

Commissioners' Board Meeting Minutes
November 3, 2022

The Berks County Board of Commissioners met in a regular session on Thursday, November 3, 2022, at 10:00 A.M. in the Commissioners' Boardroom, 13th floor of the Berks County Services Center, and 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 Commissioners Kevin S. Barnhardt and Michael S. Rivera in attendance. Also present were Christine M. Sadler, Solicitor, Ronald R. Seaman, Chief Operations Officer and Carmen Torres, Chief Clerk.

Commissioner Leinbach opened the meeting with a moment of silence, followed by the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES

The October 27, 2022, Commissioners' meeting minutes were approved as presented.

Commissioner Leinbach noted that three Executive Sessions were held on November 2, 2022, all dealing with personnel.

PUBLIC COMMENT ON AGENDA ITEMS

No comments

AGENDA ITEMS

A motion was made by Commissioner Barnhardt and seconded by Commissioner Rivera to approve the agenda as presented.

Authorizing:

- 395.2022 Adopt a resolution authorizing 2022 Budget Transfers in the amount of \$734,375 and 2022 Appropriations in the amount of \$145,500 per listing dated October 28, 2022.

- 396.2022 Adopt a resolution authorizing Human Resources Recommendations dated November 3, 2022, as follows:
 - 2. Authorize the appointment of Carissa Ritchie to PC013317 Human Resources Generalist, Human Resources, effective 11/14/2022. Rate of \$50,000/annually. Salary range Minimum \$40,016; Midpoint \$53,355; Maximum \$66,693. Replacing Tyleah Betances who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11410.

 - 3. Authorize the appointment of Oliver Arthur to PC012683 Senior Government Accountant, Controller's Office,

effective 11/16/2022. Rate of \$78,000/annually. Salary range Minimum \$59,696; Midpoint \$79,594; Maximum \$99,493. Replacing Candace Miller who transferred. This request meets the criteria of the Hiring Policy. Budget 10000 – 11120.

4. Authorize salary adjustments effective 11/04/2022 for the Human Resources Department per the attached Salary Adjustment memorandum.
- 397.2022 Adopt a resolution amending resolution No. 373-2022 to reflect the reappointment of David Phillips, Mohrsville, Pennsylvania to the Berks County Agricultural Land Preservation Board for a 3 year term expiring on December 31, 2025.
- 398.2022 Adopt a resolution authorizing the reappointment of Christopher Phillips, Sinking Spring, Pennsylvania to the Reading Public Library for a 3 year term expiring on December 31, 2025.
- 399.2022 Adopt a resolution authorizing Pamela Seaman, MH/DD Administrator, to accept the capitation rates offered by the Department of Human Services for the HealthChoices Program for the calendar year January through December 2023.
- 400.2022 Adopt a resolution authorizing Christian Y. Leinbach, Chair to execute the FY 2021-2022 Financial Statement reconciliation form for funds expended under Juvenile Probation Services Grant for the budget period July 1, 2021 – June 30, 2022.
- 401.2022 Adopt a resolution of the Board of Commissioners approving the Next Generation Farmer Loan Program to provide financing in the total amount of \$525,000 for Curtis L. and Marilyn B. Nolt, for property located at 32 Bordner Road, Tulpehocken Township, Richland, Berks County, Pennsylvania; and further authorizes Christian Y. Leinbach, Chair, to execute the Approval of Applicable Elected Representative form and the letter of approval to Curtis L. and Marilyn B. Nolt.
- 402.2022 Adopt a resolution authorizing Christian Y. Leinbach, Chairman, to execute and deliver an amendment, subject to final review and approval of the terms and conditions by the Solicitor's Office, modifying the System User Agreement with Penn State Berks—St. Joseph Hospital, providing restrictions relating to audio recording of emergency communications on the county-owned public safety radio system.
- 403.2022 Adopt a resolution authorizing Christian Y. Leinbach, Chairman, to execute and deliver an amendment, subject to final review and approval of the terms and conditions by the

Solicitor's Office, modifying the System User Agreement with Tower Health—Reading Hospital, providing restrictions relating to audio recording of emergency communications on the county-owned public safety radio system.

- 404.2022 Adopt a resolution authorizing a letter of support for the Pennsylvania Commission of Crime and Delinquency (PCCD) Local Law Enforcement Grant application submitted by the Borough of Wyomissing.
 - 405.2022 Adopt a resolution authorizing a letter from the Board of Commissioners supporting the closure of the Wernersville Community Correction Center.
 - 406.2022 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Publication Agreement for County of Berks, PA Magazine between Hoffman Publishing Group, Incorporated (“the Publisher”) and the County of Berks “(the County)”. For the distribution of a magazine in print and electronic form three (3) times throughout the year, pending review and approval of the terms and conditions by the Solicitor's office.
 - 407.2022 Adopt a resolution authorizing Christine M. Sadler, Solicitor, to execute the letter agreement and Statement of Work with Sylint Group, Inc., to provide forensic services.
- 2. Motion to authorize execution of Contract Agreements/Amendments as set forth on the attached listing dated October 31, 2022.
 - 3. Motion to authorize execution of the payments and electronic transfers as set forth on Controller's Office vouchers listing dated November 3, 2022.
 - 4. Motion to authorize execution of employee payroll disbursements dated November 8, 2022.

REPORTS OF TREASURER AND CONTROLLER

- 1. Shirley Benzel, Office Manager, presented the weekly Treasurer's report.
- 2. Sandy Graffius, Controller, presented the weekly Controller's report.

REPORT OF CHIEF OPERATIONS OFFICER – Ronald R. Seaman
Nothing to report.

COMMISSIONERS' COMMENTS

Commissioner Rivera

He gave a listing of upcoming community events and invited everyone to participate.

Commissioner Barnhardt

He discussed the agenda for the upcoming Elections Board meeting.

Commissioner Leinbach

He spoke about the Veterans' appreciation dinner dance at the Wilson High School gym and the induction of Veterans into the Hall of Fame. He spoke of the challenges we face in Court decisions relating to Elections, which will be discussed at the Elections Board meeting.

ROW OFFICERS' COMMENTS

No Comments

PUBLIC COMMENT

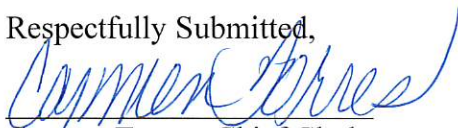
See attached Q&A

Cody L. Kauffman, First Assistant Solicitor responded to the question from Mr. Zentgraf.

ADJOURNMENT

There being no further business, Commissioner Leinbach adjourned the meeting at 10:28 a.m.

Respectfully Submitted,



Carmen Torres, Chief Clerk

Salary Adjustments
Effective 11/04/2022

									New salary range from 11/03/22 Salary Board		
Name	Hire Date	Department	Position	Position Code	New Salary	Salary Range Minimum	Salary Range Midpoint	Salary Range Maximum	New Salary Range Minimum	New Salary Range Midpoint	New Salary Range Maximum
Weaknecht, Jessica	9/11/06	Human Resources	Director Of Human Resources	011089	122,800.	91,674	122,234	152,790			
Scheffler, Kristin	11/8/17	Human Resources	Assistant Director	012938	95,000.	59,957	79,943	99,929	75,433	100,577	125,722
Dry, Tina	1/2/02	Human Resources	Payroll Manager	011982	85,000.	52,672	70,229	87,786	66,784	89,045	111,307
Kartsotis, Betsy	9/10/14	Human Resources	Compensation Manager	013444	75,000.	49,439	65,919	82,399	53,948	71,931	89,914
Pennington, Wendy	5/5/21	Human Resources	Benefits Manager	013316	75,000.	49,439	65,919	82,399	53,948	71,931	89,914
Melendez, Suzette	2/1/19	Human Resources	Human Resources Manager	013525	72,000.	49,439	65,919	82,399	53,948	71,931	89,914
Robinson , Iryna	6/4/14	Human Resources	Payroll Supervisor	013523	70,000.	49,439	65,919	82,399	53,948	71,931	89,914
Kline, Marguerite	4/17/19	Human Resources	Human Resources Manager	013318	67,000.	49,439	65,919	82,399	53,948	71,931	89,914
Stumpf, Kelly	4/19/17	Jail System	Human Resources Manager Senior Leave of Absence	013526	65,000.	49,439	65,919	82,399	53,948	71,931	89,914
Pantoja, Tiffany	6/20/01	Human Resources	Administrator	013527	60,000.	42,154	56,205	70,257			
Collazo Rosario, Carmen	10/10/18	Human Resources	Human Resources Generalist	013385	58,000.	40,016	53,355	66,693	46,965	62,620	78,275
Keller, Jonnelle	5/9/18	Human Resources	Benefits/Pension Coordinator	013311	55,000.	39,306	52,407	65,509	43,749	58,332	72,915
Straub, Heather	4/6/22	Human Resources	Human Resources Coordinator	013532	50,873.	38,155	50,873	63,591			
Kitchenoff, Lyn	8/4/93	Berks Heim - Personnel	Human Resources Coordinator	011119	47,700.	38,155	50,873	63,591			