

## **Commissioners' Board Meeting Minutes January 4, 2018**

The Berks County Board of Commissioners met in regular session on Thursday, January 4, 2018, at 10:00 A.M. in the Boardroom on the 13th floor of the Berks County Services Center, 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 Mark C. Scott in attendance. Also present were County Solicitor Christine M. Sadler, Chief Administrative Officer Ronald R. Seaman and Chief Clerk Maryjo Gibson.

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

### **Approval of Minutes**

The minutes of December 21, 2017 Commissioners' Board Meeting were approved as presented.

### **Agenda Items**

1. A motion was made by Commissioner Barnhardt, seconded by Commissioner Scott and all voted unanimously to approve the items listed below:
  - 01.18 Adopt a resolution authorizing 2017 Budget Transfers in the amount of \$419,147 and 2017 Appropriations in the amount of \$9,398,343 per listing dated January 2, 2018.
  - 02.18 Adopt a resolution authorizing Human Resources Recommendations per listing dated January 4, 2018 as follows:
    1. Authorize the appointment of Amy Stout to PC010254 Senior Investigator – Public Defender's Office, effective 1/10/2018. Rate of \$41,000/annually. Salary range Minimum \$33,309; Midpoint \$44,412; Maximum \$55,515. Replacement for William Hanebury who retired. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.
    2. Authorize the appointment of Judy Chaverri to Assistant Public Defender I – Public Defender's Office, effective 1/10/2018. Rate of \$48,000/annually. Salary range Minimum \$44,690; Midpoint \$59,587; Maximum \$74,483. Replacement for Eric Taylor who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.

3. Authorize the transfer of Cindy Reales from PC010077 Aging Assessor I – Area Agency on Aging to PC010214 Bilingual/HAVA Coordinator – Election Services, effective 1/10/2018. Rate of \$41,000/annually. Salary range Minimum \$37,751; Midpoint \$50,334; Maximum \$62,918. Replacement for Clarisol Saez who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11050.
  4. Authorize salary increase for Kristy Belschwinder, PC013232 Client Service Coordinator – Public Defender's Office, effective 1/10/2018. Rate of \$42,500/annually. Salary range Minimum \$33,101; Midpoint \$44,135; Maximum \$55,168. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.
  5. Authorize salary increase for Margaret DeAntonio, PC011148 Judicial Administrative Assistant – Court Administration, effective 1/3/2018. Rate of \$46,544/annually. Salary range Minimum \$34,379; Midpoint \$45,838; Maximum \$57,298. The requested salary increase is based on the Judicial Administrative Assistant compensation structure previously approved by Salary Board. Budget 10000 – 11600.
  6. Authorize salary increase for Lisa Jozwiak, PC011157 Judicial Administrative Assistant – Court Administration, effective 1/3/2018. Rate of \$46,544/annually. Salary range Minimum \$34,379; Midpoint \$45,838; Maximum \$57,298. The requested salary increase is based on the Judicial Administrative Assistant compensation structure previously approved by Salary Board. Budget 10000 – 11600.
  7. Authorize salary increase for Brittney Frankowski, PC011155 Judicial Administrative Assistant – Court Administration, effective 1/3/2018. Rate of \$46,544/annually. Salary range Minimum \$34,379; Midpoint \$45,838; Maximum \$57,298. The requested salary increase is based on the Judicial Administrative Assistant compensation structure previously approved by Salary Board. Budget 10000 – 11600.
- 03.18 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Benefit Express Services, LLC Technology and Services Agreement between Benefit Express Services, LLC, Schaumburg, Illinois, and the County of Berks to provide

assistance with the Affordable Care Act (“ACA”) benefit reporting requirements for a two (2) year term effective December 1, 2017.

- 04.18 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the annual Emergency Management Performance Grant (EMPG) Application for Federal Fiscal Year 2018 (October 1, 2017 through September 30, 2018) in the amount of \$110,312.80, and any and all other required documents necessary to the application process. This grant application includes funding for the Director of Emergency Services and a Planner 1.
- 05.18 Adopt a resolution sending a letter of support from the Board of Commissioners to the Berks County Water & Sewer Association, c/o the Center for Excellence in Local Government at Albright College, for submission of an Application for the Governor’s Award for Environmental Excellence for the Berks County Source Water Protection Program. Shannon Rossman, Executive Director of the Berks County Planning Commission, reported that in an effort to get water providers across the County to work more cohesively with each other, the Berks County Water & Sewer Association (“Association”) created a County-Wide Source Water Protection Plan, which was adopted and approved in June 2017, and the Association is currently working with the Berks County Conservation District to implement the Plan. Ms. Rossman remarked this effort should be recognized, and this letter of support from the Board of Commissioners Berks will be included in the application for the Governor’s Award for Environmental Excellence.
- 06.18 Adopt a resolution authorizing the reappointment of Robert Williams, Sinking Spring, Pennsylvania, to the Council on Chemical Abuse Advisory Board for a three (3) year term expiring February 1, 2021.
2. There were no contracts this week.
3. Motion to authorize payments set forth on Controller’s Office vouchers payable listing dated January 2, 2018 for week ending January 3, 2018 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 FINANCIAL OFFICER**

There is no Budget or Operations Meeting this week.

**REPORT OF CHIEF ADMINISTRATIVE OFFICER**

Ronald R. Seaman remarked he has an ambitious agenda ahead and hopes to accomplish a lot.

**COMMISSIONERS' COMMENTS**

Commissioner Barnhardt

Commissioner Barnhardt announced this Saturday evening at the Reading Royals, Mental Health/Developmental Disabilities will present *Put The Stigma on Ice*, an event to raise awareness of mental health.

Commissioner Scott

No comments.

Commissioner Leinbach

Commissioner Leinbach tied his comments into the *Put The Stigma on Ice* event with the controversy of the proposed plans for the new mental health facility in Bern Township. Commissioner Leinbach commented this is absolutely needed, as there are not enough mental health services available in Berks County, and it may even take some pressure off people being sent to jail.

Ron Seaman added the facility is a permitted use in the area.

**COMMENTS FROM THE FLOOR**

There being no further business, the meeting adjourned at 10:19 A.M.

Respectfully Submitted,

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Maryjo Gibson, Chief Clerk