

**Commissioners' Board Meeting Minutes**  
**October 13, 2022**

The Berks County Board of Commissioners met in a regular session on Thursday, October 13, 2022, at 10:00 A.M. in the Commissioners' Boardroom, 13<sup>th</sup> 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 Cody L. Kauffman, First Assistant 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 6, 2022, Commissioners' meeting minutes were approved as presented.

Commissioner Leinbach noted that several Executive Sessions were held, one on October 6, 2022, dealing with personnel. Another session was held on October 11, 2022, dealing with litigation and real estate, and one on October 12, 2022, dealing with litigation and real estate.

**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.

1. Authorizing:

- 352.2022 Adopt a resolution authorizing 2022 Budget Transfers in the amount of \$600,000 and 2022 Appropriations in the amount of \$73,500, per listing dated October 7, 2022.
- 353.2022 Adopt a resolution authorizing Human Resources Recommendations dated October 13, 2022, as follows:
  - 1. Authorize the appointment of Shawn Brothwell to PC010184 Assistant Public Defender II, Public Defender's Office, effective 10/26/2022. Rate of \$64,000/annually. Salary range Minimum \$52,649; Midpoint \$70,199; Maximum \$87,748. Replacing Michael Hillegas who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.
  - 2. Authorize the promotion of Douglas Grove from PC013495 Assistant Park Ranger Supervisor to PC013178 Park Ranger Supervisor, Parks and Recreation Department, effective

10/18/2022. Rate of \$53,500/annually. Salary range Minimum \$41,332; Midpoint \$55,108; Maximum \$68,885. Replacing Eric Seidel who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 16070.

3. Authorize the transfer of Kristen Schlottman from PC013371 Juvenile Court Operations Manager, Juvenile Probation to PC011171 Judicial Coordinator, Court Administration, effective 10/19/2022. Rate of \$48,209/annually. Salary range Minimum \$33,827; Midpoint \$45,103; Maximum \$56,379. Replacing Jodi Wilson who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11600.
  4. Authorize the utilization of a temporary agency for two (2) Developer Analyst positions – Information Systems, effective 10/14/2022. Rate not to exceed \$135.00/hour. Utilization of the temporary agency will cease when candidates are hired to fill the Developer Analyst positions. This request meets the criteria of the Hiring Policy. Budget 10000 – 11170.
- 354.2022 Adopt a resolution authorizing Brian A. Gottschall, Director, Department of Emergency Services, to execute an Agreement between the County of Berks and Geisinger Medical Center ("GMC") through its LifeFlight program, to utilize their one-call-system ("System") for aeromedical dispatching.
- 355.2022 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the EHD Risk Control Service Agreement-Renewal effective January 1, 2023 and ending December 31, 2023.
- 356.2022 Adopt a resolution rescinding resolution No. 59-19 and replace it with resolution No. 356.2022 authorizing the Director of Facilities and Operations and Deputy Director of Facilities and Operations to be the designated signatory agents concerning motor vehicle lease documents with Enterprise Fleet Management, Inc.
- 357.2022 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Lobbying Certification Form for Mental Health/Intellectual Disability (MH/ID) program's Fiscal Year 2022-2023 funding allocation for Community Mental health services.
- 358.2022 Adopt a resolution authorizing Ronald R. Seaman, Chief Operations Officer, to apply for the Local Assistance and Tribal Consistency Fund (LATCF) for fiscal years 2022 and 2023 in the amount of \$50,000 each year.
- 359.2022 Adopt a resolution authorizing execution of Subgrant Application No. 39379 – Local Law Enforcement Support to the Pennsylvania Commission on Crime and Delinquency ("PCCD"). The Sheriff's

Office will use the Grant to replace equipment to maintain their less lethal program.

360.2022 Adopt a resolution authorizing execution of the lease agreement between the County of Berks and Service Access & Management, Inc., for the leasing of second-floor space at 19 N. 6th Street, Reading, Pennsylvania, for use as general office space and essential county services.

- 2. Motion to authorize execution of Contract Agreements/Amendments as set forth on the attached listing dated October 7, 2022. There was a total of 7 contracts and gave a listing of all the departments.
- 3. Motion to authorize execution of the payments and electronic transfers as set forth on Controller's Office vouchers listing dated October 13, 2022.

**REPORTS OF TREASURER AND CONTROLLER**

- 1. Linda Weaver, Chief Deputy Treasurer, presented the weekly Treasurer's report.
- 2. Sandy Graffius, Controller, presented the weekly Controller's report.

**REPORT OF CHIEF OPERATIONS OFFICER** – Ronald R. Seaman

Mr. Seaman reported on behalf of Parks and Recreation to extend the invitation to the Harvest Fun Day being held on Saturday, October 22nd, from 1-4 PM at the Berks County Heritage Center.

**COMMISSIONERS' COMMENTS**

Commissioner Rivera

He congratulated the Hispanic Center for their Senior Center Casa de La Amistad ribbon-cutting ceremony. He announced the 21st annual Safe Berks silent witness march and dedication on October 17th as part of domestic violence awareness month. He invited small businesses to participate in the Small Business Expo Procurement Strategy Event on October 19th from 4-7 PM at the Holiday Inn, Morgantown.

Commissioner Barnhardt

He reminded everyone of the upcoming Elections Board meeting and briefly listed the agenda items. He expressed concerns about the harassing calls being made to the Election Services office. He asked anyone with a problem or complaint to contact the Commissioner's office and not discuss it with the employees in the Election Services office.

Commissioner Leinbach

He commended District Attorney John Adams and State Representative Barry Jozwiak for coming out and calling for the closure of the Wernersville Community Center due to the many incidents that have taken place at the center.

**ROW OFFICERS' COMMENTS**

No Comments

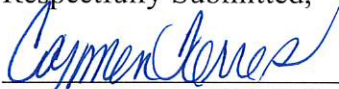
**PUBLIC COMMENT**

No comments

**ADJOURNMENT**

There being no further business, Commissioner Leinbach adjourned the meeting at 10:20 a.m.

Respectfully Submitted,



Carmen Torres, Chief Clerk