

Commissioners' Board Meeting Minutes December 23, 2021

The Berks County Board of Commissioners met in regular session on Thursday, December 23, 2021, 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 Christine M. Sadler, County Solicitor, Ronald R. Seaman, Chief Administrative Officer and Carmen Torres, Chief Clerk.

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

Berks County COVID-19 Data Report / Co-County Wellness Update - Brian Gottschall, Director of Department of Emergency Services

The current surge has finally peaked, whether it was primarily Delta or Omicron is unknown. Hospitals remain strained and antivirals continue to move through the approval process. Drive-by public testing continues to be available in Bernville. Contact tracing is still not being fully supported and/or utilized by the public.

Approval of Minutes

The minutes of December 16, 2021 Commissioners' Board Meeting were approved as presented.

Commissioner Leinbach noted an Executive Session was held December 22, 2021 and dealt with personnel, contract negotiations and litigation.

Public Comment on Agenda Items

No comments.

Agenda Items

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

469.2021 Adopt a resolution authorizing 2021 Budget Transfers in the amount of \$1,087,205 and 2021 Appropriations in the amount of \$27,285,063 per listing dated December 17, 2021.

470.2021 Adopt a resolution authorizing Human Resources Recommendations dated December 23, 2021 as follows:

1. Authorize the appointment of Kelly Kline to PC010763 Custody Support Master – Court Administration, effective 1/5/2022. Rate of \$58,028/annually. Replacement for John M. Stott who retired. This request meets the criteria of the Hiring Policy. Budget 10000 – 11600.

2. Authorize the appointment of George Holmes to PC010243 Chief Deputy Coroner – Coroner Department, effective 1/3/2022. Rate of \$66,622/annually. Salary range Minimum \$46,685; Midpoint \$62,247; Maximum \$77,809. Replacement for Kurt Katzenmoyer who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11520.
3. Authorize the appointment of James Wilson to PC010004 Assistant Chief Deputy Coroner – Coroner Department, effective 1/3/2022. Rate of \$60,566/annually. Salary range Minimum \$44,460; Midpoint \$59,280; Maximum \$74,099. Replacement for Kevin Neiswender who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11520.
4. Authorize the promotion of Daniel Heydt from PC010128 Deputy Chief – Adult Probation to PC012900 Chief Probation Officer – Juvenile Probation, effective 1/5/2022. Rate of \$112,500/annually. Salary range Minimum \$73,720; Midpoint \$98,294; Maximum \$122,867. Replacement for Robert Williams who retired. This request meets the criteria of the Hiring Policy. Budget 10000 – 12020.
5. Authorize the promotion of Nicholas Volo from PC010127 Assistant Chief to PC010128 Deputy Chief – Adult Probation, effective 1/5/2022. Rate of \$94,512/annually. Salary range Minimum \$55,682; Midpoint \$74,243; Maximum \$92,804. Replacement for Daniel Heydt who was promoted. This request meets the criteria of the Hiring Policy. Budget 10000 – 12010.
6. Authorize the promotion of Adam Bechdel from PC012047 Probation Officer II to PC010127 Assistant Chief – Adult Probation, effective 1/5/2022. Rate of \$86,463/annually. Salary range Minimum \$52,810; Midpoint \$70,413; Maximum \$88,016. Replacement for Nicholas Volo who was promoted. This request meets the criteria of the Hiring Policy. Budget 10000 – 12010.
7. Authorize the promotion of Shanewha Waddy from PC011174 Judicial Coordinator – Court Administration to PC012242 Senior Contract Coordinator – Purchasing Department, effective 1/3/2022. Rate of \$46,000/annually. Salary range Minimum \$39,767; Midpoint \$53,023;

Maximum \$66,279. Replacement for George Rodrigues who was promoted. This request meets the criteria of the Hiring Policy. Budget 10000 – 11180.

8. Authorize a salary adjustment for Brittany Mason PC013142 Assistant County Solicitor – Solicitor's Office, effective 1/1/2022. Rate of \$63,652/annually. Salary range Minimum \$52,618; Midpoint \$70,157; Maximum \$87,697. This salary includes Ms. Mason's 2022 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11020.
9. Authorize a salary adjustment for Taylor Stark PC010122 Assistant County Solicitor – Solicitor's Office, effective 1/1/2022. Rate of \$61,531/annually. Salary range Minimum \$52,618; Midpoint \$70,157; Maximum \$87,697. This salary includes Ms. Stark's 2022 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11020.
10. Authorize a salary adjustment for Jennifer Rhoads PC012241 Buyer – Purchasing Department, effective 1/1/2022. Rate of \$46,000/annually. Salary range Minimum \$35,168; Midpoint \$46,891; Maximum \$58,614. This salary includes Ms. Rhoads' 2022 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11510.
11. Authorize promotions effective 1/1/2022 for District Attorney and Public Defenders departments per attached Promotion memorandum. The new salary listed includes the 2022 annual increase.
12. Authorize salary adjustments effective 1/1/2022 for District Attorney and Public Defenders Department per the attached Salary Adjustment memorandum. The new salary listed includes the 2022 annual increase.
13. Authorize an increase to the pay rate for Per Diem employees per the attached Per Diem memorandum, effective 1/1/2022. Rate of \$90 per day. The new rate for Per Diem staff is inclusive of all daily costs associated with the respective positions.
14. Authorize the utilization of a temporary agency for a Records Clerk – Workforce Development Board Department, effective 12/24/2021. Rate not to exceed

\$27.00/hour. Utilization of the temporary agency will cease when a candidate is hired to fill the Assistant Director Workforce Development Board position. This request meets the criteria of the Hiring Policy. Budget 25000 – 26660.

- 471.2021 Adopt a resolution authorizing medical, including prescription, dental and vision coverage for management/confidential employees to begin on the first day of employment. This change will take effect January 1, 2022.
- 472.2021 Adopt a resolution authorizing acceptance and execution of the proposal letter dated December 13, 2021 from the Greater Reading Chamber Alliance to provide Leadership, Supervisor Training Certificate Program Module 1 and Professional Development Webinars to the employees of the County of Berks.
- 473.2021 Adopt a Resolution which authorizes Christian Y. Leinbach, as Chairman of the Board of County Commissioners, to execute the renewal agreement and any and all other necessary documents with Relationships Made to Succeed (RMTS), to provide Stop Loss Coverage for the County's Medical Insurance claims for calendar year 2022.
- 474.2021 Adopt a resolution authorizing approval of the revised Employee Paid Leave Policy, Section 9.3, of the Human Resources Policy & Procedure Manual with revision date of January 1, 2022.
- 475.2021 Adopt a resolution authorizing approval of the revised Tuition Assistance Program for Management/Confidential, Section 5.2, of the Human Resources Policy & Procedure Manual with revision date of January 1, 2022.
- 476.2021 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Delta Dental Service Contract renewal for a two (2) year term expiring December 31, 2023.
- 477.2021 Adopt a resolution authorizing the appointment of Gregg Eshelman, Mohnton, Pennsylvania to the Berks County Agricultural Land Preservation Board for a 3-year term expiring on December 31, 2024.
- 478.2021 Adopt a resolution authorizing the revision to the Financial Policy; Directive #12 Budget Transfers increasing the Budget Transfers/Appropriations threshold from \$5,000 to \$10,000 and delegating authority to the Chief Financial Officer or his/her designee to approve a move of monies between and among line

items of \$10,000 or less, effective January 1, 2022. Any amounts over \$10,000 require Commissioners' approval.

- 479.2021 Adopt a resolution authorizing the appointment of Samuel Kalbach, a Cumru Township Commissioner, as the representative of 1st Class Townships to the Reading Area Transportation Study (RATS) Coordinating Committee effective immediately. This is a replacement for Leonard "Chip" Bilger (Cumru Township) who resigned.
- 480.2021 Adopt a resolution authorizing the appointment of Michele Albright, Rockland Township Supervisor, as the representative of 2nd Class Townships to the Reading Area Transportation Study (RATS) Coordinating Committee effective immediately. This is a replacement for James Oswald (Lower Alsace Township) who resigned.
- 481.2021 Adopt a resolution authorizing the appointment of Brian Hoffa, Sinking Spring Borough Councilman, as the Boroughs representative to the Reading Area Transportation Study (RATS) Coordinating Committee effective immediately. This is a replacement for Stephen Price (Wernersville Borough) who is no longer in office.
- 482.2021 Adopt a resolution authorizing the execution of the Collective Bargaining Agreement between Berks County and the Berks County Deputy Sheriffs' Association beginning January 1, 2022, through December 31, 2025.
- 483.2021 Adopt a resolution authorizing the Memorandum of Agreement ("Agreement") between the County of Berks ("County") and the American Federation of State, County and Municipal Employees, District Council 88, Local 462 ("Union") on behalf of the County's employees in the Residual Bargaining Unit, extending the Collective Bargaining Agreement and Initial Extension Agreements for a one-year extension and shall now expire December 31, 2022.
- 484.2021 Adopt a resolution authorizing the Memorandum of Agreement ("Agreement") between the County of Berks ("County") and the American Federation of State, County and Municipal Employees, District Council 88, Local 462 ("Union") on behalf of the County's employees in the Court Appointed/Court Related Bargaining Unit, extending the Collective Bargaining Agreement and Initial Extension Agreements for a one-year extension and shall now expire December 31, 2022.
- 485.2021 Adopt a resolution authorizing execution of Independent Contractor Agreement by and between County of Berks ("County"), and Lit Communities Broadband, Inc.

("Contractor"), to provide broadband consulting services and network feasibility study services, in cooperation with Berks Alliance ("Alliance") which is participating as an integral partner of the overall consulting and feasibility study service project.

- 486.2021 Adopt a resolution authorizing the execution of agreement between County of Berks and AVM Services, Norristown, PA, for the installation of vending machines on the 2nd Floor, Services Center, subject to review and approval by the Solicitor's office.
2. Motion to authorize execution of Contract Agreements/Amendments as set forth on attached listing dated December 20, 2021. There was a total of five contracts.

Reports

1. Linda Weaver, Deputy Treasurer, prepared and submitted a weekly Treasurer's report.
2. The Controller's weekly report was presented by Andrew Noll, Fiscal Manager.

Report of Chief Administrative Officer - Ronald R. Seaman
Called in via phone and expressed holiday sentiments to all.

Commissioners' Comments

Commissioner Rivera

Gave thanks to all for a great year and noted that you cannot control what happens to you, only how you respond, and that those positive attitudes and outlooks likely contributed to a lot of the successes of the year. Wished everyone a Merry Christmas and said to please try and stay safe while enjoying.

Commissioner Barnhardt

Commended the County workforce on a positive and progressive year. Also wished everyone a very happy holiday as well as recognized those who aren't as joyful, struggling or unable to celebrate, including those suffering from addiction and mental health, shut-ins, those in senior care facilities and everyone incarcerated; we are mindful not everyone enjoys the holidays the same.

Commissioner Leinbach

Expressed Merry Christmas, happy holidays, and a blessed new year to all. Offered remembrance and reverence to those who may not be as cheerful this holiday season due to the loss of a loved one or a loved one battling sickness and acknowledged those working the front lines who aren't able to be home with their families, such as hospital workers, emergency personnel, law enforcement authorities and the military.

Row Officers' Comments

No comments.

Public Comment

See attached Q&A to which the Commissioners jointly responded that a report delineating 2021 accomplishments as well as 2022 goals will be forthcoming in latter January 2022.

Adjournment

There being no further business, the meeting adjourned at 10:36 a.m.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Carmen Torres", is written over a horizontal line.

Carmen Torres, Chief Clerk