

Commissioners' Board Meeting Minutes February 2, 2017

The Berks County Board of Commissioners met in regular session on Thursday, February 2, 2017, 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.

Commissioner Leinbach announced there was an Executive Session held January 19, 2017 dealing with litigation and personnel.

Approval of Minutes

The minutes of January 19, 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:
 - 31.17 Adopt a resolution authorizing 2016 Budget Transfers in the amount of \$53,865; 2016 Appropriations in the amount of \$91,733; 2017 Budget Transfers in the amount of \$154,376 and 2017 Appropriations in the amount of \$2,019,167 per listing dated January 30, 2017.
 - 32.17 Adopt a resolution authorizing Human Resources Recommendations per listing dated February 2, 2017 as follows:
 1. Authorize the appointment of Brandon Baumann to Assistant Public Defender I – Public Defender's Office, effective 2/1/2017. Rate of \$46,500/annually. Salary range Minimum \$44,690; Midpoint \$59,587; Maximum \$74,483. Replacement for Alexander Hallman who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.
 2. Authorize the promotion of Kathe Stanislaw, PC010119 Assessor III – Commercial/Industrial to PC010238 Chief Assessor – Assessment Department, effective

2/8/2017. Rate of \$73,000/annually. Salary range Minimum \$46,375; Midpoint \$61,833; Maximum \$77,291. Replacement for Michael Collie who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11070.

3. Authorize the transfer of Miles Klein, PC011170 Judicial Coordinator to PC010061 Administrative Floater – Court Administration, effective 2/1/2017. Rate of \$34,140/annually. Salary range Minimum \$33,307; Midpoint \$44,410; Maximum \$55,513. Replacement for Kristen Ketch who transferred. This request meets the criteria of the Hiring Policy. Budget 10000 – 11600.
4. Authorize salary increase for Anne Curry, PC011153 Judicial Administrative Assistant – Court Administration, effective 1/25/2017. Rate of \$45,409/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.

- 33.17 Adopt a resolution authorizing the award and Director of Contracts and Procurement to execute, as a result of Invitation to Bid #16-50-KS, two (2) one (1) year contracts for Recycling Services as follows:

Advanced Disposal Services Eastern PA, Inc.

2955 Felton Road
Norristown, PA 19401

Line Item: 3a – County Recycling Center, mixed paper

Estimated Annual Expenditure: \$1,791.24

A.J. Blosenski, Inc.

1600 Chestnut Tree Road
Honey Brook, PA 19344

Rural Recycling Program – Commingled Lines 1a thru 1f and
Mixed Paper Lines 2a thru 2f

Estimated Annual Expenditure: \$70,245.00

- 34.17 Adopt a resolution authorizing Christian Y. Leinbach, Commissioner Chair, to execute the Commercial Umbrella Insurance Application for Partners in Parenting (PIP) for Berks County Children and Youth Services for the period commencing January 8, 2017.

- 35.17 Adopt a resolution approving and authorizing execution of the Drawings Authorizing Acquisition of Right-of-Way as prepared by professional engineers with CC Johnson & Malhotra, PC (CCJM) and Raudenbush Engineering pertaining to parcels of land affected by the Manatawny Bridge (#58B) Replacement Project in Oley Township, Berks County, Pennsylvania.
- 36.17 Adopt a resolution approving and authorizing execution of the Drawings Authorizing Acquisition of Right-of-Way as prepared by professional engineers with Burns Engineering, Inc. and Navarro & Wright Consulting Engineers, Inc. pertaining to parcels of land affected by the Fisher's Mill Bridge (#34A) Superstructure Replacement Project in Amity Township, Berks County, Pennsylvania.
- 37.17 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute a Supplemental Reimbursement Agreement between the County of Berks and the Norfolk Southern Railway Company (NSRC) for direct and administrative costs for flagging and protective services associated with the Buttonwood Street Bridge (#17A) Rehabilitation Project in the City of Reading. This Supplement shall serve to increase the total reimbursement to NSRC to \$318,838.00 which will govern services through the completion of the project in April 2017. This increase will be funded by County Liquid Fuels reserves.
- 38.17 Adopt a resolution approving 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 2016; and further authorizing Christian Y. Leinbach, Chair, to execute the W-9 Form.
- 39.17 Adopt a resolution authorizing execution of the Certification Statement for the Human Services Block Grant Report, Revision 2, for Fiscal Year 2015-2016 to the Pennsylvania Department of Human Services ("DHS").
The FY15/16 Human Services Block Grant has been revised at the request of DHS. In FY15/16, the County received a one-time allocation in the amount of \$38,927 from the Federal Community Mental Health Services Block Grant to be used for supportive housing initiatives. The expenditures were incorrectly included in the Block Grant Income and Expenditure Report as 'Social Rehabilitation Services' rather than 'Supportive Housing Services.' The total expenditure amount reported on the initial Block Grant report has not changed.

- 40.17 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Settlement Agreement and Release between the Commonwealth of Pennsylvania, Department of Labor and Industry, Office of Vocational Rehabilitation (“OVR”) and the County of Berks, on behalf of Berks County Workforce Investment Board.
This Settlement Agreement resolves a discrepancy due to a change in the Commonwealth’s approval process for statutorily mandated agreements, the Pennsylvania Treasury Department did not release funds owed by OVR to Berks County. OVR shall pay outstanding payments to Berks County for operating/infrastructure costs for the PA CareerLink Berks County location for program FY July 1, 2015-June 30, 2016.
- 41.17 Adopt a resolution authorizing the reappointment of Dr. Raymond J. Hubbard, Wyomissing, Pennsylvania to the Mental Health/Developmental Disability Advisory Board for a three (3) year term ending December 31, 2019.
- 42.17 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Consulting Agreement with Kathleen A. Murhpy, Reading, Pennsylvania to provide consulting services to the Berks County Assessment Office in the use of the assessment software programing package provided by Tyler Technology and used by the County Assessment Office, at a not to exceed amount of \$4,000.00.
- 43.17 Adopt a resolution of the Berks County Board of Commissioners naming and appointing the Berks County Director of Information Systems as the HIPAA Security Officer, and the Berks County Chief Administrative Officer as the HIPAA Privacy Officer effective immediately.
- 44.17 Adopt a resolution accepting the proposal submitted by the Berks County Conservation District to assist the County in administering the 2017/2018 Gypsy Moth Spraying Program at a total estimated cost of \$16,000.00.
- 45.17 Adopt a resolution authorizing the reappointment of Kevin S. Barnhardt, South Heidelberg, Pennsylvania, to the Berks County Blighted Property Review Committee for a term expiring December 31, 2018.
- 46.17 Adopt a resolution authorizing the reappointment of Lee Olsen, Bern Township, Pennsylvania, to the Berks County Blighted Property Review Committee for a term expiring December 31, 2018.

- 47.17 Adopt a resolution authorizing the reappointment of Ronald Heim, West Lawn, Pennsylvania, to the Berks County Blighted Property Review Committee for a term expiring December 31, 2018.
- 48.17 Adopt a resolution authorizing the reappointment of Denise Commings, West Reading, Pennsylvania, to the Berks County Blighted Property Review Committee for a term expiring December 31, 2018.
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 31, 2017.
3. Motion to authorize payments set forth on Controller's Office vouchers payable listing dated January 31, 2017 for week ending February 1, 2017 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.
Commissioner Leinbach thanked Controller Graffius for sending out the information on constable pay.

REPORT OF CHIEF FINANCIAL OFFICER

Robert J. Patrizio had no report today.

REPORT OF CHIEF ADMINISTRATIVE OFFICER

Ronald R. Seaman reported the Board will be looking at prospective rents at the Agricultural Center which will help in recouping the proposed renovations. Mr. Seaman thanked the Board for their support and trust in promoting Kathe Stanislaw and hiring Kathy Murphy.
Commissioner Leinbach thanked Ron for his efforts, along with Dennis Adams and Fred Sheeler, in making the necessary changes in the Assessment Office and is pleased with the work and improvements.

COMMISSIONERS' COMMENTS

Commissioner Barnhardt commented in reference to the reappointment of four of the five Berks County Blighted Property Review Committee ("Committee") members, that since the Committee's formation two years ago, the Committee has been dealing with 12

blighted properties throughout the County, and was happy to report three of those properties are being restored and rehabilitated. Commissioner Barnhardt commented the process is working and the municipalities are very pleased with the outcome. Commissioner Barnhardt remarked he is also pleased to have been reappointed to the Committee.

Commissioner Scott had no additional comments.

Commissioner Leinbach reported last week he attended the CCAP Winter Board meeting in Harrisburg, where CCAP rolled out the following four top priorities. 1. Human Services funding and system reform; 2. maintaining the Shale Gas Impact fee; 3. preventing substance abuse and drug overdose; and 4. diversifying the county tax base and giving counties alternatives to property tax.

Commissioner Leinbach talked about the impact the Governor's recent proposal to combine four State agencies, Departments of Aging, Drug and Alcohol Programs, Health and Human Services, and creating a new Department of Health and Human Services, would have on the State Budget, and read a letter to the Reading Eagle from a concerned citizen regarding the Governor's proposal.

COMMENTS FROM THE FLOOR

There being no further business, the meeting adjourned at 10:29 A.M.

Respectfully Submitted,

Maryjo Gibson, Chief Clerk