

## **Commissioners' Board Meeting Minutes February 6, 2020**

The Berks County Board of Commissioners met in regular session on Thursday, February 6, 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.

Commissioner Leinbach announced there was an Executive Session held yesterday dealing with personnel and litigation.

### **Approval of Minutes**

The minutes of January 30, 2020 Commissioners' Board Meeting were approved as presented.

### **Public Comment on Agenda Items**

None.

### **Agenda Items**

1. 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:

50.2020 Adopt a resolution authorizing 2019 Budget Transfers in the amount of \$307,360; 2019 Appropriations in net zero (Moving spending authority from one fund to another fund); 2020 Budget Transfers in the amount of \$117,085 and 2020 Appropriations in the amount of \$1,829,022 per listing dated February 3, 2020.

51.2020 Adopt a resolution authorizing Human Resources Recommendations per listing dated February 6, 2020 as follows:

1. Authorize the appointment of David Garcia to PC012341 Lead Senior Financial Analyst – Budget and Finance Department, effective 02/07/2020. Rate of \$70,000/annually. Salary range Minimum \$45,503; Midpoint \$60,672; Maximum \$75,834. Replacement

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for Trevor Greth who was promoted. This request meets the criteria of the Hiring Policy. Budget 10000 – 11400.

2. Authorize the promotion of Mandy Miller from PC012769 Captain to PC010248 Chief Deputy – Sheriff's Department, effective 02/05/2020. Rate of \$72,921/annually. Salary range Minimum \$46,685; Midpoint \$62,247; Maximum \$77,809. Replacement for Bryan Semenza who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11510.
3. Authorize the promotion of Heather Stephens from PC010015 Account Clerk II – Juvenile Probation Department to PC013108 Fiscal Coordinator – Facilities & Operations Department, effective 02/19/2020. Rate of \$45,000/annually. Salary range Minimum \$34,083; Midpoint \$45,443; Maximum \$56,804. Replacement for Kaylee Weaver who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11030.
4. Authorize the promotion of Corinne Cappella from PC010062 Administrative Officer I to PC010056 Administrative Officer II – Children and Youth Services, effective 02/19/2020. Rate of \$53,000/annually. Salary range Minimum \$42,041; Midpoint \$56,054; Maximum \$70,068. Replacement for Beverly Ganter who retired. This request meets the criteria of the Hiring Policy. Budget 22000 – 23200.
5. Authorize the promotion of William Clemmons from PC013125 County Caseworker II to PC013419 County Caseworker Supervisor I – Children and Youth Services, effective 02/12/2020. Rate of \$54,740/annually. Salary range Minimum \$43,747; Midpoint \$58,329; Maximum \$72,912. Position created by Salary Board on 01/06/2020. This request meets the criteria of the Hiring Policy. Budget 22000 – 23200.
6. Authorize the promotion of Minerva Ruiz-Ocasio from PC010583 County Caseworker II to PC010653 County Caseworker Supervisor I – Children and Youth Services, effective 02/12/2020. Rate of \$54,740/annually. Salary range Minimum \$43,747; Midpoint \$58,329; Maximum \$72,912. Replacement for Michele Kupres-Mace who separated. This request

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meets the criteria of the Hiring Policy. Budget 22000 – 23200.

- 52.2020 Adopt a resolution authorizing award and the Director of Contracts & Procurement to execute a three (3) year agreement as a result of RFP #19-27-KL - Actuary and Co-Sourced Pension Administration Services as identified herein:

Korn Ferry  
 1650 Arch Street, Suite 2300  
 Philadelphia, PA 19103  
 Actuary Services – Grand Total (3 years) - \$141,000  
 Annual cost \$47,000

*Includes a maximum of 75 pension quotations and 15 pension estimates per year*

Unit Costs:

Pension Administration - Cost per Pension Quotation after the maximum number of pension quotations is exceeded - \$50  
 Pension Administration - Cost per Preliminary (estimated) Pension Quotation after the maximum number of pension quotations is exceeded - \$50

- 53.2020 Adopt a resolution authorizing execution of Project Modification Request-Amendment No. 2 to the County Intermediate Punishment Program FY 2018/2020 for submission to the Pennsylvania Commission on Crime and Delinquency (“PCCD”) in the amount of \$110,325 for reimbursement of drug test and electronic monitoring.
- 54.2020 Adopt a resolution authorizing execution of the Hazardous Material Emergency Response Preparedness Assessment Report for calendar year 2019 to be submitted to the Pennsylvania Emergency Management Agency, being part of the HMERP Report and HMRF Application.
- 55.2020 Adopt a resolution authorizing execution of Amendment #2 to HealthChoices Behavioral Health Agreement No. 4100083356 between the Commonwealth of Pennsylvania acting through the Department of Human Services and the County of Berks, amending various appendices of the Program Standards and Requirements.
- 56.2020 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the JAG (“Justice Assistance Grant”) Local Jurisdiction Waiver for the Grant Application for the 2019/2020 Justice

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Assistance Grant Local Initiatives Funding under Objective 6  
Application to be submitted by Clare of Assisi House, Inc.

- 57.2020 Adopt a resolution ratifying, confirming and approving execution by Christian Y. Leinbach, Chair, of the revised County Application for GEMS Program Funds to the Commonwealth of Pennsylvania, Department of State, to allow for additional expenses to be included for reimbursement for the purchase of the new voting system.
- 58.2020 Adopt a resolution authorizing execution of the Applications to Encumber Liquid Fuels Tax Funds (PennDOT Form MS-340) for each of the following County-owned projects:
- 1) Swamp Creek Bridge Removal (Colebrookdale Twp.) - \$53,847.90
  - 2) Althouse Mill (Gibraltar Rd.) Bridge Replacement (Exeter Twp.) - \$10,992.38
  - 3) Guiderail Replacement Project at four (4) County bridges - \$119,933.05
  - 4) Pinnacle View Bridge Replacement (Albany Twp.) - \$190,246.00
- 59.2020 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute a letter to McTish-Kunkel and Associates, 3500 Winchester Road, Suite 300, Allentown, PA 18104, granting a No-Net Cost funding transfer from subconsultant, RIG, to the Prime contractor, McTish-Kunkle and Assoc., to rebalance funding under Engineering Agreement L00298 to support the completion of Construction Inspection Services for the Dreibelbis Station Covered Wooden Bridge rehabilitation project (ECMS# 10579), at no additional cost to the County.
- 60.2020 Adopt a resolution ratifying, confirming and approving execution by the Board of Commissioners of a letter to the Greater Reading Chamber Alliance endorsing Pamela Shupp for the position of President and CEO of the Greater Reading Chamber Alliance.
- 61.2020 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the 2020 Initial Boundary Validation Program (BVP) to ensure the County's official borders are correct in the U.S. Census Bureau's computer system to accurately place population counts from the 2020 Census count.  
Commissioner Leinbach reported the Planning Commission reviewed the information submitted by the Census Bureau and concluded the Bureau's boundary lines was correct.

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- 62.2020 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Property Damage Release accepting the offer of \$11,000 payable to the County of Berks to settle a claim for damages to the Pleasantville Bridge.
2. Motion authorizing execution of Contract Agreements/Amendments as furnished by the Contract Coordinator per listing dated February 3, 2020. Commissioner Leinbach reported there are 13 contracts and referenced the departments.
  3. Motion authorizing payments set forth on Controller's Office vouchers payable listing dated February 4, 2020 for week ending February 5, 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 was absent. The Controller's weekly report was presented by Deputy Controller Ronald Rutkowski.

**REPORT OF CHIEF FINANCIAL OFFICER**

Robert Patrizio was not present for his report. Mr. Seaman reported the Budget/Ops Meeting will begin at 2:00 p.m., and there will be a discussion by the Public Defender regarding the UCM Case Management System; a presentation by Ken Pick regarding the Colebrookdale Railroad; introduction of the new CEO for the Manufacturers Resource Center, and a discussion on the YRF proposal.

**REPORT OF CHIEF ADMINISTRATIVE OFFICER**

No additional comments.

**COMMISSIONERS' COMMENTS****Commissioner Barnhardt**

Commissioner Barnhardt announced there would be an Election Board Meeting at 11:00 a.m. where there will be a discussion on a proposal to change the Maxatawny 3 polling place; review and approval of five ballot questions and discuss how Act 77 will impact the Election Services Office.

Commissioner Barnhardt explained the Department of State has asked the County to resubmit our estimate on the cost to implement the new voting system, which should return about \$2.7 million to the County.

Commissioner Barnhardt also reported Absentee Ballot Applications can now be completed on-line 15 days prior to election.

**Commissioners' Meeting Minutes****February 6, 2020**Commissioner Rivera

Commissioner Rivera reported last week he visited the Bethel Library, who is 4<sup>th</sup> in circulation in the County Library System. Commissioner Rivera also visited some of the County's Parks, the Berks Heim, where he was able to observe the great work the staff is doing with the residents and visited the 911 Call Center.

Commissioner Leinbach

Commissioner Leinbach reported on Tuesday he and Deborah Olivieri, Director of Election Services, went to Kutztown University ("University") to view for the second time the proposed new polling location for Maxatawny 3. Commissioner Leinbach reported the polling place will be moving from the Maxatawny Municipal Building back to the University. Commissioner Leinbach reported he met with Township Supervisors and recognizes there are residents who are against moving the polling place back to the University but stated the room at the University is much larger than the space at the Township Building and offers much more parking. Commissioner Leinbach stated the University has made commitments in writing to educate the students on registering to vote and to check their registration status, and the parking lot at the polling location will be used exclusively for voting purposes. Commissioner Leinbach stated after the April Primary, the Election Board will meet with Maxatawny Township and discuss how the process went.

**ELECTED OFFICIALS' COMMENTS**

None.

**COMMENTS FROM THE FLOOR**

Donna Quinter, Alsace Township, commented on a quarry located in Alsace Township that is becoming very polluted. It is a large area, is not capped and she understands people are throwing trash and garbage in the quarry.

Linda Walesagle, Cumru Township and President of the Berks County Democratic Women is grateful to see the 3<sup>rd</sup> Precinct is Maxatawny Township moving back to Kutztown University. It promotes a better system for young people.

Glenn Reber, Reading and former Berks County Commissioner, is glad to see the 3 Commissioners working together, and wished Commissioner Rivera good luck.

Crystal Kowalski, Wyomissing, commented on the Jail and the proposal submitted by CGL, and again urged the Commissioners to keep the Jail under County ownership and management.

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

Respectfully Submitted,

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Maryjo Gibson, Chief Clerk