

Commissioners' Board Meeting Minutes August 23, 2012

The Berks County Board of Commissioners met in regular session on Thursday, August 23, 2012, at 10:30 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 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 August 14, 2012 Commissioners' Workshop and August 16, 2012 Commissioners' Board Meetings were approved as presented.

Consent Agenda Items

1. Commissioner Barnhardt commented that as there are no material changes to the Consent Agenda Items presented and discussed Tuesday including the Contract Agreements, he motioned to approve the Consent Agenda as published, including the Controller's Office vouchers, as well as the Non-Consent Agenda Item. Commissioner Scott seconded the motion and all voted unanimously to approve the items listed below:

- 272.12 A. Adopt a resolution authorizing Human Resource Recommendations per listing dated August 21, 2012 as follows:
 1. Authorize the transfer of Nancy Xavios, PC010237 Chief Adult Probation Officer – Adult Probation to PC010129 Assistant Chief Adult Probation Officer – Adult Probation, effective 8/15/2012. Rate of \$74,063/annually. Salary budgeted \$73,347/annually. Salary range Minimum \$47,870; Midpoint \$63,827; Maximum \$79,784. Replacement for Patrick McCauley who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 12010.
 2. Authorize a stipend in the amount of \$200 per week to Robert Williams, PC010255 Chief Juvenile Probation Officer – Juvenile Probation, effective 8/15/2012. The weekly stipend will remain in effect while Mr. Williams acts in the capacity of Interim Chief Adult Probation

Officer. Budget 10000 – 12010.

3. Authorize \$200 uniform/clothing allowance for Lieutenants and Sergeants – Jail System, effective in the 10/9/2012 paycheck, per attached listing. Budget 10000 – 12090.
 4. Authorize the appointment of Stephanie Nocera to Assistant Public Defender I – Public Defender, effective 9/5/2012. Rate of \$42,000/annually. Salary budgeted \$56,459/annually. Salary range Minimum \$41,227; Midpoint \$54,969; Maximum \$68,711. Replacement for Rebecca Smith who separated. This request meets the criteria of the Hiring Policy. Budget 10000 - 11570.
- 273.12 B. Adopt a resolution authorizing execution of Amendment No. 1 to the Continuation of Subgrant No. 23350 by and between the County of Berks (Adult Probation) and the Pennsylvania Commission on Crime and Delinquency (PCCD) with respect to funding in a modified amount of \$164,966.00 for “Phase I-RIP Level 2 & 3 Offenders” covering the period July 2012 through June 30, 2013. Based on additional funds from PCCD, the application is requesting additional (partial) salary reimbursement for TASC case manager and costs associated with providing Recovery-Based Housing for 4 Level 3 or Level 4 offenders.
- 274.12 C. Adopt a resolution authorizing Christian Y. Leinbach, Commissioner Chair, to execute an amended 2011-2012 Equitable Sharing Agreement and Certification to the U.S. Department of Justice and U.S. Treasury Department of the Federal drug forfeiture money received and spent by the District Attorney’s Office.
- 275.12 D. Adopt a resolution authorizing execution of the renewal letter to the Pennsylvania Department of Public Welfare of the existing grant with the Department of Public Welfare, Catholic Charities and Berks County Domestic Relations Section. This grant establishes and administers access and visitation grant programs to support and facilitate noncustodial parents’ access to and visitation of their children. This is a pass-thru grant with no budgetary impact to the County.
- 276.12 E. Adopt a resolution authorizing execution the Pennsylvania Emergency Management Agency State Fiscal Year 2012/2013 Hazardous Material Response Fund Grant Agreement in the amount of \$50,989.00. This is an annual recurring grant agreement used to manage, update and perform hazardous response reports, requirements and training.

- 277.12 F. Adopt a resolution authorizing a recommendation to award and the Director of Contracts & Procurement to execute as a result of ITB# 12-10-LE, a contract to commence on approximately September 1, 2012 and must be completed by December 15, 2012 to erect shelving for the Berks County Records Center:

Storage Systems USA
400 Heckman Street
Phillipsburg, NJ 08865

	Storage Systems USA
Description	Unit Price
Phase I - Supply & Install Records Center Shelving	\$ 51,180.00
Phase II - Supply & Install Records Center Shelving	\$ 29,372.00
Phase III - Supply & Install Records Center Shelving	\$ 11,521.00
Unit Prices - Shelving (materials & labor) to store one box	\$ 2.02
Unit Prices - Rack Sentry Model RS75 or approved equal	\$ 38.33 + Freight
Total	\$ 92,073.00

The County reserves the right to extend the contract for up to three months upon the same Terms and conditions as the County deems necessary in its sole and absolute discretion.

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 August 20, 2012.
3. Motion to authorize payments set forth on Controller's Office vouchers listing dated August 21, 2012 for the week ending August 22, 2012.

Reports

1. County Treasurer Nelson Long, CPA submitted a prepared weekly Treasurer's report.
2. The Controller's weekly report was presented by Richard L. Miller, Manager of Auditing.

There being no further business, the meeting adjourned at 10:35 A.M.

Respectfully Submitted,

Maryjo Gibson, Chief Clerk