center.
May 4, 2020
To: Marjorie Gilson
From: Robert Patricia - Director of Budget & Finance

Please include the attached "Budget Transfers/Proposition Requests" on the Commissioner's Meeting Agenda

for the week of May 7, 2020.

### TRANSFERS 2020

<table>
<thead>
<tr>
<th>Department Name</th>
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<th>Pros</th>
<th>Acc #</th>
<th>Pri</th>
<th>Grant</th>
<th>Account Name</th>
<th>Department Name</th>
<th>Dept</th>
<th>Pros</th>
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<th>Pri</th>
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### APPROPRIATIONS 2020

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<th>Pri</th>
<th>Grant</th>
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<th>Dept</th>
<th>Pros</th>
<th>Acc #</th>
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2020 Transfers Total $444,748

2020 Appropriations Total $597,405

1. Transferring from Contingency to cover higher than anticipated costs for new x-ray machine in Mailroom.
2. Transferring from Contingency to cover additional change orders related to the Electrical Service Durall project at the North Campus.
3. Transferring additional funds from contingency to fund purchase of additional supplies in response to COVID-19 emergency.
4. Appropriating funds to adjust for December 2019 IGR reversal.
5. Appropriating funds for upgrades that are needed for the Joint Information Center.
COUNTY OF BERKS  
Purchasing Department

MEMORANDUM

DATE:        Monday, May 4, 2020

TO:      The Board of Commissioners & the Chief Clerk

RE:      Agenda Items – Commissioners’ Meeting

Please include the contract listings outlined in this Memorandum for inclusion on the Agenda for the Commissioners’ meeting scheduled for Thursday, May 7, 2020 for approval and formalization. Details are as follows:

1. **Contract Type & #:** Amendment #3 to Agreement #PSA-182573-16  
   **Department:** Area Agency on Aging  
   **Vendor:** Information Age Technologies  
   **Term:**  
   Effective Date: July 1, 2020  
   Expiration Date: June 30, 2021  
   **Funding Source:** 100% State  
   **Description & Amount:** This Amendment serves to extend the Agreement for an additional one-year term for administration of a Co-Pilot which has been purchased for ten senior centers in Berks County. The amount shall not exceed $17,000.00 for this term.

2. **Contract Type & #:** Amendment #1 to Agreement #PC-593816-19  
   **Department:** CareerLink  
   **Vendor:** Berks Connections/Pretrial Services  
   **Term:**  
   Effective Date: June 1, 2020  
   Expiration Date: May 31, 2021  
   **Funding Source:** 100% Federal  
   **Description & Amount:** The County has executed the option to extend for an additional one-year term for the delivery of providing pre-apprenticeship programs in the Construction and Health Care Sectors for adults with barriers to employment in Berks County. The amount for the period of June 1, 2019 to May 31, 2020 shall be decreased from $225,000 to $200,500. The amount for the period of June 1, 2020 to May 31, 2021 shall be $225,000 + $24,500 for a total amount of $249,500.
3. Contract Type & #: Purchase of Services Agreement – Agreement #PSAP-598370-20
   Department: Children and Youth Services
   Vendor: Christ's Home
   Term: Effective Date: July 1, 2020
       Expiration Date: June 30, 2021
   Funding Source: 13% County, 51% State, 32% Federal, 4% Other
   Description & Amount: The County is engaging the Vendor for the provision of placement services to County client families as referred by Children and Youth Services. The estimated amount shall not exceed $80,941.00 during this term.

4. Contract Type & #: Memorandum of Understanding – Agreement #MOU-225449-20
   Department: Children and Youth Services
   Vendor: LEA Reading School District
   Term: Effective Date: July 1, 2020
       Expiration Date: June 30, 2021
   Funding Source: 13% County, 51% State, 32% Federal, 4% Other
   Description & Amount: The County is engaging the Vendor for the provision of transportation services to County foster care client families as referred by Children and Youth Services. The estimated amount shall not exceed $1,800.00 during this term.

5. Contract Type & #: Memorandum of Understanding – Agreement #MOU-225451-20
   Department: Children and Youth Services
   Vendor: LEA Tulpehocken Area School District
   Term: Effective Date: July 1, 2020
       Expiration Date: June 30, 2021
   Funding Source: 13% County, 51% State, 32% Federal, 4% Other
   Description & Amount: The County is engaging the Vendor for the provision of transportation services to County foster care client families as referred by Children and Youth Services. The estimated amount shall not exceed $1,800.00 during this term.
6. **Contract Type & #:** Purchase of Services Agreement – Agreement #PSAP-601167-20  
   **Department:** Children and Youth Services  
   **Vendor:** Jewish Family Service of Greater Harrisburg, Inc.  
   **Term:** Effective Date: July 1, 2020  
   Expiration Date: June 30, 2021  
   **Funding Source:** 13% County, 51% State, 32% Federal, 4% Other  
   **Description & Amount:** The County is engaging the Vendor for the provision of foster care services to County client families as referred by Children and Youth Services. The estimated amount shall not exceed $70,000.00 during this term.

7. **Contract Type & #:** Purchase of Services Agreement – Agreement #PSAP-601168-20  
   **Department:** Children and Youth Services  
   **Vendor:** New Foundations, Inc.  
   **Term:** Effective Date: July 1, 2020  
   Expiration Date: June 30, 2021  
   **Funding Source:** 13% County, 51% State, 32% Federal, 4% Other  
   **Description & Amount:** The County is engaging the Vendor for the provision of foster care services to County client families as referred by Children and Youth Services. The estimated amount shall not exceed $90,000.00 during this term.

8. **Contract Type & #:** Vendor Contract – Agreement #VC-229266-20  
   **Department:** Department of Emergency Services  
   **Vendor:** Language Line Services, Inc.  
   **Term:** Effective Date: May 7, 2020  
   Expiration Date: until terminated  
   **Funding Source:** 100% County  
   **Description & Amount:** The County is engaging the Vendor for the provision interpreter services for the 911 Communications Center at the rate of $0.75 per minute for Spanish translation service and $1.10 per minute for other languages.
<table>
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<tr>
<th>Contract Type &amp; #:</th>
<th>Engineers Joint Contract Documents Committee Agreement – Agreement #EA-228888-20</th>
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<tbody>
<tr>
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<tr>
<td>Vendor</td>
<td>McCormick Taylor, Inc.</td>
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<tr>
<td>Term</td>
<td>Effective Date: May 7, 2020</td>
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<td>Expiration Date: until project completion</td>
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<tr>
<td>Funding Source</td>
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</tr>
<tr>
<td>Description &amp; Amount:</td>
<td>The County is engaging the Vendor for the provision of engineering services for the repair of the County Welfare Road Bridge over Tributary to Plum Creek in Bern Township. The amount shall not exceed $72,638.00 during this term.</td>
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<table>
<thead>
<tr>
<th>Contract Type &amp; #:</th>
<th>Amendment #1 to Agreement #AIA-205097-18</th>
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<tr>
<td>Vendor</td>
<td>Muhlenberg Greene Architects, LTD</td>
</tr>
<tr>
<td>Term</td>
<td>Effective Date: May 7, 2020</td>
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<td>Expiration Date: until project completion</td>
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<tr>
<td>Funding Source</td>
<td>100% County</td>
</tr>
<tr>
<td>Description &amp; Amount:</td>
<td>This Amendment serves to modify decrease the total compensation for this Agreement for architectural services for the Agricultural Center Non-Tenant Renovations project from $87,696.00 to an amount not to exceed $86,023.73.</td>
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<table>
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<th>Engineers Joint Contract Documents Committee Agreement – Agreement #EA-228736-20</th>
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<td>Vendor</td>
<td>Timothy Haahs &amp; Associates, Inc.</td>
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<td>Expiration Date: until project completion</td>
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<tr>
<td>Funding Source</td>
<td>100% County</td>
</tr>
<tr>
<td>Description &amp; Amount:</td>
<td>The County is engaging the Vendor for the provision of engineering services for conditional appraisal and restoration services of the Berks County Services Center Parking Garage. The amount shall not exceed $7,500.00 during this term.</td>
</tr>
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</table>
12. Contract Type & #: Amendment #3 to Agreement #SRA-219231-19
   Department: Mental Health and Developmental Disabilities
   Vendor: Council on Chemical Abuse, Inc.
   Term: Effective Date: March 25, 2020
         Expiration Date: June 30, 2020
   Funding Source: 28% Federal, 44% State, 28% County
   Description & Amount: This Amendment serves to replace Attachment B-1, Department of Drug and Alcohol Programs Annual Schedule of Funding for State Fiscal Year 2019/2020 dated October 7, 2019 with Attachment B-2, Department of Drug and Alcohol Programs Annual Schedule of Funding for State Fiscal Year 2019/2020 dated March 25, 2020. The updated schedule reflects an increase of:

   - $105,000.00 for SAPT Intervention/Treatment Services, increasing the total from $1,748,456.00 to $1,853,456.00.
   - $200,000.00 for State Opioid Response, Uninsured/Underinsured, increasing the total from $160,801.00 to $360,801.00.

The following shall be ratified and confirmed:

13. Contract Type & #: Addendum to Master Agreement #16PSX0094
   Department: Purchasing Department
   Vendor: NASPO
   Term: Effective Date: April 27, 2020
          Expiration Date: Until terminated
   Funding Source: No cost
   Description & Amount: Executing this participating addendum allows the County of Berks the option to use the NASPO Value Point Master Agreement #16PSX0094 for truck rental services.