

Commissioners' Board Meeting Minutes February 5, 2015

The Berks County Board of Commissioners met in regular session on Thursday, February 5, 2015, 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.

Approval of Minutes

The minutes of January 22, 2015 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:
 - 35.15 Adopt a resolution authorizing 2014 Budget Transfers in the amount of \$744,635.00, 2014 Appropriations in the amount of \$27,353.00, 2015 Budget Transfers in the amount of \$37,386.00 and 2015 Appropriations in the amount of \$1,138,620.00 per listing dated January 30, 2015.
 - 36.15 Adopt a resolution authorizing Human Resources Recommendations per listing dated February 5, 2015 as follows:
 1. Authorize the appointment of Patrick Sleppy to PC012341 Senior Financial Analyst – Office of Budget and Finance, effective 2/18/2015. Rate of \$49,100/annually. Salary range Minimum \$39,975; Midpoint \$53,301; Maximum \$66,626. This request meets the criteria of the Hiring Policy. Budget 10000 – 11400.
 2. Authorize the appointment of Mindy Zwiezig to PC011135 Internal Auditor – Controller's Office, effective 2/18/2015. Rate of \$45,000/annually. Salary range Minimum \$38,641; Midpoint \$51,521; Maximum \$64,402. Replacement for Lori Kramer who separated.

This request meets the criteria of the Hiring Policy.
Budget 10000 – 11120.

3. Authorize the appointment of Rochelle O'Herrick to PC013025 Litigation and Policy Coordinator – Jail Systems, effective 2/11/2015. Rate of \$45,000/annually. Salary range Minimum \$36,686; Midpoint \$48,915; Maximum \$61,143. New position created by Salary Board on 6/25/2014. This request meets the criteria of the Hiring Policy. Budget 10000 – 12090.
 4. Authorize the appointment of Robert Barrett, Jr. to PC013050 Recreational Coordinator – Berks County Residential Center, effective 2/11/2015. Rate of \$40,800/annually. Salary range Minimum \$34,826; Midpoint \$46,435; Maximum \$58,044. New position created by Salary Board on 9/18/2014. This request meets the criteria of the Hiring Policy. Budget 52013 – 32200.
 5. Authorize the appointment of Ashley Huntzinger to PC013051 Residential Center Supervisor – Berks County Residential Center, effective 2/13/2015. Rate of \$50,000/annually. Salary range Minimum \$41,473; Midpoint \$55,298; Maximum \$69,122. New position created by Salary Board on 9/18/2014. This request meets the criteria of the Hiring Policy. Budget 52013 – 32200.
 6. Authorize 2015 Salary Compression Adjustments as outlined on the attached listing, effective 2/11/2015.
- 37.15 Adopt a resolution ratifying, confirming and approving execution of the Engineering Services Agreement between the County of Berks and Elliott, LeBoeuf & McElwain, Springfield, Virginia, to provide the annual structural engineering evaluation of the Berks County Fire Training Center Burn Building at a not to exceed amount of \$4,000.00.
- 38.15 Adopt a resolution authorizing the award and the Director of Contracts and Procurement to execute a Contract for a two (2) year term, with the option of extending the term for an additional program year upon the mutual agreement of the parties, as a result of Request for Proposal #14-36-CN for Summer Youth Employment Program for Youth with Disabilities for the Berks County CareerLink Office as follows:

Goodwill Keystone Area
1150 Goodwill Drive
Harrisburg, PA 17101
Not to Exceed: \$190,222.00 per year

- 39.15 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Agreement of Sale (Aerial Easement) and the Temporary Easement for Construction between Norfolk Southern Railway Company and the County of Berks in regard to the Buttonwood Street Bridge Project.
- 40.15 Adopt a resolution authorizing Christian Y. Leinbach, Commissioner Chair, to execute the Agreement between the County of Berks and Reynolds Construction, LLC, Harrisburg, Pennsylvania to provide construction management services for the restoration of hail damaged properties for various County facilities in the lump sum amounts as follows:
- | | |
|-----------------------------------|---------------|
| Pre-Construction Phase Services | - \$11,800.00 |
| Bidding Phase Services | - \$ 9,000.00 |
| Construction & Close-Out Services | - \$82,520.00 |
- 41.15 Adopt a resolution authorizing Christian Y. Leinbach, Commissioner Chair, to execute the First Addendum to the December 4, 2014 Agreement between the County of Berks, Berks County Jail System and U.S. Corrections Special Operations Group (US C-SOG) which amends the Insurance provision by increasing the Commercial General Liability insurance to \$3,000,000 per occurrence and \$4,000,000 aggregate in lieu of providing Umbrella coverage.
- 42.15 Adopt a resolution authorizing execution of the Subordination, Non-Disturbance and Attornment Agreement between the Pennsylvania Industrial Development Authority, Cambridge-Lee Industries, LLC and the County of Berks for property located in Ontelaunee Township and used as a tower site in regard to the Berks County Public Safety Radio Project.
- 43.15 Adopt a resolution authorizing execution of the Subordination, Non-Disturbance and Attornment Agreement between the Pennsylvania Regional Center, LP VII, Cambridge-Lee Industries, LLC and the County of Berks for property located in Ontelaunee Township and used as a tower site in regard to the Berks County Public Safety Radio Project.
- 44.15 Adopt a resolution authorizing an increase in the hourly rate paid to the law firm of Norris, McLaughlin Marcus, P.A. from

\$195.00 per hour to \$225.00 per hour for representation of the County of Berks for labor contract negotiations with PSSU.

- 45.15 Adopt a resolution authorizing Christian Y. Leinbach, Commissioner Chair, to execute the Agreement between the Animal Rescue League of Berks County, Inc. (ARL) and the County of Berks to provide for proper animal control and protect the health and safety of its citizens at a not to exceed cost of \$3,000.00, a service to be utilized by the Berks County Sheriff's Department. Alan S. Miller, County Solicitor, added that this Agreement is subject to final review and approval by the Solicitor.
 - 46.15 Adopt a resolution authorizing Christian Y. Leinbach, Commissioner Chair, to execute the Senior Judge Chambers & Support Staff Application for Senior Judge Reimbursable Costs for calendar year 2015. This reimbursement allows the Courts to request reimbursement to offset the costs of Senior Judges and their staff. It is to be noted that this Application should be for calendar year 2014.
 - 47.15 Adopt a resolution authorizing the appointment of Mary Karbo, Exeter Township, to the Reading Area Community College Board of Trustees to fill the unexpired term of Victor Yarnell. This term will expire June 30, 2015. Commissioner Barnhardt commented the passing of Victor Yarnell is a great loss to his family and the Reading Area Community College community, and Mr. Yarnell was one of the founding members of the College.
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 February 3, 2015. Commissioner Leinbach reported there was 5 contracts and referenced the departments.
 3. Motion to authorize payments set forth on Controller's Office vouchers payable listing dated February 3, 2015 for week ending February 4, 2015 and the payment of electronic transfers and employee payroll and the Controller's Office vouchers for the week ending January 28, 2015 as there was not a meeting held January 29, 2015.

Reports

1. County Treasurer A. Dennis Adams, CPA, did not attend the meeting, but submitted a prepared weekly Treasurer's report which was delivered by Commissioner Leinbach.

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

REPORTS OF CHIEF OPERATING OFFICE/CHIEF FINANCIAL OFFICER

1. Carl E. Geffken commented that the approval of the Reynolds Construction Contract as Construction Manager is to oversee the work on all the damage to County facilities resulting from the May 2014 hail storm. Mr. Geffken commented it took time to work out funding with the insurance company, and 100% of the work will be paid by the insurance company. Commissioner Leinbach added that CCAP will be fronting the money and will step in to help the County if Travelers causes any issue or difficulties with reimbursement. Mr. Geffken reported he met with Tami Hildebrand, Director of the new Department of Agriculture, and also attended an Agricultural Land Preservation Meeting, stating everything is coming along well. Mr. Geffken commented so far two farmers have come forward looking for assistance from the Department of Agriculture. Mr. Geffken commented that the four hour delay last Tuesday, made on the recommendation of Brian Gottschall, Director of Emergency Services, and himself to the Commissioners and the President Judge, was not made lightly as it has to be planned early given all the services provided by the County. Mr. Geffken stated they must rely on the latest weather forecast and the decision is always made to protect employees and residents who must come to the Courthouse and Services Center for services.
2. Robert J. Patrizio reported the Commissioners will receive an update on the Security System proposal and an update on Facility projects costs.

COMMISSIONERS' COMMENTS

Commissioner Barnhardt had no additional comments.

Commissioner Scott commented that for the public's edification, the Pension Board recently received the annual report from the SEI, the County's investment fund manager, and reflects the performance of the Pension fund, which is a big factor in the County's budget. Commissioner Scott reported the fund is now well over \$400 million. Commissioner Scott provided highlights of the report adding Berks County is poised better than most other Pennsylvania counties.

Commissioner Leinbach reported he is working with Russ Cambria, Representative Caltagirone, Senator Schwank and Ryan Hunter on pooling numbers for the possibility of reinstating the Courthouse lighting, and are in the process of applying for a grant through the Community Foundation in the amount of \$50,000, and the application should be going out this week. Commissioner Leinbach commented that in addition to considering using the Facilities Department for labor to keep the costs down, Representative Caltagirone said there has been an offer from IBEW for free labor but that it has not been confirmed to date.

There being no further business, the meeting adjourned at 10:30 A.M.

Respectfully Submitted,

Maryjo Gibson, Chief Clerk