

Commissioners' Board Meeting Minutes October 25, 2018

The Berks County Board of Commissioners met in regular session on Thursday, October 25, 2018, 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 Mark C. Scott in attendance. Commissioner Barnhardt was absent. 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.

Approval of Minutes

The minutes of October 18, 2018 Commissioners' Board Meeting were approved as presented.

Commissioner Leinbach announced there was an Executive Session held October 18, 2018 to discuss real estate, litigation, personnel and contract negotiations.

Public Comment on Agenda Items

None.

Agenda Items

1. A motion was made by Commissioner Scott to approve the Agenda as presented. Said motion was seconded by Commissioner Leinbach and all voted unanimously to approve the items listed below:

290.18 Adopt a resolution authorizing 2018 Budget Transfers in the amount of \$146,494 and 2018 Appropriations in the amount of \$141,630 per listing dated October 22, 2018.

291.18 Adopt a resolution authorizing Human Resources Recommendations per listing dated October 25, 2018 as follows:

1. Authorize the appointment of Katelyn Rentschler to PC012773 Senior Financial Analyst – Budget & Finance, effective 10/31/2018. Rate of \$50,000/annually. Salary range Minimum \$43,333; Midpoint \$57,778; Maximum \$72,222. Replacement for Robert Cymbor who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11400.

2. Authorize the appointment of Patrichia Mowad to PC010231 Caseworker Supervisor I – Area Agency on Aging, effective 10/31/2018. Rate of \$48,500/annually. Salary range Minimum \$43,747; Midpoint \$58,329; Maximum \$72,912. Replacement for Patricia Cortez who separated. This request meets the criteria of the Hiring Policy. Budget 28100 – 23150.
 3. Authorize the appointment of Kimm Montone to PC010179 Assistant Public Defender II – Public Defender, effective 11/7/2018. Rate of \$53,000/annually. Salary range Minimum \$48,222; Midpoint \$64,297; Maximum \$80,371. Replacement for Rachel Silver who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.
 4. Authorize salary adjustment for Megan Noll PC013291 Fiscal Officer – Workforce Development Board, effective 10/31/2018. Rate of \$47,278/annually. Salary range Minimum \$40,646; Midpoint \$54,195; Maximum \$67,743. This request meets the criteria of the Hiring Policy. Budget 25000 – 26660.
 5. Authorize the utilization of a temporary agency for a Human Resources Generalist – Human Resources Department, effective 10/29/2018. Rate not to exceed \$32.46/hour. Utilization of the temporary agency will cease when a candidate is hired to fill the Human Resources Generalist position. This request meets the criteria of the Hiring Policy. Budget 10000 – 11410.
- 292.18 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Contract Renewal Notification form with VBA Plans (“Vision Benefits of America”) effective January 1, 2019 through December 31, 2020.
- 293.18 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Employer Member Application 2018 with Pittsburgh Business Group on Health, Ambridge, Pennsylvania for participation in a health care consortium in order to secure better prescription costs and rebates. Membership is based on a 12 month period, January 1 through December 31, and will automatically renew unless notice of intent to terminate is provided by the County of Berks. Membership dues will be prorated for 2018, and continue at \$1,800 annually thereafter.

- 294.18 Adopt a resolution authorizing Ryan C. Hunter, Director of Facilities & Operations, to electronically execute Supplement 1 to Engineering Agreement L00275, as drafted by the Pennsylvania Dept. of Transportation, with McCormick Taylor, Inc., 600 Eagleview Boulevard, Exton, PA 119341, required to provide additional full-time on-site Construction Inspection Services to span the completion of the replacement of the Schaeffer Road a/k/a Blandon Bridge (County Bridge 53A) in Maidencreek Township. The total maximum cost of this Supplement shall not exceed \$43,166.16. These services span an additional six hundred sixty (660) hours of on-site inspection due to unforeseen subsurface conditions that adversely impacted excavation and pile driving activities.
- 295.18 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the following insurance renewal applications for Berks County Children and Youth Services d/b/a Partners in Parenting (PIP) for the period commencing January 8, 2019:
1. Social Service and Healthcare Professional Liability Renewal Application
 2. Abuse and Molestation Liability Application
 3. Non-Owned Auto Questionnaire
- 296.18 Adopt a resolution authorizing execution of the Project Modification Request/Amendment No. 1 for Juvenile Probation Office's Victim/Witness Assistance Unit Grant (2016-VF-07-27389) from the Pennsylvania Commission on Crime and Delinquency ("PCCD"). The original grant partially funded two probation officers. Due to reassignments within the Juvenile Probation Department, the need for two probation officers isn't warranted and the modification will now fund one probation officer.
Bob Williams, Chief Probation and Parole Officer, commented this is a 4th quarter project modification and there is no loss of duties for the probation officers.
- 297.18 Adopt a resolution authorizing execution of the Early Intervention Services Report for Fiscal year 2017-2018 for submission to the Pennsylvania Department of Human Services. The total allocation was \$3,750,441 and includes \$250,000 in additional funding requested by Berks County to cover services for the increased number of children served. All funding has been spent. Dr. Ed Michalik, Administrator of Berks County Mental Health/Developmental Disabilities, commented this is an entitlement to serve young children from birth to age 5 to identify early developmental issues.

- 298.18 Adopt a resolution authorizing execution of Addendum No. 2 to Lease Agreement between Ted Jay Snover and Jacquelyn Snover, Temple, Pennsylvania, and the County of Berks for premises located at 427 Water Street, Temple, used by Magisterial District Court 23-1-06, for a term commencing January 1, 2019 through February 28, 2019 at a monthly rental of \$4,780.00.
- 299.18 Adopt a resolution authorizing Brian A. Gottschall, Director of Berks County Emergency Services, as the County of Berks designated representative, to electronically sign and submit the Pennsylvania Emergency Management Agency State Fiscal Year 2018-2019 Radiation Emergency Response Fund Grant Agreement.
- 300.18 Adopt a resolution authorizing the acceptance of the proposal letter dated September 21, 2018 from BerryDunn, Portland, Maine, and the Director of Contracts & Procurement to execute a contract to provide project oversight for the CAMA Software Implementation Project at the not to exceed amount of \$121,170, subject to final review and approval by the County Solicitor's Office.
- 301.18 Adopt a resolution amending Resolution No. 360-10 to authorize Ryan Hunter, Director of Facilities and Operations, or Douglass Kenwood, Assistant Director of Facilities and Operations, to be the designated signatory agent concerning administrative documents pertaining to fleet vehicles, which specifically excludes procurement and contractual procedures.
2. Motion authorizing execution of Contract Agreements/Amendments as furnished by the Contract Coordinator per listing dated October 23, 2018. Commissioner Leinbach reported there are 7 contracts and referenced the departments.
3. Motion to authorize payments set forth on Controller's Office vouchers payable listing dated October 23, 2018 for week ending October 24, 2018 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. The Controller's weekly report was presented by County Controller Sandy Graffius.

REPORT OF CHIEF FINANCIAL OFFICER

Commissioner Leinbach reported there will not be a Budget/Operations Meeting this afternoon.

REPORT OF CHIEF ADMINISTRATIVE OFFICER

No Report.

COMMISSIONERS' COMMENTSCommissioner Scott

None.

Commissioner Leinbach

Commissioner Leinbach reported yesterday the Governor signed Senate Bill 1078, noting this is the Bill that amends the law governing executive sessions, and now includes certain discussions concerning emergency preparedness. The Bill will take effect in 60 days.

Commissioner Leinbach reported he was in Washington, D.C. last week attending a NACo Finance Committee meeting, and also met with the four regional NACo representatives and leadership from U.S. Customs and Border officials, who talked about a number of matters they are involved in, including invasive plants and insects, that now includes the Spotted Lanternfly.

ELECTED OFFICIALS' COMMENTS

None.

COMMENTS FROM THE FLOOR

None.

There being no further business, the meeting adjourned at 10:25 A.M.

Respectfully Submitted,

Maryjo Gibson, Chief Clerk