COUNTY OF BERKS
COMMISSIONERS’ BOARD MEETING AGENDA
June 25, 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 June 18, 2020 Commissioners’ Meeting, the June 18, 2020 Phase 3 and Beyond Meeting and the June 23, 2020 Operations Meeting.

PUBLIC COMMENT ON AGENDA ITEMS

AGENDA ITEMS

1. Enactment of County Ordinance:

   02-2020  An Ordinance amending Ordinance No. 01-06 that authorized the Board Of Commissioners of the County of Berks to enter into an Intergovernmental Agreement to establish The Berks County Uniform Construction Code Board Of Appeals in cooperation with participating municipalities within the County.

2. Authorizing:

   Budget Department

   207.2020  A. Adopt a resolution authorizing 2020 Budget Transfers in the amount of $230,596 and 2020 Appropriations in the amount of $282,345 per listing dated June 22, 2020.
**Human Resources**

208.2020  A. Adopt a resolution authorizing Human Resources Recommendations per listing dated June 25, 2020 as follows:

1. Authorize the temporary promotion of Kurt Katzenmoyer from PC010003 Assistant Chief Deputy Coroner to PC010243 Acting Chief Deputy Coroner, Coroner’s Department, effective 7/1/2020. Rate of $62,800/annually. Salary range Minimum $46,685; Midpoint $62,247; Maximum $77,809. Replacement for Jonn Hollenbach who will serve as Acting Coroner due to the retirement of Dennis J. Hess. This request meets the criteria of the Hiring Policy. Budget 10000 – 11520.

2. Authorize the promotion of Debra Detweiler from PC013006 Part-time Deputy Investigator to PC010003 Full-time Assistant Chief Deputy Coroner – Coroner’s Department, effective 06/24/2020. Rate of $57,091/annually. Salary range Minimum $44,460; Midpoint $59,280; Maximum $74,099. Replacement for Kurt Katzenmoyer who was temporarily promoted as Acting Chief Deputy Coroner. This request meets the criteria of the Hiring Policy. Budget 10000 – 11520.

**Purchasing**

209.2020  A. Adopt a resolution authorizing the award and Director of Contracts and Procurement to execute a contract for a two-year term as a result of the Request for Proposal #20-14-CN for Employment, Advancement and Retention Network (EARN) Services as follows:

**Educational Data Systems, Inc.**
15300 Commerce Drive North, Suite 200
Dearborn, MI 48120
Total Annual Not to Exceed: $998,226
   - Year 2 amount is subject to readjustment and will be based upon the funds available and allocated for these services.

The County of Berks reserves the right upon mutual agreement of both parties to extend the agreement for an additional one-year term in accordance with the terms of the contract.
210.2020  B. Adopt a resolution authorizing the to award and the Director of Contracts & Procurement to execute as a result of Invitation to Bid #19-46-GR four contracts for the Agricultural Center Exterior Renovations Project as identified herein:

**General Construction**

Uhrig Construction, Inc.
1700 North Fifth Street
Reading, PA 19601
Total Base Bid Not to Exceed Amount: $169,000.00
Alternate Deduct - Entry Drive Modifications: ($30,000.00)
Allowance #GC-1 - 40 Hours of General Skilled Labor: ($2,600.00) - *This amount shall be deducted by change order if the corresponding work is not required by the conditions actual conditions encountered.*
Unit Price – Cutting Patching Concrete Slabs-on-Grade: $18.00 per square foot

**Total Bid, including Alternate Deduct, Not to Exceed Amount for General Construction:** $139,000.00

**Plumbing**

Shannon A. Smith, Inc.
420 South Cherry Street
Myerstown, PA 17067
Unit Price – Trench Excavation with Approved Materials: $200.00 per cubic yard
Unit Price – Trench Rock Excavation: $500.00 per cubic yard

**Total Bid Not to Exceed Amount for Plumbing Construction:** $25,202.00

**Electrical**

Shannon A. Smith, Inc.
420 South Cherry Street
Myerstown, PA 17067
Total Base Bid Not to Exceed Amount: $213,825.00
Alternate Deduct – Entry Drive Modifications: ($4,575.00)
Allowance – #EC-1-24 Hours of Journeyman Electrician Labor: ($2,133.12) - *This amount shall be deducted by change order if the corresponding work is not required by the conditions actual conditions encountered.*
Unit Price – Trench Excavation with Approved Materials: $85.00 per cubic yard
Unit Price – Trench Rock Excavation: $500.00 per cubic yard

**Total Bid, including Alternate Deduct, Not to Exceed Amount for Electrical Construction:** $209,250.00
Commissioners

211.2020 A. Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute Amendment No. 4 to License Agreement with the University of Pittsburgh of the Commonwealth System of Higher Education (“University”) for use by the University of the Berks County Children and Youth Services Training Room on the 9th Floor of the Berks County Services Center for a one (1) year term beginning July 1, 2020 through June 30, 2021.

212.2020 B. Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Amendment to County Application for GEMS Program Funds for the Department of State for reimbursement of the new voting equipment in the amount of $65,670.

213.2020 C. Adopt a resolution ratifying, confirming and approving Christian Y. Leinbach, Chair, execution of Motorola Solutions Change Order No. 1-MOT80989 dated June 17, 2020 to add ten (10) full VESTA positions to Side B for the VESTA 9-1-1 system, including all hardware, software, implementation, project management, software support and onsite maintenance, and a heads-up display replacing IP phones in the amount of $498,311.04.

214.2020 D. Adopt a resolution authorizing and directing Christian Y. Leinbach, Chair, and Ronald R. Seaman, as Chief Administrative Officer, to take any and all actions necessary in the application for and administration of the CARES Funding Grant in the amount of $38,034,840.00, under Contract No. C000073969, being administrated by the PA Department of Community and Economic Development and further resolving that the electronic signing of both the application and grant agreement contract by the aforesaid officials be hereby ratified, confirmed and approved.

215.2020 E. Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Memorandum of Understanding between the Berks County Workforce Development Board, PA CareerLink® Berks County One-Stop Partners and the County of Berks regarding the operation and management of the PA CareerLink® Berks County program providing local oversight of workforce programming in Berks County for the period July 1, 2020 through June 30, 2023.
216.2020 F. Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Memorandum of Understanding Operating Budget and Infrastructure Funding Agreement between the Berks County Workforce Development Board, PA CareerLink® Berks County One-Stop Partners and the County of Berks regarding the operation and management of the PA CareerLink® Berks County program providing local oversight of workforce programming in Berks County for the period July 1, 2020 through June 30, 2021.

217.2020 G. Adopt a resolution authorizing execution of the Berks County Coronavirus Emergency Supplemental Grant agreement through the Pennsylvania Commission on Crime and Delinquency in the amount of $213,286 to support Berks County’s law enforcement efforts to respond to the COVID-19.

218.2020 H. Adopt a resolution of the Berks County Board of Commissioners (“Board”) declaring the continuation of the Declaration of Disaster Emergency for the County of Berks issued March 12, 2020, due to COVID-19; and further declaring all provisions of the March 12, 2020 Declaration of Disaster Emergency continue to remain in full force and effect until December 31, 2020, unless amended by vote of a majority of the Board.


4. Motion to ratify and confirm payments set forth on Controller’s Office vouchers for week ending June 24, 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 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  
June 18, 2020 (draft for approval June 25, 2020)

The Berks County Board of Commissioners met in regular session on Thursday, June 18, 2020, at 10:00 A.M. via Microsoft Teams Live, 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 announced there were two Executive Sessions; June 15, 2020 dealing with personnel and June 17, 2020 dealing with personnel and litigation.

Approval of Minutes

The minutes of June 11, 2020 Commissioners’ Board Meeting were approved as presented.

Public Comment on Agenda Items

None.

Commissioner Leinbach provided the platforms and rules for participation by the public in the Microsoft Teams Live Commissioners’ Meeting.

Agenda Items

1. A motion was made by Commissioner Barnhardt to approve the Agenda as presented. Said motion was seconded by Commissioner Rivera, and all voted unanimously to approve the items listed below:


   196.2020 REMOVED 6/18/2020 at 9:50 a.m.

   197.2020 Adopt a resolution authorizing the award and Director of Contracts and Procurement to execute as a result of Invitation to Bid # 20-12-GW, a one (1) year contract for trash services to be utilized by County of Berks facilities as follows:
Republic Services – BFI Waste Services of PA
50 Orchard Lane
Leesport, PA 19533

Estimated Annual Expenditure - $17,346.96

The County of Berks reserves the right to extend for two additional one year terms at the unit prices herein, upon mutual agreement of both parties.

198.2020 Adopt a resolution designating the Redevelopment Authority of the County of Berks ("RDA") to administer the Rent Relief Program on behalf of the County of Berks; and further authorizes the RDA to submit an application and any required documents on behalf of the County of Berks to the Rent Relief Program administered by the Pennsylvania Housing Finance Agency.

199.2020 Adopt a resolution designating Alan D. Piper, Transportation Planner III, Berks County Planning Commission, to act as the County's Electronic Filing Administrator (EFA) for the exclusive purposes of signing and submitting permits to the Pennsylvania Department of Environmental Protection relating to County-owned bridge replacement or rehabilitation projects.

200.2020 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute a letter to McTish-Kunkel and Associates, 3500 Winchester Road, Suite 300, Allentown, PA 18104, granting an extension of time of six (6) months for completion of Construction Inspection Services of the Dreiblebis Station Covered Wooden Bridge rehabilitation project until December 31, 2020. This extension is required to match the Contractor's time extension to complete the physical work and to finalize all records supporting this project. There are no additional costs associated with this extension of time. This extension has been reviewed and endorsed by the PennDOT District 5-0 project manager.

201.2020 Adopt a resolution authorizing execution by the Berks County Board of Commissioners of a letter of support to the Pennsylvania Department of Community and Economic Development on behalf of the Borough of Wyomissing's Greenways, Trails and Recreation Program grant application for the renovation and redevelopment of its Berkshire Heights Playground complex.
202.2020 Adopt a resolution authorizing execution by the Berks County Board of Commissioners of a letter of support to Senator David Argall and Senator Judy Schwank for the appointment of Deborah Olivieri, Berks County Director of Elections, to the Pennsylvania Election Law Advisory Board on behalf of the Board of Commissioners.

203.2020 Adopt a resolution of the Berks County Board of Commissioners ("Board") declaring an emergency to exist due to inoperable functionality of the back entrance door (alley) at the Berks County Courthouse and the four exterior/interior doors at the Reed Street entrance of the Berks County Services Center, thereby requiring immediate removal and replacement of said doors, and to protect public health and safety, the Board hereby accepts the Proposal dated March 11, 2020 from B & G Glass, Leesport, Pennsylvania; and further authorizes the issuance of a purchase order to perform said emergency services at a not to exceed amount of $41,900.00.

204.2020 Adopt a resolution authorizing approval of the following Policies:
   - Telework Policy – Section 9.6 – Effective June 10, 2020
   - Temperature Screening Policy – Section 9.10 – Effective June 15, 2020

205.2020 Adopt a resolution authorizing execution of the Agreement by and between the County of Berks and The Friends of the Epler’s One Room Schoolhouse ("Schoolhouse") setting forth the terms and conditions, including the restoration, maintenance and educational programming of the Schoolhouse.

206.2020 Adopt a resolution authorizing execution of the Agreement for Accessibility Survey for Polling Places between the County of Berks and ElectionIQ, LLC, Stow, Ohio, to provide an ADA Survey of the County’s 202 polling places at a not to exceed amount of $69,993.00.

   Commissioner Leinbach reported there are 20 contracts and referenced the departments.

3. Motion authorizing payments set forth on Controller’s Office vouchers payable listing for week ending June 17, 2020 and the payment of electronic transfers and employee payroll.
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.

REPORT OF CHIEF ADMINISTRATIVE OFFICER
No report.

COMMISSIONERS’ COMMENTS

Commissioner Barnhardt
Commissioner Barnhardt reported the DCED application for CARES Act Funding has been submitted before the deadline, and we are awaiting our successful acceptance. Commissioner Barnhardt reported the community needs test assessment survey is being compiled, and it will show where the CARES Act funds can best be utilized. The test survey will be sent out Friday, and Commissioner Barnhardt will provide an update during the Commissioners’ weekly Update will go through the survey in detail. The deadline to respond will be July 2, 2020.
Commissioner Barnhardt reported Co-County Wellness has 26 trained tracers and 18 more in training. Everything is up and running.
Commissioner Barnhardt reported Census 2020 is continuing to push forward with emphasis being spent in undercounted areas.
Commissioner Barnhardt commented the hiring of ElectionIQ was discussed prior to COVID19, and this will allow the County to be proactive where ADA compliance changes need to be made in the County’s polling places.
Commissioner Barnhardt announced there will be an Election Board Meeting Monday morning and the Board will be certifying the election results.
Commissioner Barnhardt reported the Epler School is tentatively scheduled to be moved to the Heritage Center in mid-July.

Commissioner Rivera
Commissioner Rivera reminded the public the application deadline for the County’s Small Business Restart program is at the end of the day tomorrow, June 19.
Commissioner Rivera announced BCTV’s website has a link to Berks Summer Camps Unite, offering great opportunities to school age children.
Commissioner Rivera reported work continues on compilation of rental assistance programs and a list of organizations that will provide the assistance.

Commissioner Leinbach
Commissioner Leinbach reported he is collectively working with CCAP and NACo to address the issues surrounding law enforcement, in particular the African-American community.
ELECTED OFFICIALS’ COMMENTS
None.

COMMENTS FROM THE FLOOR
There were 13 comments read by Mary Buerer, and are attached hereto.

The following comments were addressed by the Commissioners:

Liz Cates – Commissioner Barnhardt reported Stan Papademetriou, Council of Chemical Abuse, and Dr. Ed Michalik, MH/DD, have been working tireously to find an alternative location in the same area.

Commissioner Rivera reiterated the County has not stepped down its efforts but to the contrary, continues to practice the guidelines sent down by the CDC and Department of Health and the County’s Do Your Part to Stop the Spread campaign.

Evictions – contact your lending institution on how to apply for deferment programs.

Commissioner Rivera noted Sheriff Sales have been postponed and the County is doing everything we can to help.

Commissioner Leinbach responded generally to the comments regarding public meetings, and believes this Board is doing a good job in providing more public access to meetings, noting there are multiple opportunities for people to interact with the Commissioners via Microsoft Teams Live, Facebook live and You Tube.

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

Respectfully Submitted,

____________________________________
Maryjo Gibson, Chief Clerk
Good Morning Commissioners,

As we look into policing practices and policies in the wake of the murder of George Floyd and the massive protests, let's take this time to listen to the ideas of the communities that have long been abused. Many school districts in these communities are discussing discontinuing their use of school resource officers. Minneapolis Public Schools terminated their contract with the police department. In Reading we just received a federal grant for $500,000 to place 4 school resource officers in the public school. This is moving counter to the changes that are needed. Children do not need to be policed.

In addition, as we express a desire to hear the voice of the people, I ask again that as public officials you approach the community and ask them to create a community oversight board.

Thank you,
Crystal Kowalski
Wyomissing
Public comment will be accepted through the Q&A function. Please include your first name, last name and municipality. Any comments without name and municipality will not be considered. Each citizen can submit one comment that is no more than 3 minutes per comment. The meeting comment period is limited to 30 minutes in total. Please be concise. Comments will be read during the meeting and should not be considered to be interactive dialog with the Commissioners. Any Commissioner response to public comment will be done at the discretion of the Commissioners.

Is there anything county government can do to rescue the Reading Hospital Detox and Rehab Center. The Berks community needs this program.

Can county government do anything to rescue the Reading Hospital Detox and Rehab? Our community needs this program.

I live and work right here in Reading, but my work schedule prevents me from attending Commissioners' meetings in person. Moving the time of the meetings to an evening or even a weekend schedule would allow for more Berks County residents to attend. Is there a reason why community participation and governmental transparency aren’t more important than convenience?
Commissioner Rivera thank you for standing on the Penn Street bridge this past week in support of Black Lives Matter. Your willingness to step up and support black people in Berks county is laudable. But I wonder why this support does not extend to the 5 brown families detained in the Berks Detention Center. These people are not criminals. They are families seeking asylum in our country, like so many of our families including yours once did. Like nursing homes and prisons, these centers throughout the country have harbored the virus which has resulted in sickness and death. Please share with us why you and your fellow commissioners have resisted testing of the detainees and their guards who, now that the county is opening up, may be unknowingly bringing the virus into the facility without showing any symptoms themselves. Testing is the only way to identify for sure the carriers and protect everyone in these facilities. That is why you have wisely instituted testing at Berks Heim and discovered many positive cases. Better still why have you not shut this center down? The psychological effects of sheltering in place due to Covid 19 are driving people crazy yet these families and the children in particular have been subjected to this for months on end. Please tell us why you are continuing to keep this facility open, risking lives in the process. To summarize, my questions are why have you resisted testing in the detention center and why have you not shut down this facility?
This question is for all commissioners) Some of our state representatives, Sen. Doug Mastriano and Russ Diamond, have repeatedly referred to the downward trend of the spread of COVID-19 with praise; this was a trajectory achieved by implementing strict policy to minimize exposure. If the goal of the policy was- and still is- to gain breathing room and save lives, why are you and representatives supporting an end to the emergency declaration? Do you have any plans that will support the efforts of the medical community and reflect all the cautions advised by them?

Commissioners - we often hear that the county doesn’t maintain a police force and that the local municipalities that have police forces of their own should be responsive to their citizens. What role is the county willing to play in facilitating constructive communication between police and citizens?

Commissioner Barnhardt, your repeated claim that the families locked up at the detention center are “very well cared for” is in direct contradiction to sworn statements by those families who report being sick, frightened, and unable to distance from one another. You’ve also said -- quote -- “in April we tested two residents and a staff and there weren’t any positives.” Today is June 18. How can you credibly claim that the five families in Leesport -- the people ICE pays us to keep under lock and key -- are safe from the coronavirus?
Last week in response to a question about why only law enforcement officers were on a panel about whether changes were needed in law enforcement, you said you were talking to other constituencies as well. Since then, peaceful Black Lives Matter protests have happened in Hamburg, Morgantown, Robesonia and elsewhere, with many more planned in the coming days. Clearly, many of your constituents are concerned about police violence, and a LEO panel is not enough. When will you engage in meaningful dialogue with your Black and Brown constituents and with the leaders of community groups directly impacted by police violence such as the hosts of Dear Reading and Make the Road Pennsylvania?

The evictions starting on July 10 will only be the start of a massive disruption. Evictions will be ongoing, with more and more people affected. This will have a significant impact on our community, emotionally, financially, and morally. Won’t it be more expensive to house and feed and clothe all the people thrown out of their homes than having them stay where they are? And won’t those who have been in front line and service jobs—those who have been at more risk from Covid and suffered in greater numbers—also be those at more risk of being evicted?

Commissioner Rivera, you stood on the Penn Street bridge this week with a sign saying Black Lives Matter. Thank you for that. Surely that sentiment extends to the Black and Brown lives currently locked up at the detention center, right? When you say black lives matter, do you also mean that you’ll support policies that help working people, like raising the minimum wage and reinvesting monies spent on policing into communities of color?
Is anyone tracking the number of apartments in the county that are at risk of eviction, and what proportion of all apartments does that represent?

we have a grave public health crisis rooming over us—one that should weigh heavily on the consciences of all of us. And that is the impending eviction of people from their homes and apartments starting July 10.

How are people who have lost their jobs—and in this economy have little prospect of landing new ones—supposed to come up with four months of rent or mortgage payments in one lump sum?

What about the impact on the health of our communities, our children? Where will they live? Will they be torn from their neighborhood schools and everything familiar?

What about the people who have lost their businesses, the people who don’t know how they’ll ever support their families, the horrific potential for spikes in suicides?

There were three pages of small print in April’s Reading Eagle listing all the homes that would be up for auction. There was a new set of listings—also three pages worth—in May. Those listed in May are set to go to auction on July 10. What happened to the ones listed in April? Did they go ahead despite the freeze?

Something needs to be worked out for all those affected: the people on the cusp of losing their homes, the landlords who have been struggling with their own arrears, the mortgage holders. Something fair, something equitable, something that will make it possible for families to rise from all this.

We can, all of us, resolve not to look away. This is not a matter to be shoved at one department or another, whether it be the courts or the sheriff. This goes to the To all three Commissioners, thank you for attending various marches, rallies, and demonstrations against hate and in support of communities of color. Are you prepared at this time to say out loud that Black Lives Matter and to release a statement advocating for the redesign of law enforcement operations?
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<th>Mary there are no comments on Youtube or Facebook at this time. This is Heather Berger (Mary there are no comments on Youtube or Facebook at this time.) From Faccebook George Holmes, Mayor of Hamburg. Thank you to the County Commissioners and Sheriff Weaknecht for their support during our recent BLM protest and march in Hamburg.</th>
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<td>Thank you for our questions and comments. This Q&amp;A is closed as the public comments have been addressed.</td>
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Thank you for our questions and comments. This Q&A is closed as the public comments have been addressed.
Phase 3 Recovery and Beyond Minutes  
June 18, 2020

Pursuant to due notice to Board members and the public the Phase 3 Recovery and Beyond meeting was held via Microsoft Teams Live at 1:00 p.m.

The following Team members were in attendance: Commissioner Christian Leinbach/Committee Chair, Commissioner Kevin Barnhardt/Chair of the Savings & Efficiency Task Force (SET), Commissioner Michael Rivera/Committee Vice Chair, Executive Assistants, Mary Buerer, Jessica Blauser & Barbara Lopez, Ron Seaman/CAO, Christine Sadler/Solicitor, Jessica Weaknecht/HR Director & Kristen Scheffler/HR Deputy Director.

1. SET Report – Commissioner Kevin Barnhardt/SET Chair
   Commissioner Barnhardt will be finishing up team meetings with Parks & Recreation, the Department of Agriculture, the Chief Administrative Office Ron Seaman and IS/GIS. Commissioner Barnhardt said his focus right now is completing the Community Needs Assessment Survey needed for the CARES Act funding.

2. Sub-Committee Reports
   - Team A Report – Commissioner Christian Leinbach provided updates for the following departments:
     1. Department of Agriculture
     2. Area Agency on Aging- Mental Health/Developmental Disabilities
     3. Airport Authority
     4. BCIDA
     5. Budget
     6. CYS
     7. Elections
     8. Jail
     9. Parks

     - At 1:14 p.m. Commissioner Leinbach called for an Executive Session to discuss personnel. The meeting resumed at 1:21 p.m.
     - At 1:26 Commissioner Leinbach called for an Executive Session to discuss personnel. The meeting resumed at 2:50

3. Actions and Next Steps
   - Earthrise Request –
     Bob Williams, Chief Probation Officer, made a request on behalf of Earthrise Enterprises, for the County to forgive rent payments for April and May.
     After discussion, the Commissioners agreed to forgive March, April, May and June. Rent payments made for March and April will be credited to July and August.

The meeting adjourned at 3:32 P.M.

Respectfully Submitted,

Maryjo Gibson, Chief Clerk
Operations Meeting Minutes
June 23, 2020 at 9:30 a.m.

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 Chair Christian Y. Leinbach, Commissioner Kevin S. Barnhardt, Commissioner Michael S. Rivera, Executive Assistants Mary Buerer, Jessica Blauzer and Barbara Lopez, County Solicitor Christine M. Sadler, First Assistant J. Chadwick Schnee, Assistant County Solicitor Paul Bradshaw, Human Resources Director Jessica Weaknecht, and Maryjo Gibson, Chief Clerk.

1. Impacts on Berks County if the Governor’s Emergency Declaration is lifted – Chad Schnee reported there is currently ongoing litigation in the Supreme Court to decide whether the Governor’s Declaration of Emergency is valid, and a decision on its viability is expected in due course. Mr. Schnee said Berks County’s Declaration issued March 12, 2020 gives Berks County the flexibility for contracting and procurement purposes, and suggested the County do another Declaration recognizing a continuation of the March 12th Declaration.
   Commissioner Barnhardt suggested extending the Declaration to December 31, 2020 to coincide with the expiration of CARES Act funding.
   Commissioner Leinbach asked if there was a motion to extend the Declaration of Emergency.
   A motion was made by Commissioner Barnhardt to extend the Declaration of Disaster Emergency through December 31, 2020. Said motion was seconded by Commissioner Rivera. The motion carried.

2. Berks County Convention Center Authority – Christian Leinbach
   Based on a report from the Berks County Convention Center Authority, the Authority’s financial shortfall will be in the range of $400,000 to $600,000. Commissioner Leinbach commented the Authority will be meeting with the City of Reading, and would also like to know what Customer Bank will do and how do they see the County’s part in assisting.
   Assistant County Solicitor Paul Bradshaw reported the $40,000 that is disbursed to the County Treasurer is protected by the Agreement and Statue, and any changes to the Agreement will have to be done by Ordinance.
   Commissioner Leinbach asked that this item be listed on next week’s Agenda for follow-up.

3. Discuss Face-to-Face Training/Conferences for county employees at least thru Green Phase
   There currently is a moratorium on travel for face-to-face training and conferences.
   After a brief discussion, a motion was made by Commissioner Rivera directing Human Resources and the Solicitor’s Office to put together a resolution or policy setting forth guidelines for face-to-face training and conferences for county employees, and to be listed at an upcoming Commissioners’ Meeting.
4. Constable Audit – County Solicitor Christine Sadler
Ms. Sadler provided updated the Commissioners on the status of the original proposal submitted by Zelenkopiskey Axelrod LLC to provide an audit of a sampling of constable cost sheets. The Commissioners decided that proposal would not answer the question of how much money we were collecting, what percentage costs were recovered and what costs the county recovered, and directing the Solicitor to obtain a new proposal for a top to bottom review for calendar year 2019. The new proposal to perform an audit of all costs sheets for 2019 would be $600,000.
Ms. Graffius will reach out to other County Controllers in Pennsylvania on their practices relating to Constables and costs related to their services, and whether they use constables and how many use sheriff deputies.
After further discussion, and the need for more information, this matter will be listed for follow-up at the July 7, 2020 Operations Meeting. The County Controller, the District Attorney and the Sheriff will be asked to attend and provide reports. If any one of three cannot make the meeting it will be rescheduled until the next available date.

5. Discuss PRO Role and Procedures –
The Commissioners agreed there should be a controlling mechanism in place for the new PRO to issue press releases and release information on social media. The Board suggested Ms. Weaver put together a simple social media policy for review and approval by the Commissioners.

6. 2025 CCAP Annual Conference
Commissioner Leinbach reported the Visitor’s Bureau submitted an application to host the 2025 CCAP Annual Conference in Berks County. Because Seven Springs cancelled the CCAP Conference this year without penalty, The Commissioners agreed to withdraw our application for 2025 thereby allowing Seven Springs to host in 2025.

7. Commissioner Rivera reported the name of the Small Business Loan Program has been changed to Small Business Grant Program.

Adjourned at 1:19 P.M.

Respectfully Submitted,

______________________________
Maryjo Gibson, Chief Clerk
## TRANSFERS 2020

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### 2020 Appropriations Total

$292,345

1. Transfer from Contingency for HR Payroll SmartStart Upgrade.
2. Transfer from Contingency for additional costs associated with Phase III project to implement PBCCs and migrate Hyperion to the cloud.
3. Transferring FY19/20 placement savings to provide for office furniture replacements for CYS employees.
4. Transferring projected savings in Conference/Training to Other Equipment to provide for the replacement of three hand-held emergency radios. Savings due to COVID-19.
5. Transfer from Contingency for Election Services to provide an ADA Accessibility Survey for at least 2020 voting locations as stipulated in Agreement P-5A-228176-20 with ElectionIQ, LLC.
6. Appropriation of 911 Title 35 additional revenue received for the expansion of Vesta positions at the Courthouse.
7. Appropriation of 911 Title 35 additional revenue received for operating expenses supporting the expansion of Vesta positions at the Courthouse.
1. Authorize the temporary promotion of Kurt Katzenmoyer from PC010003 Assistant Chief Deputy Coroner to PC010243 Acting Chief Deputy Coroner, Coroner’s Department, effective 7/1/2020. Rate of $62,800/annually. Salary range Minimum $46,685; Midpoint $62,247; Maximum $77,809. Replacement for Jonn Hollenbach who will serve as Acting Coroner due to the retirement of Dennis J. Hess. This request meets the criteria of the Hiring Policy. Budget 10000 – 11520.

2. Authorize the promotion of Debra Detweiler from PC013006 Part-time Deputy Investigator to PC010003 Full-time Assistant Chief Deputy Coroner – Coroner’s Department, effective 06/24/2020. Rate of $57,091/annually. Salary range Minimum $44,460; Midpoint $59,280; Maximum $74,099. Replacement for Kurt Katzenmoyer who was temporarily promoted as Acting Chief Deputy Coroner. This request meets the criteria of the Hiring Policy. Budget 10000 – 11520.
COUNTY OF BERKS
Purchasing Department

MEMORANDUM

DATE: Tuesday, June 23, 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, June 25, 2020 for approval and formalization. Details are as follows:

1. **Contract Type & #:** Amendment #1 to Agreement #PC-219254-19
   **Department:** Area Agency on Aging
   **Vendor:** Berks Encore
   **Term:**
   - Effective Date: June 1, 2019
   - Expiration Date: June 30, 2021
   **Funding Source:** 100% State
   **Description & Amount:** This Amendment serves to allocate an amount not to exceed $4,830.96 for the purchase of computer equipment as per Supreme, a Wabash National Company, Quote 28826 under COSTARS-025-162.

2. **Contract Type & #:** Amendment #1 to Agreement #PSAP-582884-18
   **Department:** Children and Youth Services
   **Vendor:** Alternative Rehabilitation Communities, Inc.
   **Term:**
   - Effective Date: July 1, 2019
   - Expiration Date: November 30, 2020
   **Funding Source:** 13% County, 51% State, 32% Federal, 4% Other
   **Description & Amount:** This Amendment is extending the term of the Agreement and continue in effect Attachment B – Fee Schedule for the above period. The Vendor provides for the provision of placement services to County client families as referred by Children and Youth Services. The estimated amount shall remain the same at $10,098.00 during this term.
3. Contract Type & #: Amendment #2 to Agreement #PSAP-582885-18
   Department: Children and Youth Services
   Vendor: The Bair Foundation
   Term: Effective Date: July 1, 2019
         Expiration Date: November 30, 2020
   Funding Source: 13% County, 51% State, 32% Federal, 4% Other
   Description & Amount: This Amendment is extending the term of the Agreement and continue in effect Attachment B – Fee Schedule for the above period. The Vendor provides for the provision of placement services to County client families as referred by Children and Youth Services. The estimated amount shall remain the same at $107,674.00 during this term.

4. Contract Type & #: Amendment #3 to Agreement #PSAP-582888-18
   Department: Children and Youth Services
   Vendor: Bethany Home, Inc.
   Term: Effective Date: July 1, 2019
         Expiration Date: November 30, 2020
   Funding Source: 13% County, 51% State, 32% Federal, 4% Other
   Description & Amount: This Amendment serves to add two additional rates for Reber Cottage A- Transitional Living at $230.00 per diem and Reber Cottage B – Transitional Living at $230.00 per diem. The estimated amount shall remain the same at $37,605.00 during this term.

5. Contract Type & #: Amendment #1 to Agreement #PSAP-593324-19
   Department: Children and Youth Services
   Vendor: Children’s Aid Society
   Term: Effective Date: July 1, 2019
         Expiration Date: November 30, 2020
   Funding Source: 13% County, 51% State, 32% Federal, 4% Other
   Description & Amount: This Amendment is extending the term of the Agreement and continue in effect Attachment B – Fee Schedule for the above period. The Vendor provides for the provision of placement services to County client families as referred by Children and Youth Services. The estimated amount shall remain the same at $1,500.00 during this term.
6. Contract Type & #: Amendment #1 to Agreement #PSAP-582901-18
   Department: Children and Youth Services
   Vendor: Children’s Choice, Inc.
   Term: Effective Date: July 1, 2019
         Expiration Date: November 30, 2020
   Funding Source: 13% County, 51% State, 32% Federal, 4% Other
   Description & Amount: This Amendment is extending the term of the Agreement and continue in effect Attachment B – Fee Schedule for the above period. The Vendor provides for the provision of placement services to County client families as referred by Children and Youth Services. The estimated amount shall remain the same at $20,000.00 during this term.

7. Contract Type & #: Amendment #2 to Agreement #PSAP-582902-18
   Department: Children and Youth Services
   Vendor: Children’s Home of Reading
   Term: Effective Date: July 1, 2019
         Expiration Date: November 30, 2020
   Funding Source: 13% County, 51% State, 32% Federal, 4% Other
   Description & Amount: This Amendment is extending the term of the Agreement and continue in effect Attachment B – Fee Schedule for the above period. The Vendor provides for the provision of placement services to County client families as referred by Children and Youth Services. The estimated amount shall remain the same at $327,002.00 during this term.

8. Contract Type & #: Purchase of Services Agreement – Agreement #PSAP-598369-20
   Department: Children and Youth Services
   Vendor: Children’s Service Center of Wyoming Veley, Inc.
   Term: Effective Date: July 1, 2020
         Expiration Date: June 30, 2022
   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 $37,797.00 during this term.
9. Contract Type & #: Amendment #3 to Agreement #PSAP-582915-18
Department: Children and Youth Services
Vendor: Diversified Treatment Alternative Centers
Term: Effective Date: July 1, 2019
Expiration Date: November 30, 2020
Funding Source: 13% County, 51% State, 32% Federal, 4% Other
Description & Amount: This Amendment is extending the term of the Agreement and continue in effect Attachment B – Fee Schedule for the above period. The Vendor provides for the provision of placement services to County client families as referred by Children and Youth Services. The estimated amount shall remain the same at $13,867.00 during this term.

10. Contract Type & #: Amendment #1 to Agreement #PSAP-582917-18
Department: Children and Youth Services
Vendor: Edison Court
Term: Effective Date: July 1, 2019
Expiration Date: November 30, 2020
Funding Source: 13% County, 51% State, 32% Federal, 4% Other
Description & Amount: This Amendment is extending the term of the Agreement and continue in effect Attachment B – Fee Schedule for the above period. The Vendor provides for the provision of placement services to County client families as referred by Children and Youth Services. The estimated amount shall remain the same at $30,988.00 during this term.

11. Contract Type & #: Purchase of Services Agreement – Agreement #PSAP-598383-20
Department: Children and Youth Services
Vendor: Families United Network, Inc.
Term: Effective Date: July 1, 2020
Expiration Date: June 30, 2022
Funding Source: 13% County, 51% State, 32% Federal, 4% Other
Description & Amount: The County is engaging the Vendor for the provision of placement and foster care services to County client families as referred by Children and Youth Services. The estimated amount shall not exceed $1,323,642.00 during this term.
12. Contract Type & #: Amendment #1 to Agreement #PSAP-583496-18
Department: Children and Youth Services
Vendor: Madison Adoption Associates
Term: Effective Date: July 1, 2019
Expiration Date: November 30, 2020
Funding Source: 13% County, 51% State, 32% Federal, 4% Other
Description & Amount: This Amendment is extending the term of the Agreement and continue in effect Attachment B – Fee Schedule for the above period. The Vendor provides for the provision of placement services to County client families as referred by Children and Youth Services. The estimated amount shall remain the same at $7,345.00 during this term.

13. Contract Type & #: Amendment #1 to Agreement #PSAP-596174-19
Department: Children and Youth Services
Vendor: Tabor Children’s Services
Term: Effective Date: July 1, 2019
Expiration Date: November 30, 2020
Funding Source: 13% County, 51% State, 32% Federal, 4% Other
Description & Amount: This Amendment is extending the term of the Agreement and continue in effect Attachment B – Fee Schedule for the above period. The Vendor provides for the provision of placement services to County client families as referred by Children and Youth Services. The estimated amount shall remain the same at $21,710.00 during this term.

14. Contract Type & #: Amendment #2 to Agreement #PSAP-582943-18
Department: Children and Youth Services
Vendor: United Charities Inc. of Hazleton
Term: Effective Date: July 1, 2019
Expiration Date: November 30, 2020
Funding Source: 13% County, 51% State, 32% Federal, 4% Other
Description & Amount: This Amendment is extending the term of the Agreement and continue in effect Attachment B – Fee Schedule for the above period. The Vendor provides for the provision of placement services to County client families as referred by Children and Youth Services. The estimated amount shall remain the same at $36,156.00 during this term.
15. Contract Type & #: Amendment #1 to Agreement #PSAP-582946-18
   Department: Children and Youth Services
   Vendor: VisionQuest National Ltd.
   Term: Effective Date: July 1, 2019
   Expiration Date: November 30, 2020
   Funding Source: 13% County, 51% State, 32% Federal, 4% Other
   Description & Amount: This Amendment is extending the term of the Agreement and continue in effect Attachment B – Fee Schedule for the above period. The Vendor provides for the provision of placement services to County client families as referred by Children and Youth Services. The estimated amount shall remain the same at $89,679.00 during this term.

16. Contract Type & #: Amendment #2 to Agreement #EA-222592-19
   Department: Facilities
   Vendor: Entech Engineering, Inc.
   Term: Effective Date: June 25, 2020
   Expiration Date: until project completion
   Funding Source: 100% County
   Description & Amount: This Amendment serves to add supplemental engineering services by the Vendor for the Berks Heim Boiler Project due to the timeline extension as a result of the COVID-19 shutdown for an additional amount not to exceed $28,900.00 during this term.

17. Contract Type & #: Addendum #3 to Agreement #EA-178463-16
   Department: Facilities
   Vendor: McCormick Taylor, Inc.
   Term: Effective Date: June 25, 2020
   Expiration Date: until project completion
   Funding Source: 100% County
   Description & Amount: This Amendment serves to add supplemental construction inspection services by the Vendor for the Zettemoreys Bridge Rehabilitation Project due to the timeline extension as a result of the COVID-19 shutdown for an additional amount not to exceed $19,460.00 during this term.
18. Contract Type & #: Amendment #4 to Agreement #ICA-132113-12  
Department: Juvenile Probation Office  
Vendor: Herbein and Company, Inc.  
Term: Effective Date: January 1, 2020  
Expiration Date: June 30, 2020  
Funding Source: 50% County, 50% State  
Description & Amount: This Amendment serves to extend the Agreement for the Vendor to provide accounting services for the Earthwise Snack Shop by performing weekly cash receipts reconciliation and entry, bi-weekly payroll processing, bi-weekly accounts payable processing, monitoring of cash flow, monthly bank reconciliations, monthly inventory adjustments, quarterly financial statements, attend quarterly board meetings to present financial statements, quarterly payroll tax return preparation, annual payroll reporting preparation, and the preparation of annual Form 990. The monthly rate shall remain at $440.00. The annual cost for preparation of the Form 990 shall remain at $600.00.

19. Contract Type & #: Amendment #3 to Agreement #HSD-208772-18  
Department: Mental Health and Developmental Disabilities  
Vendor: Berks Encore  
Term: Effective Date: July 1, 2019  
Expiration Date: June 30, 2020  
Funding Source: 100% State  
Description & Amount: This Amendment serves to increase the amount from $68,200 to $72,200 for home delivered meal service.

20. Contract Type & #: Amendment #3 to Agreement #HSD-208779-18  
Department: Mental Health and Developmental Disabilities  
Vendor: Co-County Wellness, Reading  
Term: Effective Date: July 1, 2019  
Expiration Date: June 30, 2020  
Funding Source: 100% State  
Description & Amount: This Amendment serves to increase the amount from $22,000 to $29,400 for Service Planning/Case Management services.
21. Contract Type & #: Amendment #3 to Agreement #HSD-208805-18
   Department: Mental Health and Developmental Disabilities
   Vendor: Family Guidance Center
   Term: Effective Date: July 1, 2019
         Expiration Date: June 30, 2020
   Funding Source: 100% State
   Description & Amount: This Amendment serves to increase the amount from $12,000 to $13,100 for counseling services.

22. Contract Type & #: Independent Contractor Agreement - Agreement #ICA-230317-20
    Department: Mental Health and Developmental Disabilities
    Vendor: Obermayer, Rebmann, Maxwell, & Hippel, LLC
    Term: Effective Date: July 1, 2020
           Expiration Date: June 30, 2021
    Funding Source: 100% State funded for HealthChoices portion
                    22% Federal 75% State, 3% County for MH/DD portion
    Description & Amount: The County is engaging the Vendor for the delivery of legal services to the HealthChoices Program and Mental Health/Developmental Disabilities (MH/DD) Program. The amount shall not exceed $45,000.00.

23. Contract Type & #: Amendment #6 to Agreement #ICA-3547-08
    Department: Mental Health/Developmental Disabilities
    Agency: Service Access & Management, Inc.
    Term: Effective Date: July 1, 2019
           Expiration Date: June 30, 2022
    Funding Source: 100% State
    Description & Amount: This Amendment serves to add $2,000,000 changing the amount from $8,702,305 to $10,702,305 for expansion of housing options and supports within the County.
24. Contract Type & #: Amendment #4 to Agreement #PSA-219301-19
Department: Mental Health and Developmental Disabilities
Contractor: Service Access & Management, Inc.
Term: Effective Date: December 31, 2020
Expiration Date: June 30, 2020
Funding Source: 3% County, 22% State and 75% Federal
Description & Amount: This Amendment serves to replace Appendix J-1, Human Services Block Grant Fiscal Year 2019-2020 Allocations dated December 31, 2019 with Appendix J-2, Department of Human Services Block Grant Year 2019-2020 Allocations dated April 10, 2020, which shall add $210,000.00 in Mental Health Services Appropriation 10248 funds, $142.00 in Intellectual Disabilities Appropriation 10235 funds, and $142.00 in Intellectual Disabilities MA Appropriation 70175 funds. This funding is effective April 10, 2020.

In addition, this Amendment serves to amend the Fiscal Year 2018/2019 Human Services Block Grant Retained Earnings Plan. Mental Health First Aid Training shall be reduced from $12,648.00 to $2,040.00; Suicide Prevention Task Force shall be reduced from $38,027.00 to $30,468.00; Project Transition shall be reduced from $240,098.00 to $183,488.00, and $96,777.00 shall be added for COVID-19 response funds. SAMS’s total portion of the Retained Earnings Plan is increased from $294,772.17 to $317,773.00. This funding is effective June 2, 2020.

25. Contract Type & #: Purchase of Service Agreement – Agreement #PSA-230883-20
Department: Mental Health and Developmental Disabilities
Vendor: Service Access & Management, Inc.
Term: Effective Date: July 1, 2020
Expiration Date: June 30, 2021
Funding Source: 3% County, 22% State and 75% Federal
Description & Amount: The County is engaging the Vendor for the provision of emergency services, support coordination, ICM, RC, administrative case management, intake, early intervention, crisis and waiver services for the mental health and developmental disabilities program. The rate schedule shall be $25.70 per unit for Blended Case Management; $23.62 per unit for Supports Coordination; and $19.90 per unit for Early Intervention Services Coordination. The agreement amount shall be confirmed upon receipt of budget approval by the Department of Human Services. The estimated amount, based on previous fiscal year expense, shall be $17,006,000.00.