

## **Commissioners' Board Meeting Minutes February 9, 2017**

The Berks County Board of Commissioners met in regular session on Thursday, February 9, 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 Vice Chair Kevin S. Barnhardt called the meeting to order with Commissioner Mark C. Scott in attendance. Commissioner Leinbach was absent. Also present were County Solicitor Christine M. Sadler, Chief Administrative Officer Ronald R. Seaman and Chief Clerk Maryjo Gibson.

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

### **Approval of Minutes**

The minutes of February 2, 2017 Commissioners' Board Meeting were approved as presented.

### **Agenda Items**

1. A motion was made by Commissioner Scott, seconded by Commissioner Barnhardt and all voted unanimously to approve the items listed below:
  - 49.17 Adopt a resolution authorizing 2016 Budget Transfers in the amount of \$1,390,982 and 2016 Appropriations in the amount of \$27,919 per listing dated February 3, 2017.
  - 50.17 Adopt a resolution authorizing Human Resources Recommendations per listing dated February 9, 2017 as follows:
    1. Authorize the promotion of Tracy Brown, PC010800 Deputy Director to PC010995 Director of Domestic Relations – Domestic Relations, effective 2/15/2017. Rate of \$82,000/annually. Salary range Minimum \$63,075; Midpoint \$84,100; Maximum \$105,124. Replacement for Linda Epes who is retiring. This request meets the criteria of the Hiring Policy. Budget 24000 – 26280.
    2. Authorize the transfer of Margaret Collins, PC011265 Law Clerk – Court Administration to PC010800 Deputy Director – Domestic Relations, effective 2/22/2017. Rate of \$70,500/annually. Salary range Minimum \$53,101; Midpoint \$70,801; Maximum \$88,502. Replacement for Tracy Brown who was promoted. This

request meets the criteria of the Hiring Policy. Budget 24000 – 26280.

3. Authorize salary increase for Trisha Stine, PC011149 Judicial Administrative Assistant – Court Administration, effective 1/25/2017. Rate of \$47,941/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.

- 51.17 Adopt a resolution authorizing the award and the Director of Contracts & Procurement to execute as a result of Request for Proposal #16-48-KO, a contract for Engineering Services for an In-Depth Inspection for the RACC (Reading Area Community College) Pedestrian Bridge as identified herein:

**Pickering, Corts & Summerson, Inc.**

642 Newtown-Yardley Road, Ste. 300  
Newtown, PA 18940

**Total (Not to Exceed) - \$47,364.60**

Fixed Fee Breakdown of the Study Phase is as follows:

A. Evaluation of Information Furnished by Owner	\$2,697.04
B. Investigate Existing Conditions	\$22,091.32
C. Tests, Analyses, Studies, Etc.	\$ 2,697.04
D. Analysis of Alternatives	\$19,879.21

- 52.17 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Settlement Agreement and Release between Gordon H. Baver, Inc. and the County of Berks in regard to the General Construction work on the Jail Infrastructure and Envelope and Security Surveillance Project.
- 53.17 Adopt a resolution authorizing Kevin S. Barnhardt, Vice Chair, to execute Lease Amendment No. 10 with the United States Department of Agriculture, Farm Service Agency, for office space located at the Berks County Agricultural Center for a term expiring December 31, 2018.
- 54.17 Adopt a resolution authorizing execution of the Hold Harmless and Indemnity Agreement between the City of Reading (“City”) and County of Berks (“County”).  
The City owns and maintains a sewage pump station that abuts Stonecliff Recreation Center (“Stonecliff”), which is owned by the County. Pursuant to a Department of Justice Consent Decree, the City is required to upgrade said pump station.  
This Agreement memorializes the terms and conditions whereby the County grants the City access to Stonecliff to perform the necessary work to comply with the Consent Decree.

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 7, 2017. Commissioner Barnhardt reported there are 12 contracts and referenced the departments.
3. Motion to authorize payments set forth on Controller's Office vouchers payable listing dated February 7, 2017 for week ending February 8, 2017 and the payment of electronic transfers and employee payroll. Due to the possibility of a major snowstorm closing County operations, the payroll voucher was signed February 8, 2017.

### **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.

### **REPORT OF CHIEF FINANCIAL OFFICER**

Commissioner Barnhardt reported the Budget/Operations Meeting scheduled this afternoon is cancelled and two matters listed for discussion are moved to March 2, 2017.

### **REPORT OF CHIEF ADMINISTRATIVE OFFICER**

Ronald R. Seaman had no comments today.

### **COMMISSIONERS' COMMENTS**

Commissioner Scott commented on the RACC Bridge Agenda item, noting that this expenditure for an analysis will provide justification to move forward on a bridge that will most likely have to be demolished due to structural issues, concerns regarding flooding at the piers and undermining erosion.

Commissioner Barnhardt reported he and Ryan Hunter, Director of Facilities and Operations, traveled to Colebrookdale Township this past Monday evening to discuss three bridges. One in particular is a box beam concrete bridge that needs to be removed. Commissioner Barnhardt commented they were also advised there is a smaller Township bridge the Township would like to have removed and replaced by a cul-de-sac. Commissioner Barnhardt announced they will meet again at Colebrookdale Township on March 6, 2017 to hear residents' concerns on these issues.

### **COMMENTS FROM THE FLOOR**

There were no comments from the floor.

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

Respectfully Submitted,

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Maryjo Gibson, Chief Clerk