

Commissioners' Board Meeting Minutes January 9, 2020

The Berks County Board of Commissioners met in regular session on Thursday, January 9, 2020, at 10:00 A.M. in the Commissioners' Boardroom, 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 Michael S. Rivera 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.

Presentation

Dan Aquilino, Auditor with the Lehigh County Controller's Office and member the Association of Local Government Auditors ("ALGA"), presented the ALGA Certificate of Compliance Award to the Berks County Controllers' Office for consistently meeting the "Yellow Book" Standards.

Approval of Minutes

The minutes of December 19, 2019 Commissioners' Board Meeting, the December 19, 2019 Budget/Operations Meeting and the January 6, 2020 Reorganizational Meeting were approved as presented.

Public Comment on Agenda Items

None.

Commissioner Leinbach introduced Michael S. Rivera, the newest member of the Board of Commissioners. Commissioner Leinbach also welcomed David Hunter, the new Executive Director of the Berks County Planning Commission.

Commissioner Leinbach announced the County will be hiring an Assistant Administrator at the Berks Heim, Christie Kennedy. Commissioner Leinbach noted Terry Brennan, the current Administrator, will be retiring in April of next year and it is important to have someone in place to take over the leadership position. Commissioner Barnhardt pointed out that the Assistant Administrator's position will be shared with Complete HealthCare Resources ("CHR"); 75% paid by the County and 25% paid by CHR.

Commissioner Leinbach also introduced Commissioner Rivera's Executive Assistant Barbara Lopez, and Mary Kozak, the newly elected Recorder of Deeds.

Agenda Items

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:

1. Enactment of County Ordinance:

01-2020 AN ORDINANCE OF THE COMMISSIONERS OF BERKS COUNTY, PENNSYLVANIA, ESTABLISHING PROCEDURES AND GUIDELINES FOR THE INSTALLATION OF SIGNAL BOOSTERS ASSOCIATED WITH THE BERKS COUNTY PUBLIC SAFETY RADIO SYSTEM.

2. Resolutions:

03.2020 Adopt a resolution authorizing 2019 Budget Transfers in the amount of \$577,399; 2019 Appropriations in the negative amount of \$(135,957); and 2020 Budget Transfers in the amount of \$56,479 per listing dated January 6, 2020.

04.2020 Adopt a resolution authorizing Human Resources Recommendations per listing dated January 9, 2020 as follows:

1. Authorize the appointment of Barbara Lopez to PC011068 Executive Assistant – Commissioners, effective 1/06/2020. Rate of \$53,689/annually. Salary range Minimum \$33,721; Midpoint \$44,961; Maximum \$56,202. Replacement for Michelle Kircher. This request meets the criteria of the Hiring Policy. Budget 10000 – 11010.
2. Authorize the appointment of Virginia Burgos to PC010214 Bilingual/HAVA Coordinator – Election Services, effective 1/15/2020. Rate of \$42,200/annually. Salary range Minimum \$37,751; Midpoint \$50,334; Maximum \$62,918. Replacement for Cindy Reales who transferred. This request meets the criteria of the Hiring Policy. Budget 10000 – 11050.
3. Authorize the transfer of Kimberly Santoro, PC010779 Data Analyst II – Clerk of Courts to PC011168 Judicial Coordinator – Court Administration, effective 1/08/2020. Rate of \$35,570/annually. Salary range Minimum \$31,912; Midpoint \$42,550; Maximum \$53,187. Replacement for Ariane Cooney who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11600.

4. Authorize salary adjustment for Jessica Blauser PC011067 Executive Assistant – Commissioners, effective 1/1/2020. Rate of \$53,689/annually. Salary range Minimum \$33,721; Midpoint \$44,961; Maximum \$56,202. This salary includes Ms. Blauser's 2020 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11010.
 5. Authorize salary adjustment for Kay Leisey PC011066 Executive Assistant – Commissioners, effective 1/1/2020. Rate of \$53,689/annually. Salary range Minimum \$33,721; Midpoint \$44,961; Maximum \$56,202. This salary includes Ms. Leisey's 2020 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11010.
 6. Authorize salary adjustment for Abbey Rinehart PC011173 Judicial Coordinator – Court Administration, effective 1/1/2020. Rate of \$35,808/annually. Salary range Minimum \$31,912; Midpoint \$42,550; Maximum \$53,187. This salary includes Ms. Rinehart's 2020 annual increase. This request meets the criteria of the Hiring Policy. Budget 10000 – 11600.
 7. Authorize promotions effective 1/1/2020 for Assistant District Attorney and Assistant Public Defenders departments per the attached promotion memorandum. The new salary listed includes the 2020 annual increase.
 8. Authorize salary adjustments effective 1/1/2020 per the attached salary adjustment memorandum. The new salary listed includes the 2020 annual increase.
 9. Authorize the utilization of a temporary agency for a Financial Analyst – Budget and Finance Department, effective 1/10/2020. Rate not to exceed \$44.00/hour. Utilization of the temporary agency will cease when a candidate is hired to fill the Financial Analyst position. This request meets the criteria of the Hiring Policy. Budget 10000 – 11400.
- 05.2020 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Stop Loss Insurance Proposal Plan with Nationwide Stop Loss (RMTS), and any and all documents required to complete the application process, concerning the Berks County Employee healthcare insurance program.

- 06.2020 Adopt a resolution approving the financing by the Berks County Municipal Authority of a project for the benefit of Tower Health, which project consists generally of refunding of certain outstanding indebtedness and the financing of certain capital improvements on the Campus of Reading Hospital. Peter Edelman, Esquires, Bond Counsel to Tower Health, reported the issuance of this tax exempt Bond is to restructure certain debt of the hospital and to undertake certain capital improvement projects on Reading Hospital's campus. Mr. Edelman noted the Authority did conduct the required public meeting, to which no members of the public attended, and this action does not obligation the County financially.
- 07.2020 Adopt a resolution of the Berks County Board of Commissioners recognizing the Arbitration Awards concerning the Berks County Deputy Sheriffs' Association, and authorizing execution of the Awards documents.
- 08.2020 Adopt a resolution ratifying, confirming and approving Robert Patrizio, Chief Financial Officer, to bind insurance coverage for Berks County Children and Youth Services effective January 8, 2020; and further ratifies, confirms and approves Mr. Patrizio's execution of the General Liability and Umbrella policy applications.
- 09.2020 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Property Damage Release regarding damage to a County vehicle resulting from an automobile accident.
- 10.2020 Adopt a resolution approving rules and regulations for public meetings pursuant to the Sunshine Act.
- 11.2020 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the attestation page of the Facility Recredentialing Questionnaire from AETNA for the Berks Heim Nursing and Rehabilitation.
- 12.2020 Adopt a resolution ratifying, confirming and approving execution by Christian Y. Leinbach, Chair, of the Local Plan CEO letter and the WIOA Plan Review and Modification form for the Berks County Workforce Development Board's review of Berks County Program Year 2017-2019, Workforce Innovation and Opportunity Act (WIOA) Multi-Year Local Area Plan.

- 13.2020 Adopt a resolution authorizing the Berks County Board of Commissioners execution of a letter of support for Berks Connections/Pretrial Services for a grant application for PAsmart funding from the Pennsylvania Department of Labor and Industry. The grant funding is to enhance enrollment to those programs and/or increase the number of individuals entering registered apprenticeships for the Rebuilding Reentrants and Reading (R3) program.
- 14.2020 Adopt a resolution authorizing execution of the First Amendment to Management Services Agreement between the County of Berks and Complete HealthCare Resources – Eastern, Inc., to provide for the appointment of an Assistant Administrator at the Berks Heim, subject to final review and approval by the Solicitor's Office.
2. Motion authorizing execution of Contract Agreements/Amendments as furnished by the Contract Coordinator per listing dated January 7, 2020. Commissioner Leinbach noted there are 16 contracts and referenced the departments.
3. Motion authorizing payments set forth on Controller's Office vouchers payable listing dated January 7, 2020 for week ending January 8, 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. County Controller Sandy Graffius submitted reports for the weeks of December 24, December 31, 2019, and this week.

REPORT OF CHIEF FINANCIAL OFFICER

Robert Patrizio reported the Budget/Ops Meeting will begin at 2:00 p.m. and the Board will review the Comprehensive Plan and Jail next steps.

REPORT OF CHIEF ADMINISTRATIVE OFFICER

No report.

COMMISSIONERS' COMMENTS

Commissioner Barnhardt

Commissioner Barnhardt thanked the Bern Township Board of Supervisors and the Township Manager regarding the move of the Epler School to the Berks County Heritage

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Center, and for waiving the land development plan and hopefully the Stormwater Management Plan.

Commissioner Barnhardt mentioned there will be a Mt. Penn Preserve Meeting today to discuss Music on the Mountain involving partnering with various musical groups around the County.

Commissioner Barnhardt reported another goal of Mt. Penn Preserve is coordinating efforts to sign some of the trails on the Mountain and work on eliminating some of the trails that should not be used any longer.

Commissioner Rivera

Commissioner Rivera congratulated the Controllers' Staff on their Award and for their hard work.

Commissioner Rivera welcomed David Hunter and Mark Kozak.

Commissioner Rivera remarked in hiring an Executive Assistant, in addition to being someone he knew and trusted, it was also important that person was bilingual to help him reach out to the Latino community.

Commissioner Rivera will also be meeting with Department Heads and visiting County facilities to have a better knowledge of some of the challenges facing the County.

Commissioner Rivera will also be reaching out to federal and state legislators.

Commissioner Leinbach

Commissioner Leinbach reported he, his Executive Assistant Mary Buerer, Commissioner Rivera and Tami Hildebrand attended the Pennsylvania Farm Show yesterday. Commissioner Leinbach also took 3 local students; a Senior from Oley Valley High School, a Senior from Tulpehocken High School and a Junior from Schuylkill Valley High School.

ELECTED OFFICIALS' COMMENTS

Mary Kozak, the newly elected Recorder of Deeds, thanked everyone, noting the first four days have been overwhelming in a good way and she is privileged to serve.

County Controller Sandy Graffius reported the City has reinstated its Audit Committee and has asked Ms. Graffius to serve on the Committee.

Treasurer Dennis Adams thanked the Auditors for doing a good job.

COMMENTS FROM THE FLOOR

There being no further business, the meeting adjourned at 10:49 A.M.

Respectfully Submitted,

Maryjo Gibson, Chief Clerk