

**Commissioners' Workshop Meeting  
Tuesday, February 7, 2012**

**I. CALL TO ORDER:**

The Berks County Board of Commissioners met in regular session on Tuesday, February 7, 2012 at 10:30 A.M. in the 13th floor Boardroom 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 Alan S. Miller and Maryjo Gibson, Chief Clerk.

Commissioner Leinbach opened the meeting with a moment of silence and the Pledge of Allegiance to the Flag, and announced that the Board met in executive session Monday, February 6, 2012 to discuss personnel and collective bargaining matters.

**II. DEPARTMENTAL REPORTS / REQUESTS:**

**Budget Department**

- A. Adopt a resolution authorizing 2011 Budget Transfers in the amount of \$42,422.00 and 2012 Budget Transfers in the amount of \$36,000.00 per listing dated February 3, 2012. Commissioner Leinbach commented on the Budget Transfers and Appropriations. Commissioner Barnhardt raised the question, do the Courts approve the Security Guards, Inc. invoices for services provided to the District Justice offices. Robert Patrizio, Director of Budget and Finance, was not able to confirm if the Courts approve the invoices. Commissioner Leinbach requested Ron Rutkowski, Deputy Controller, to find out who approves the bills for the MDJ services and to report back to the Commissioners and Robert Patrizio.

**Human Resources**

- A. Adopt a resolution authorizing Human Resources Recommendations per listing dated February 7, 2012. Commissioner Leinbach commented on the items listed. Commissioner Leinbach asked Ryan Hunter, Director of Facilities and Operations, to comment on his request for a part-time vendor coordinator. Ryan Hunter commented that during the height of several capital projects there will be 50 to 70 individuals associated with the vendors passing through the Facilities Department every day. This is temporary part time help to manage the front desk and make sure the vendors and construction workers are properly identified.

Purchasing

- A. Motion authorizing Christian Y. Leinbach, Commissioner Chair, to execute Contract Agreements/Amendments as furnished by the Contract Coordinator, per listing dated February 6, 2012. Commissioner Leinbach commented on the contracts.
- B. Adopt a resolution authorizing the award and Director of Contracts & Procurement to execute as a result of Request for Proposal #11-25-MB, a contract to Audit Financial Statements of the County of Berks for the fiscal year ending December 31, 2011, with the option of auditing its financial statements for each of the two subsequent fiscal years of 2012 and 2013 as follow:
- Reinsel Kuntz Leshner LLP  
1330 Broadcasting Road  
P.O. Box 7008  
Wyomissing, PA 19610-6008  
**2011 Audit: \$70,000.00**

Facilities

- A. Adopt a resolution authorizing a Final Project Completion Payment to Muhlenberg Township, 5401 Leesport Avenue, Temple, PA, 19560, in the amount of \$367,727.09 as a reimbursement from the County Liquid Fuels Allocation for the Township's Hain Avenue Bridge Rehabilitation Project. Ryan Hunter commented that this is the balance due on the Bridge Rehabilitation project. In response to Commissioner Leinbach's inquiry, Mr. Hunter commented that this project was initiated prior to the 2008 bridge repair moratorium on liquid fuel funds.
- B. Adopt a resolution authorizing Christian Y. Leinbach, Commissioner Chair, to execute the Supplemental Engineering Agreement 057032-A with McTish, Kunkel & Associates of Allentown, Pennsylvania, consenting to revisions to certain contract clauses and provisions, and increasing the established budget to complete Part II, Final Design in the amount of \$48,013.17 for the Christman Road Bridge Replacement Project in Greenwich Township. Ryan Hunter commented that in projects of this magnitude, PennDOT acts as a third party agent in negotiating the contract between the County and the engineering firm. This is an amendment for additional design services, and is warranted by mandates from the Pennsylvania Historical Commission. There is an historical farmstead adjacent to the bridge and the design revisions are to preserve the historic character of the immediate adjacent parcels.

**Assessment**

- A. Adopt a resolution authorizing the Office of Assessment to charge the following fees for all assessment appeals effective immediately:
1. Residential and Farm Appeals—Twenty-five dollars (\$25.00)
  2. Commercial and all other Appeals—One hundred dollars (\$100.00)

Duane Raschlich, Director of Real Estate Assessment, commented that in order to offset the cost to the County of the assessment appeal process; he would like to implement a fee schedule as submitted to the Commissioners.

**Emergency Services**

- A. Adopt a resolution authorizing execution of the following Lease Agreement in regard to the Berks County Emergency Response Radio Project:
1. Blue Mountain/Pennsylvania Game Commission
- B. Adopt a resolution authorizing execution of Change Order No. 003 to the Motorola Solutions, Inc. Contract No. 10-23185/CR dated November 30, 2010, in the amount of \$12,891.00 for the installation of position lighting for the Berks County Communications Office in regard to the Berks County Public Safety Radio Network Project.
- C. Adopt a resolution authorizing execution of Engineering Services Agreement No. EA-526390-12 between the County of Berks and Skelly and Loy, Engineering Environmental Consultants, of Harrisburg, Pennsylvania, to provide professional planning services to update the County's 2007 Hazard Vulnerability Assessment and Mitigation Plan at a fixed fee of \$57,800.00.

**III. REPORTS OF COMMISSIONERS****Commissioner Barnhardt****Commissioner Scott****Commissioner Leinbach**

Commissioner Leinbach announced that at 11:00 a.m. this morning Governor Corbett will be delivering the State of the Budget on PCN, channel 98 on Comcast.

There being no further business the meeting adjourned at 10:50 A.M.

Respectfully Submitted,

---

Maryjo Gibson, Chief Clerk