

Commissioners' Board Meeting Minutes January 31, 2013

The Berks County Board of Commissioners met in regular session on Thursday, January 31, 2013, 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 Solicitor Alan Miller, Chief Operating Officer Carl E. Geffken and Chief Clerk Maryjo Gibson.

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

Presentation

Matthew Barnhart appeared on behalf of the Berks County Historical Preservation Trust and presented a request to the Board of Commissioners to partner with the Berks County Planning Commission regarding historic preservation efforts in Berks County at no cost to the County. Mr. Barnhart offered to review on an informal basis County plans focusing on historic preservation. Mr. Barnhart presented the Board with a prepared draft resolution and requested the Board to adopt the resolution memorializing the partnership.

Commissioner Barnhardt responded that the resolution is a little onerous and is tied too closely to the Planning Commission. Commissioner Barnhardt recommended to have the County write the resolution, formatting it more as a volunteer basis. Commissioner Barnhardt stated he is concerned the Trust would be going out on behalf of the County or Planning Commission, but does support the volunteer effort and historic preservation aspect of the offer. Mr. Barnhart reassured the Board this Trust would not have a regulatory role.

Commissioner Scott shares Commissioner Barnhardt's concerns regarding the extent of the proposal by the Preservation Trust, but also supports the offer to assist in historic preservation.

Commissioner Leinbach stressed we must be careful not to create another advisory committee to the Planning Commission that may not be in sync with the Planning Commission. Commissioner Leinbach suggested the County put together a proper resolution protecting the Planning Commission and the County that benefits both sides. The Commissioners directed the Solicitor to meet with the Planning Commission and come up with a response to Mr. Barnhart's request and suggested this be accomplished in 30 days.

Approval of Minutes

The minutes of January 17, 2013 Commissioners' Board Meeting were approved as presented.

Consent Agenda Items

1. A motion was made by Commissioner Barnhardt to approve the Consent Agenda Items. Commissioner Scott seconded said motion and all voted unanimously to approve the items listed below:

26.13 Adopt a resolution authorizing 2012 Budget Transfers in the amount of \$1,532,252.00, 2012 Budget Appropriations in the amount of \$178,983.00, 2013 Budget Transfers in the amount of \$34,375.00 and 2013 Appropriations in the amount of \$132,721.00 per listing dated January 25, 2013.

27.13 Adopt a resolution authorizing Human Resources Recommendations per listing dated January 31 , 2013 as follows:

1. Authorize transfer of Marianna Giuffre, PC010029 PT Account Clerk II to PC011025 Employment Counseling Specialist – Domestic Relations, effective 1/30/13. Rate of \$40,000/annually. Salary budgeted \$40,096/annually. Salary range Minimum \$33,969; Midpoint \$45,292; Maximum \$56,614. Replacement for Melissa Matthews who separated. Ms. Giuffre's service will be bridged for vacation accrual purposes; the vacation accrual shall be based upon her total full-time years of County service. This request was reviewed and has met the criteria of the Hiring Policy. Budget 24000 – 26280.
2. Authorize a stipend in the amount of \$850 for Royce A. Spadt, PC011174 Judicial Coordinator – Court Administration, effective 1/9/13. The stipend is for additional duties/responsibilities associated with the Dependency Court module of CPCMS for Judge Sprecher. Budget 10000 – 11600.
3. Authorize transfer of Michelle Svenson, PC0127778 Booking Division Specialist to PC011238 Kitchen Supervisor – Jail System, effective 1/30/13. Rate of \$56,509/annually. Salary budgeted \$56,509/annually. Salary range Minimum \$42,110; Midpoint \$56,146; Maximum \$70,183. Replacement for Stephen Svenson who separated. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 12090.

- 28.13 Adopt a resolution authorizing the award and Director of Contracts and Procurement to execute as a result of RFP# 12-31-KL, a contract for Engineering Services for the Design and Replacement of the Utility Trestle Bridge at North Campus as follows:

SSM Group Inc.
 1047 N. Park Road, P.O. Box 6307
 Reading, PA 19610-0307

Fee Proposal:

Services	Cost/Percentage of Cost (%)
Study Phase	\$3,600 Fixed Fee
Engineering Services	10% of Construction Costs
<i>Option: Study Phase & Engineering Services (Rolls fixed fee into percentage fee)</i>	11.5% of Construction Costs

- 29.13 Adopt a resolution authorizing the award and the Director of Contracts & Procurement to execute as a result of Invitation to Bid #12-33-MB, a contract for the Greenawalt Bridge Maintenance Project as identified herein:

DESCCO Design & Construction, Inc.
 1 Willow Street Industrial Park
 Fleetwood, PA 19522
 Total Base Bid: \$197,527.20
 Alternate 9000-006: Add \$6,000.00 – Cold Weather Curing
Total Award: \$203,527.20

- 30.13 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute Fee Simple Deeds (In Lieu of Condemnation) and Temporary Construction Easements between the County of Berks and Keith J. Treichler and Rodney J. Treichler; and Yialamas Associates Family Limited in regard to the Christman Road Bridge Replacement Project located in Greenwich and Richmond Townships.

- 31.13 Adopt a resolution authorizing Ryan Hunter, Director of Facilities and Operations, to execute the following Change Orders in regard to the ICE/ERO Fitout Project:

1. **Project:** ICE/ERO Fitout Project
- Contractor:** H.B. Frazer Company

Agreement No.: AIA-139759-12

Change Order No.: EC-08

Description: Request to furnish labor and materials required to install additional security cameras and card readers as well as power and controls to door 280.1 as requested by Federal Office of Professional Responsibility, U.S. Immigration and Customs Enforcement. Costs to be funded with Federal dollars allocated to this Project.

Original Contract Amount:	\$385,200.00
Total of Previous Change Orders:	\$17,568.00
Change Order Amount:	\$12,219.00
Amended Contract Amount:	\$414,987.00

2. **Project:** ICE/ERO Fitout Project

Contractor: JBM Mechanical, Inc.

Agreement No.: AIA-139758-12

Change Order No.: PC-01

Description: Request to furnish labor and materials required to replace the existing deteriorated sewer ejector pump basin in the basement of Building "A" with a new heavy duty fiberglass basin to match existing dimensions. Costs to be funded with County dollars allocated to this Project. Project Engineer has reviewed and endorsed this Change Order.

Original Contract Amount:	\$106,000.00
Total of Previous Change Orders:	\$0.00
Change Order Amount:	\$12,385.48
Amended Contract Amount:	\$118,385.48

3. **Project:** ICE/ERO Fitout Project

Contractor: JBM Mechanical, Inc.

Agreement No.: AIA-139758-12

Change Order No.: PC-02

Description: Request to furnish labor and materials required to relocate and replace the existing deteriorated sewer ejector pump basin in the basement of Building "C" with a new heavy duty fiberglass basin to match existing dimensions. Costs to be funded with County dollars allocated to this Project. Project Engineer has reviewed and endorsed this Change Order.

Original Contract Amount:	\$106,000.00
Total of Previous Change Orders:	\$12,385.48
Change Order Amount:	\$11,980.64
Amended Contract Amount:	\$130,366.12

- 32.13 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Application for Reimbursement for a County Recycling Coordinator to the Pennsylvania Department of Environmental Protection, Bureau of Waste Management, for reimbursement of 50% of the salary, benefits and expenses paid to the Berks County Recycling Coordinator for calendar year 2012.

- 33.13 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Certification of County Funds, in the total amount of \$1,317,363.00 for 2013 Program Year to the State Bureau of Farmland Preservation for the purpose of purchasing agricultural conservation easements. Commissioner Leinbach commented that the Board of Commissioners received a letter from the State Bureau of Farmland Preservation notifying the County of the allocation of state grant and matching funds available. Commissioner Leinbach disclosed the funding amounts by category.
- 34.13 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute a letter of intent to exercise the option to renew the Lease Agreement between the County of Berks and Dr. Thomas Stewart, Bernville, Pennsylvania for office space occupied by District Justice Andrea J. Book for an additional five (5) year period beginning November 1, 2013 and ending October 31, 2018.
- 35.13 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Byrne Justice Assistance Letter of Support, requested by Berks Counseling Center, through the Berks County MH/DD Program, for their application of a two (2) year grant of up to \$250,000.00. Included as part of the CJAB Strategic Plan Re-Entry Objective, the Grant will allow the MH/DD System, to provide necessary housing for inmates suffering from mental illness and substance abuse problems.
- 36.13 Adopt a resolution authorizing the appointment of Neal Fisher, Boyertown, Pennsylvania to the Berks County Uniform Construction Code Board of Appeals for a four (4) year term expiring January 15, 2015. This is a replacement for Brad Boltz who resigned.
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 28, 2013. Commissioner Leinbach reviewed the Contracts for approval.
3. Motion to authorize payments set forth on Controller's Office vouchers listing dated January 22, 2013 for week ending January 23, 2013, and January 29, 2013 for week ending January 30, 2013.

Reports

1. County Treasurer Nelson Long, CPA submitted a prepared weekly Treasurer's report.

2. The Controller's weekly report was presented by County Controller Sandy Graffius.

REPORTS OF CHIEF OPERATING OFFICE/CHIEF FINANCIAL OFFICER

Carl E. Geffken reported that the Radio Tower Project will be discussed at the Budget hearing this afternoon.

COMMISSIONERS' COMMENTS

Commissioner Barnhardt was very happy to report that the Jail has been found 100% compliant in essential regulations and non-essential regulations, and the benefit of that finding is we will not have to be inspected this year. Commissioner Barnhardt applauded the Staff and the Warden for a job well done.

Commissioner Scott commented briefly that the amount received for agricultural land preservation this year is certainly less than it has been in the past. Commissioner Scott cited numerous factors in the decrease, among them building has slowed down in Berks County.

Commissioner Leinbach commented on the passing of Frank Gilyard and on Mr. Gilyard's contribution to the Central Pennsylvania African American Museum. Commissioner Leinbach noted he worked with Mr. Gilyard on a number of Underground Railroad tours.

Commissioner Leinbach presented an update on the next steps of the Crime Summit, and that around February 18 a more formal update will be presented and signed by himself, District Attorney John Adams and Reading Mayor Vaughn Spencer. Commissioner Leinbach spoke of the 5 next step items agreed to by the 35 member working group.

CITIZEN COMMENT/BUSINESS FROM THE FLOOR

There being no further business, the meeting adjourned at 10:52 A.M.

Respectfully Submitted,

Maryjo Gibson, Chief Clerk