

## **Commissioners' Board Meeting Minutes November 8, 2018**

The Berks County Board of Commissioners met in regular session on Thursday, November 15, 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 Kevin S. Barnhardt and Commissioner Mark C. Scott in attendance. Also present were Assistant County Solicitor Paul Bradshaw, 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.

### **Presentation**

Amy Resh, the new Berks County Public Libraries System Administrator, thanked the Board for their support, stating her passion is to provide high quality equitable library services to Berks County residents. Ms. Resh mentioned some of the initiatives the Library staff has been working on is a revised admission and vision statement; create a new catalog system and begin an authority control cleanup of the Polaris system. Ms. Resh reported Library System van drivers cover three routes and deliver over 3,500 items per day. Ms. Resh mentioned there is a new Outreach Coordinator who is working on increasing community visibility by providing among other services, STEM and Sensory Storytime programs for children to member libraries, working with Meals On Wheels to deliver materials to the elderly and homebound, and partner with the Jail to begin a book talks in winter. Ms. Resh is very optimistic of the direction of library services in the County.

Commissioner Leinbach mentioned this Sunday is Veterans Day and also the 100<sup>th</sup> Anniversary of WWI, and introduced Berks County Recorder of Deeds Frederick Sheeler for a special presentation.

Mr. Sheeler mentioned while doing some research, he came upon the recording of one of the most important songs of the WWII era, the debut recording of Kate Smith's version of God Bless America, and shared the recording.

Mr. Sheeler also informed the public that the Berks County Recorder of Deeds Office has been recording military discharges since the end of World War I, 1918, and has since recorded 48,361 veteran discharges that must remain sealed for 75 years.

Commissioner Leinbach mentioned tomorrow at the DoubleTree Hotel and sponsored by Customers Bank there will be a Veterans Appreciation Luncheon, and the Veterans Appreciation Dinner/Dance will be held Saturday at the Wilson Senior High School.

Approval of Minutes

The minutes of November 1, 2018 Commissioners' Board Meeting were approved as presented.

Public Comment on Agenda Items

Claudia Strauss, Berkshire Heights, asked to comment on two contracts listed on the Contract Agenda dealing with the Berks Heim. Ms. Strauss thought the contract with Berks Career and Technology Center that will provide clinical education and experience to nursing aide students was a neat thing, and asked to have a copy of the Settlement Agreement with the Commonwealth of Pennsylvania, Department of Health. Assistant County Solicitor Paul Bradshaw stated that once the Agreement is fully executed, Ms. Strauss should file a Right to Know Request for the document.

Agenda Items

1. A motion was made by Commissioner Barnhardt to approve the Agenda as presented. Said motion was seconded by Commissioner Scott, with the exception of Item No. 308.18, to which Commissioner Scott voted No, and all voted unanimously to approve the remaining items:

306.18 Adopt a resolution authorizing 2018 Budget Transfers in the amount of \$7,112 and 2018 Appropriations in the amount of \$17,779 per listing dated November 5, 2018.

307.18 Adopt a resolution authorizing Human Resources Recommendations per listing dated November 8, 2018 as follows:

1. Authorize the appointment of Kelly Robb to PC011636 Registered Nurse Supervisor – Nursing Administration, effective 11/19/2018. Rate of \$70,636/annually. Salary range Minimum \$53,556; Midpoint \$71,408; Maximum \$89,260. Replacement for Beverly Schaeffer who retired. This request meets the criteria of the Hiring Policy. Budget 53000 – 33090.
2. Authorize the promotion of Gary Weil from PC010516 Correctional Officer to Sergeant – Second Shift – Jail System, effective 11/28/2018. Rate of \$63,340/annually. Salary range Minimum \$46,146; Midpoint \$61,528; Maximum \$76,910. Position created by Salary Board on 11/1/2018. This request meets the criteria of the Hiring Policy. Budget 10000 – 12090.
3. Authorize promotion of Kris Gring from PC010768 Customer Support Administrator to PC013354 Enterprise Support Technician – Information Systems, effective

11/7/2018. Rate of \$47,278/annually. Salary range Minimum \$44,292; Midpoint \$59,057; Maximum \$73,821. Position created by Salary Board on 11/1/2018. This request meets the criteria of the Hiring Policy. Budget 10000 – 11170.

4. Authorize transfer of Debra Rhein from PC010770 Customer Support Administrator to PC013353 Fiscal Assistant – Information Systems, effective 11/7/2018. Rate of \$48,189/annually. Salary range Minimum \$33,927; Midpoint \$45,236; Maximum \$56,545. Position created by Salary Board on 11/1/2018. This request meets the criteria of the Hiring Policy. Budget 10000 – 11170.
5. Authorize promotion of Kevin McCarter from PC013207 Fiscal Operations Officer to PC013352 Fiscal Operations Manager – Information Systems, effective 11/7/2018. Rate of \$56,000/annually. Salary range Minimum \$42,920; Midpoint \$57,227; Maximum \$71,534. Position created by Salary Board on 11/1/2018. This request meets the criteria of the Hiring Policy. Budget 10000 – 11170.
6. Authorize the utilization of a temporary agency for a Senior Governmental Accountant – Controller, effective 11/9/2018. Rate not to exceed \$30.60/hour. Utilization of the temporary agency will cease when a candidate is hired to fill the Senior Governmental Accountant position. This request meets the criteria of the Hiring Policy. Budget 10000 – 11120.

- 308.18 Adopt a resolution authorizing execution of an Amendment to the Fee Proposal for Architectural/Engineering Services for the 3<sup>rd</sup> Floor Services Center Renovations Project between the County of Berks and Olsen Design Group Architect, Inc., Reading, Pennsylvania, to provide additional architectural and MEP Design services for the renovations/fit-out project at a not to exceed amount of \$100,350.00.

Ryan Hunter, Director of Facilities and Operations, commented this work will accommodate the relocation of Family Court operations from the 7<sup>th</sup> Floor to the 3<sup>rd</sup> Floor, and the relocation of Magisterial District Court Scott's office to the 3<sup>rd</sup> Floor of the Services Center.

Commissioner Scott asked if this contract was a competitive bid. Mr. Hunter said no because Olsen Design Group was originally recommended by the Ken Pick, Redevelopment Authority, to

prepare a fit-out plan for two magisterial district court offices, and because of Olsen's familiarity with the requirements of AOPC was retained to complete the schematic plan to complete the project.

- 309.18 Adopt a resolution authorizing Ryan Hunter, Director of Facilities & Operations, to electronically provide the PA Department of Transportation with the County's concurrence in awarding the contract for construction on the full rehabilitation of Dreibelbis Station Covered Wooden Bridge (County Bridge #46B) to Lobar Site Development Corporation, 4 Barlo Circle, P.O. Box 432, Dillsburg, PA 17019-0432 in the amount of \$4,087,511.19. Mr. Hunter mentioned this is a restoration of an historic bridge, and is 80% federally funded and 20% locally funded.
- 310.18 Adopt a resolution authorizing execution of the Juvenile Probation Services Grant Agreement between the Commonwealth of Pennsylvania, through the Juvenile Court Judges' Commission of the Office of General Counsel, and Berks County for Fiscal Year 2018-2019 in the award amount of \$478,868.
- 311.18 Adopt a resolution authorizing the appointment of Lieutenant Colonel Huascar S. Rivera, Pennsylvania, to the Reading Area Community College Board of Trustees to fulfill an unexpired term expiring on June 30, 2019; and further authorizes Lieutenant Colonel Rivera's appointment for a six (6) year term expiring June 30, 2025.
- 312.18 Adopt a resolution authorizing the reappointment of Robert Kopfer, Fleetwood, Pennsylvania, to the Berks County Agricultural Land Preservation Board for a three (3) year term expiring December 31, 2021.
- 313.18 Adopt a resolution authorizing the reappointment of Sherry Cameron, Mohrsville, Pennsylvania, to the Berks County Children and Youth Services Advisory Board for a three (3) year term expiring December 31, 2021.
- 314.18 Adopt a resolution authorizing the reappointment of Mark Braun, Reading, Pennsylvania, to the Berks County Children and Youth Services Advisory Board for a three (3) year term expiring December 31, 2021.
- 315.18 Adopt a resolution authorizing the reappointment of Dr. Tamara Smith, Wyomissing, Pennsylvania to the Berks County Children and Youth Services Advisory Board for a three (3) year term expiring December 31, 2021.

- 316.18 Adopt a resolution authorizing the reappointment of Dr. Edward Chastka, Wyomissing, Pennsylvania to the Berks County Mental Health/Developmental Disability Advisory Board for a three (3) year term expiring December 31, 2021.
- 317.18 Adopt a resolution authorizing the reappointment of Crystal Dobrosky, Reading, Pennsylvania to the Berks County Mental Health/ Developmental Disability Advisory Board for a three (3) year term expiring December 31, 2021.
- 318.18 Adopt a resolution authorizing the reappointment of the Honorable Theresa Johnson, Reading, Pennsylvania to the Berks County Mental Health/ Developmental Disability Advisory Board for a three (3) year term expiring December 31, 2021.
- 319.18 Adopt a resolution authorizing the reappointment of Robert Moore, Reading, Pennsylvania to the Berks County Parks and Recreation Board for a four (4) year term expiring December 31, 2022.
- 320.18 Adopt a resolution authorizing the reappointment of Heather Schoener, Blandon, Pennsylvania to the Berks County Parks and Recreation Board for a four (4) year term expiring December 31, 2022.
- 321.18 Adopt a resolution authorizing the reappointment of Thomas McKeon, Reading, Pennsylvania to the Berks County Planning Commission for a four (4) year term expiring December 1, 2022.
- 322.18 Adopt a resolution authorizing the reappointment of Michelle Kircher, Reading, Pennsylvania to the Berks County Solid Waste Authority Board for a five (5) year term expiring December 31, 2023.
- 323.18 Adopt a resolution authorizing the reappointment of Tony Sacco, Mohnton, Pennsylvania to the Berks County Solid Waste Authority Board for a five (5) year term expiring December 31, 2023.
- 324.18 Adopt a resolution authorizing the appointment of Virginia K. Hand, Reading, Pennsylvania, to the Berks County Public Libraries Board of Directors for a three (3) year term expiring December 1, 2021.

- 325.18 Adopt a resolution authorizing the reappointment of Dr. Eve Kimball, Wyomissing, Pennsylvania, to the Berks County Public Libraries Board of Directors for a three (3) year term expiring December 1, 2021.
- 326.18 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Bridge Transfer Agreement between the County of Berks and Muhlenberg Township for the transfer of ownership of Ebling Memorial Bridge (County Bridge #56A) located on Spring Valley Road over Bernhart's Creek in Muhlenberg Township (the "Bridge") from the County of Berks to Muhlenberg Township upon completion of the Replacement Bridge Project by the County. Funding will be allocated from revenue received by implementation of the \$5 Local Use Fee as authorized by Berks County Ordinance No. 05-2016.
- 327.18 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Settlement Agreement, Release and Agreement to Hold Harmless between the County of Berks and Land-Tech Enterprises, Inc., Quakertown, Pennsylvania, to perform certain public improvements to Antietam Lake Park pursuant to Contract No. PC-179006-16 at no cost to the County, subject to final review and approval by the County Solicitor's Office.
2. Motion authorizing execution of Contract Agreements/Amendments as furnished by the Contract Coordinator per listing dated November 5, 2018. Commissioner Leinbach reported there are 5 contracts and referenced the departments.
3. Motion to authorize payments set forth on Controller's Office vouchers payable listing dated November 6, 2018 for week ending November 7, 2018 and the payment of electronic transfers and employee payroll.

### **Reports**

1. County Treasurer A. Dennis Adams, CPA, was absent. Commissioner Leinbach submitted the prepared weekly Treasurer's report.
2. The Controller's weekly report was presented by First Deputy Controller Ronald Rutkowski.

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

Robert J. Patrizio reported there will be an update on the proposed 2019 Budget to be presented next Thursday.

**REPORT OF CHIEF ADMINISTRATIVE OFFICER**

Ronald R. Seaman announced as a general public alert, beginning this Saturday, November 10, 2018 and continuing through Sunday, November 11, 2018 and possibly Monday, November 12, 2018, which is the County observance of Veterans Day, the County Courthouse and County Services Center will be closed for the undertaking of a massive cleaning and preventative maintenance of power switches in both facilities.

**COMMISSIONERS' COMMENTS****Commissioner Barnhardt**

Commissioner Barnhardt asked Ryan Hunter if he could take time-elased photos of the Dreibelbis Station Covered Wooden Bridge project. Mr. Hunter responded he will make that a requirement for the project.

Commissioner Barnhardt reported on his trip to Douglas County, Kansas to observe the use of the Unisyn voting system, he met with the elected County Clerk and noted Douglass County is transitioning from a paper ballot system. Commissioner Barnhardt stated their polls are open from 7 a.m. to 7 p.m., and by 9:20 that evening all the results were loaded on a flash drive and delivered to the Courthouse. Commissioner Barnhardt mentioned Douglas County had a public review of the new systems, and suggested Berks County hold public meetings on a Friday and Saturday sometime near the end of next November or before the end of January 2020 for poll workers one day and the public another day to learn and experiment on the new voting systems.

**Commissioner Scott**

Commissioner Scott thanked the Election Services Department staff and poll workers for pulling off another successful election.

Commenting on another accident that occurred at the Pleasantville Covered Bridge, Commissioner Scott asked Mr. Hunter if anything can be done to prevent these incidents. Mr. Hunter stated besides placing obnoxious advance warnings and a steel bar before the entrance to the Bridge, it is difficult to pin point what else can be done to alleviate these types of incidents from occurring.

Commissioner Scott mentioned next week the Board will receive the 2019 Proposed County Budget, and it is possible he may not be able to attend the meeting due to personal family reasons, but wanted to publicly thank Bob Patrizio and his staff for extraordinary efforts to create an accurate budget that reflects well on this Board of Commissioners. Commissioner Scott noted this Board spends a lot of time on the budget, and while the board may not agree on every line item, it always comes together to pass a balanced budget every year.

**Commissioner Leinbach**

Commissioner Leinbach complimented the voters of Berks County; they turned out in very good numbers for a mid-term election.

Commissioner Leinbach read portions of an article in today's Reading Eagle by the AP titled "Aging machines, not meddling from outside U.S., disrupt voting".

Commissioner Leinbach commented our voting machines are relatively easy to use, but when you're done voting there is no paper verification system. Commissioner Leinbach stated we are still waiting for the Commonwealth to certify the new voting systems, and we are being given a deadline with very limited money.

**ELECTED OFFICIALS' COMMENTS**

None.

**COMMENTS FROM THE FLOOR**

Nadine Smet-Weis asked the Board about an ad in the Reading Eagle she became aware of about a job fair that was held in July for individuals to work at the U.S. Immigration and Customs Enforcement Medical Detention Facility in Leesport. The Board asked Ms. Smet-Weis to provide a copy of the ad to the Chief Clerk and we will look into the matter for her.

There being no further business, the meeting adjourned at 11:14 A.M.

Respectfully Submitted,

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Maryjo Gibson, Chief Clerk