

Commissioners' Board Meeting Minutes January 16, 2014

The Berks County Board of Commissioners met in regular session on Thursday, January 16, 2014, 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 Vice Chair Kevin S. Barnhardt called the meeting to order with Commissioner Mark C. Scott in attendance. Commissioner Barnhardt reported Commissioner Leinbach was attending a CCAP (County Commissioners Association of Pennsylvania) priority announcement in Harrisburg, then to Lancaster for the Board of Directors' Meeting. Also present were First Assistant County Solicitor Christine M. Sadler, Chief Operating Officer Carl E. Geffken and Chief Clerk Maryjo Gibson.

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

PRESENTATION

In accordance with the advertisement, the Commissioners convened a public hearing to accept public comment on the enactment of Ordinance No. 01-2014 amending Ordinance No. 1-75, the Land Subdivision and Land Development Regulations. This Ordinance modifies and revises the Fee Schedule for Reviews. Michelle D. Franklin, Planner III, Berks County Planning Commission, commented the Fee Schedule is part of the Subdivision Ordinance and refers to municipalities that have their own subdivision and land development ordinance.

1. Enactment of Ordinance No. 01-2014:

AN ORDINANCE OF THE COUNTY OF BERKS, PENNSYLVANIA, AMENDING ORDINANCE NO. 1-75, ADOPTED MAY 20, 1975, AS AMENDED BY ORDINANCE NO. 1-90 ADOPTED MARCH 8, 1990, OF THE LAND SUBDIVISION AND LAND DEVELOPMENT REGULATIONS OF THE COUNTY OF BERKS.

A motion was made by Commissioner Scott to enact Ordinance No. 01-2014 as published, seconded by Commissioner Barnhardt, and all voted unanimously to approve enactment of Ordinance No. 01-2014.

Approval of Minutes

The minutes of January 2, 2014 Commissioners' Board Meeting were approved as presented.

Comments from the Floor

Michael Malinowski, Engle-Hambright & Davies (EH&D), the County's insurance agent, attended the meeting to address the issue of the fees charged for the tax collector's bonds. Mr. Malinowski commented this is based on Pennsylvania Local Tax Collection Law

stating the County has the authority to bond all tax collectors. Mr. Malinowski commented that in October 2013, and in order to get a better competitive rate, the Board of Commissioners authorized EH&D to work with the County Commissioners Association of Pennsylvania (CCAP) to secure the bonds. Mr. Malinowski stated almost all Pennsylvania Counties decided to go with the four year prepaid bond, which benefits and saves the county taxpayer about \$20,000.00 or more compared to the individual bonding. Mr. Malinowski commented another benefit to the program is before the tax collector could have received an annual increase but with the way the program is written they will not receive an increase over the four year period. Mr. Malinowski stated that if the Board of Commissioners approves, he will work with Carl Geffken to post a spread sheet on the County website which will help answer many questions for the tax collectors.

Agenda Items

1. A motion was made by Commissioner Scott, seconded by Commissioner Barnhardt, and all voted unanimously to approve the items listed below:
 - 09.14 Adopt a resolution authorizing 2013 Budget Transfers in the amount of \$19,594.00, 2014 Budget Transfers in the amount of \$36,973.00 and 2014 Appropriations in the amount of \$124,982.00 per listing dated January 10, 2014. Robert Patrizio, Chief Financial Officer, commented the majority of the 2014 Appropriations establish funding to have a dedicated rehabilitation unit at the Berks Heim which was previously discussed at a Budget meeting last year, and which should occur by April 1st.
 - 10.14 Adopt a resolution authorizing Human Resources Recommendations per listing dated January 16, 2014 as follows:
 1. Authorize the promotion of Bryan R. Heller from PC011167 Judicial Coordinator – Court Administration to PC011180 Jury Room Supervisor – Court Administration, effective 1/29/14. Rate of \$42,500/annually. Salary budgeted \$45,100/annually. Salary range Minimum \$35,256; Midpoint \$47,008; Maximum \$58,760. Replacement for Leonard Greth who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11600.
 2. Authorize transfer of Herman Degler, Jr., PC011267 Law Clerk III – Court Administration to PC011271 Law Clerk III – Court Administration, effective 1/1/14. Rate of \$51,932/annually. Salary budgeted \$36,974/annually. Salary range Minimum \$47,698; Midpoint \$63,598; Maximum \$79,497. Replacement for David Krisch who separated. This request meets the criteria of the Hiring

- Policy. Budget 10000 – 11600.
3. Authorize transfer of Kathleen L. Grim, PC011176 Judicial Coordinator/Floater – Court Administration to PC011167 Judicial Coordinator – Court Administration, effective 1/29/14. Rate of \$30,176/annually. Salary budgeted \$35,978/annually. Salary range Minimum \$29,440; Midpoint \$39,253; Maximum \$49,066. Replacement for Bryan Heller who transferred. This request meets the criteria of the Hiring Policy. Budget 10000 – 11600.
 4. Authorize transfer of Stacey Martz, PC011762 Office Support III – District Attorney to PC011152 Judicial Administrative Assistant – Court Administration, effective 1/22/14. Rate of \$40,279/annually. Salary budgeted \$40,282/annually. Salary range Minimum \$31,715; Midpoint \$42,286; Maximum \$52,858. Replacement for Lisa Hartline who transferred. This request meets the criteria of the Hiring Policy. Budget 10000 – 11600.
 5. Authorize the promotion of Christina Yatron from PC011921 Office Support IV (MC) – Court Administration to PC011069 Executive Assistant – Court Administration, effective 1/29/14. Rate of \$41,000/annually. Salary budgeted \$43,286/annually. Salary range Minimum \$31,714; Midpoint \$42,285; Maximum \$52,856. Replacement for Tammy Funk who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11600.
 6. Authorize the promotion of Carol Goodling from PC012310 Shift Coordinator – Berks Heim/Nursing Administration to PC010124 Assistant Director of Nursing – Berks Heim/Nursing Administration, effective 1/29/14. Rate of \$81,000/annually. Salary budgeted \$79,138/annually. Salary range Minimum \$56,254; Midpoint \$75,005; Maximum \$93,757. Replacement for Patricia Pohl who separated. This request meets the criteria of the Hiring Policy. Budget 53000 – 33390.
 7. Authorize transfer of Eilene Hobbs, PC010809 Manager Human Services/Accounting & Reporting – Controller's Office to PC011388 Manager of Auditing – Controller's Office, effective 1/1/14. Rate of \$67,650/annually. Salary budgeted \$67,650/annually. Salary range Minimum \$55,292; Midpoint \$73,723; Maximum

\$92,154. Replacement for Richard Miller who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11120.

8. Authorize transfer of Teresa Kwitkowski, PC0011920 Office Support/MC – Sheriff Department to PC012995 Administrative Assistant – Sheriff Department, effective 1/8/14. Rate of \$42,000/annually. Salary range Minimum \$31,108; Midpoint \$41,447; Maximum \$51,847. New position created by Salary Board on 1/6/14. This request meets the criteria of the Hiring Policy. Budget 10000 – 11510.
9. Authorize salary increase for Jennifer DeFrees, PC012128 Real Estate Administrator/Office Manager – Sheriff Department, effective 1/8/14. Rate of \$55,000/annually. Salary budgeted \$52,410/annually. Salary range Minimum \$39,356; Midpoint \$52,474; Maximum \$65,593. This request meets the criteria of the Hiring Policy. Budget 10000 – 11510.
10. Authorize salary increase for Rebecca Oxenreider, PC010191 Assistant Real Estate Administrator – Sheriff Department, effective 1/8/14. Rate of \$44,000/annually. Salary budgeted \$40,890/annually. Salary range Minimum \$31,775; Midpoint \$42,367; Maximum \$52,959. This request meets the criteria of the Hiring Policy. Budget 10000 – 11510.
- 11.14 Adopt a resolution authorizing execution of the Agreement between the County of Berks and High Environmental Health & Safety Consulting, Ltd., Lancaster, Pennsylvania, for Lead-Based Paint (LBP) Testing of Confined Space Vessels, 895 Morgantown Road, Berks County Fire Training Center, Reading, Pennsylvania at a not to exceed amount of \$725.00.
- 12.14 Adopt a resolution authorizing execution of Change Order No. 01-23 to the Pyramid Network Services, LLC contract in the amount of \$34,623.75 to furnish labor and materials required for installation of Brivo Access Control on various doors, per Pyramid Network Services Change Order request dated January 2, 2014 regarding the Berks County Public Safety Radio Project.
- 13.14 Adopt a resolution authorizing Kevin S. Barnhardt, Commissioner Vice Chair, to execute a retainer letter between the County of Berks and Strasburger & Price LLP for the legal services of John Heffner, Esquire, concerning transfer of the Colebrookdale Spur to the Berks County

Redevelopment Authority.

- 14.14 Adopt a resolution ratifying, confirming and approving Christian Y. Leinbach, Commissioner Chair, to send letters of submission of Veterans' Trust Fund applications to the Department of Military and Veterans Affairs for the following programs:
- The Editorial Development and Production of the Pennsylvania Veterans Guidebook for Berks County
 - The Berks County VA Roadshow: An Event Series Hosted Across Berks County
 - A Megaphone to Local Veterans and Families: the Creation of a multipurpose sign to further reach Berks County Veterans
- 15.14 Adopt a resolution approving the attached Fee Schedule effective February 1, 2014, used by the Berks County Planning Commission for subdivision and land development reviews as authorized by the Pennsylvania Municipalities Planning Code and Berks County Ordinance No. 01-2014, which was just enacted. Commissioner Barnhardt commented we discussed this matter earlier in the Meeting.
- 16.14 Adopt a resolution authorizing the County Solicitor to advertise enactment of Ordinance No. 02-2014 modifying and updating the Gross Weight Limits on County owned bridges per recommendation of the County's Bridge Engineer, McCormick Taylor.
- 17.14 Adopt a resolution extending the discharge period of certain delinquent real estate taxes for extenuating circumstances beyond the control of certain delinquent taxpayers to December 31, 2014 in accordance with Section 503.1 of the Real Estate Tax Sale Law and as previously authorized by Resolution No. 357-11. Commissioner Barnhardt commented we have been doing this for the past four years and it helps people who are behind in real estate taxes.
- 18.14 Adopt a resolution authorizing the reappointment of James Gilmartin, Hamburg, Pennsylvania to the Berks County Municipal Authority for a five (5) year term expiring January 2, 2019.
- 19.14 Adopt a resolution authorizing the reappointment of Mark Robinson, West Lawn, Pennsylvania to the Uniform Construction Code Board of Appeals for a four (4) year term expiring January 15, 2018.
- 20.14 Adopt a resolution authorizing the change of member status of Scott Landis, Mt. Penn, Pennsylvania from Alternate to Full Member of the Uniform Construction Code Board of Appeals

with his term to expire January 15, 2015.

2. Motion authorizing Christian Y. Leinbach as Chairman of the Board, to execute Contract Agreements/Amendments as furnished by the Contract Coordinator, per listing dated January 13, 2014. Commissioner Barnhardt reported there are 4 Contracts and referenced the departments.
3. Motion to ratify and confirm payments set forth on Controller's Office vouchers listing dated January 7, 2014 for week ending January 8, 2014 and January 14, 2014 for week ending January 15, 2014, 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 presented the Controller's weekly report. Ms. Graffius announced that because of our new Treasurer, Mr. Adams, we have 120 new signature cards to sign with National Penn Bank, and thanked Judi Lumis of her office and Carol Zechman from National Penn for getting all the cards together for signature.

REPORTS OF CHIEF OPERATING OFFICE/CHIEF FINANCIAL OFFICER

1. Carl E. Geffken did not attend the meeting.
2. Robert J. Patrizio reported there would not be a Budget Meeting today.

COMMISSIONERS' COMMENTS

Commissioner Barnhardt announced there was an Executive Session held yesterday January 15, 2014 to discuss real estate and litigation.

Commissioner Scott provided a brief report on the quarterly Pension Board Meeting held yesterday, stating due to SEI, the County pension fund manager, we closed the year with \$399,500,000.00, and ended 2013 at an all-time high for Berks Count Retirement Fund assets. Commissioner Scott talked about the investment practices and how they benefit the overall outlook of the fund, and because of the current set up, the fund should be very successful over the next five years.

There being no further business, the meeting adjourned at 10:26 A.M.

Respectfully Submitted,

Maryjo Gibson, Chief Clerk