

## **Commissioners' Board Meeting Minutes March 19, 2020**

The Berks County Board of Commissioners met in regular session on Thursday, March 19, 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 Vice Chair Kevin S. Barnhardt called the meeting to order with Commissioner Michael S. Rivera in attendance. Commissioner Leinbach was at the Department of Emergency Offices and did not participate in the meeting. 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.

Commissioner Barnhardt announced that during the Coronavirus emergency Commissioner Leinbach is the County's Public Information Officer and will be stationed at the Department of Emergency Services. Commissioner Barnhardt reported that Commissioner Rivera's Executive Assistant and other County personnel are manning the COVID-19 Call Center lines and emails.

### **Approval of Minutes**

The minutes of March 12, 2020 Commissioners' Board Meeting and March 12, 2020 Budget/Operations 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:
  - 107.2020 Adopt a resolution authorizing 2019 Appropriations in the amount of \$58,515; 2020 Budget Transfers in the amount of \$220,697 and 2020 Appropriations in the amount of \$131,633 per listing dated March 16, 2020.
  - 108.2020 Adopt a resolution authorizing Human Resources Recommendations per listing dated March 19, 2020 as follows:
    1. Authorize the promotion of Rex Levengood from PC013197 Master Plumber to PC010806 Deputy Director – Facilities and Operations, effective 03/25/2020. Rate of \$85,000/annually. Salary range Minimum \$55,682; Midpoint \$74,243; Maximum

\$92,804. Replacement for Matt Salkowski who is Interim Facilities and Operations Director. This request meets the criteria of the Hiring Policy. Budget 10000 – 11030.

2. Authorize the appointment of Matthew Stairiker to Assistant Director for Emergency Management – Department of Emergency Services, effective 04/01/2020. Rate of \$68,000/annually. Salary range Minimum \$58,280; Midpoint \$77,706; Maximum \$97,133. Creation of the Assistant Director position was approved through ratify and confirm and will formally appear on May 7, 2020 Salary Board agenda. This request meets the criteria of the Hiring Policy. Budget 10000 – 16020.

109.2020 Adopt a resolution removing the following members from the Berks County Local Emergency Planning Committee (LEPC) based on a recommendation by the LEPC due to (A) lack of attendance and (B) resignation:

- (A) James Conrad
- David Gibson
- Lynn Gladieux
- Leon Grim
- Richard Metzger
- Robert Schegan
- Matthew Zimmerman
- (B) Annette Moyer
- Danielle Vanella

110.2020 Adopt a resolution authorizing the appointment of Leonard “Chip” Bilger, a Cumru Township Commissioner, as the representative of 1<sup>st</sup> Class Townships to the Reading Area Transportation Study (RATS) Coordinating Committee effective immediately This is a replacement for Kevin S. Lerch (Muhlenberg Township) who resigned.

111.2020 Adopt a resolution accepting and authorizing execution of the proposal letter dated March 2, 2020 from WSK & Associates, Wyomissing, Pennsylvania, to provide Technical Consulting services to assist the County of Berks during installation of the new Closed-Circuit Television (CCTV) and Access Control systems at the Courthouse, Services Center, Coroner’s Office and Archives Office on an hourly basis not to exceed 40 hours and a not to exceed amount of \$10,000.

- 112.2020 Adopt a resolution of the Berks County Board of Commissioners urging Governor Tom Wolf and the General Assembly to move the Primary Election from April 28, 2020 to June 23, 2020; and to further conduct an Absentee and Mail-In Ballot Election due to the impact of and uncertainty surrounding COVID-19.
2. Motion authorizing execution of Contract Agreements/Amendments as furnished by the Contract Coordinator per listing dated March 16, 2020.
  3. Motion authorizing payments set forth on Controller's Office vouchers payable listing dated March 17, 2020 for week ending March 18, 2020 and the payment of electronic transfers and employee payroll.

### **Reports**

1. County Treasurer A. Dennis Adams, CPA, was absent. Commissioner Barnhardt presented the prepared weekly Treasurer's report.
2. County Controller Sandy Graffius was absent. Commissioner Barnhardt presented the prepared Controller's weekly report.

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

Mr. Patrizio was absent.

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

Mr. Seaman reported the Budget/Ops Meeting will be suspended this week and next week until further notice, and this will be the last regular Commissioners' Meeting until further notice. The County will continue to transact County business under the Declaration of Disaster Emergency and ratify any official actions at the next scheduled Commissioners' Meeting. The public should check the County's homepage for updates on Meetings.

### **COMMISSIONERS' COMMENTS**

#### **Commissioner Barnhardt**

Commissioner Barnhardt read a message from the United Way highlighting 211 services, offering community resources, human services, healthcare and more. The United Way is also asking anyone who is able volunteer to contact their office or email. Commissioner Barnhardt urged everyone to continue to cooperate and be sensible about what we are doing.

Commissioner Barnhardt explained the reason we adopted the resolution asking the State to move the Primary Election from April 28 to June 23 is because we are losing a tremendous amount of people to serve at the polling places and losing polling places. Commissioner Barnhardt suggested now is a good time to complete or go online to complete the 2020 Census questionnaire.

Commissioner Rivera

Commissioner Rivera reported due to COVID-19 County offices and services are open only to individuals with appointments conducting essential business, and to come with the least number of companions possible. Commissioner Rivera directed the public to check the County website for updates as available County services will continue to change. Commissioner Rivera reported the County COVID-19 Call Center opened today and will take calls and emails seven days a week from 8 a.m. to 7 p.m. Commissioner Rivera noted there has been one death to date in Berks County, and urged residents to support small businesses by picking up take out or purchasing gift cards and to stay positive and work together for the benefit of the community.

**ELECTED OFFICIALS' COMMENTS**

None.

**COMMENTS FROM THE FLOOR**

None.

There being no further business, the meeting adjourned at 10:17 A.M.

Respectfully Submitted,

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Maryjo Gibson, Chief Clerk