

## **Commissioners' Board Meeting Minutes November 10, 2016**

The Berks County Board of Commissioners met in regular session on Thursday, November 10, 2016, 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 Chair Christian Y. Leinbach called the meeting to order with Commissioner Kevin S. Barnhardt and Commissioner Mark C. Scott in attendance. 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.

Commissioner Leinbach announced there was an Executive Session held yesterday, November 9, 2016 to discuss litigation, real estate and personnel.

### **Approval of Minutes**

The minutes of November 3, 2016 Commissioners' Board Meeting were approved as presented.

### **Agenda Items**

1. A motion was made by Commissioner Barnhardt, seconded by Commissioner Scott and all voted unanimously to approve the items listed below:
  - 329.16 2016 Budget Transfers in the amount of \$147,787.00 and 2016 Appropriations in the amount of \$13,761.00 per listing dated November 8, 2016.
  - 330.16 Adopt a resolution authorizing execution of Addendum No. 1 to the Engineering Services Agreement between the County of Berks and McCarthy Engineering Associates, Inc., successor to N.E. Fisher & Associates, Inc., Boyertown, Pennsylvania to provide a field survey of east side of building, re-assemble the updated bid package and request revised bids based in regard to the Services Center Cooling Tower Replacement Project at a not to exceed fee of \$6,500.00 excluding reimbursable expenses.
  - 331.16 Adopt a resolution authorizing execution of the Addendum to Lease Agreement between Robert J. Marrella and John M. Reshetar, Wyomissing, Pennsylvania for office space located at 1150 Muhlenberg Street (M.D.J. 23-1-02), Reading, Pennsylvania for an additional one (1) year period commencing January 1, 2017 through December 31, 2017 at \$3,124.39 per month.

- 332.16 Adopt a resolution authorizing execution of the Addendum to Lease Agreement between Robert J. Marrella and John M. Reshetar, Wyomissing, Pennsylvania for office space located at 441 Morgantown Road (M.D.J. 23-2-01), Reading, Pennsylvania for an additional one (1) year period commencing January 1, 2017 through December 31, 2017 at \$3,694.42 per month.
- 333.16 Adopt a resolution authorizing execution of the Addendum to Lease Agreement between Robert J. Marrella and John M. Reshetar, Wyomissing, Pennsylvania for office space located at 401 March Street (M.D.J. 23-2-02), Reading, Pennsylvania for an additional five (5) year period commencing April 1, 2017 through March 31, 2022 at \$3,049.99 per month with an annual escalation amount based on the CPI or 2.5% whichever is higher.
- 334.16 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Abuse and Molestation Liability Application and Non-Owned Auto Questionnaire for Partners in Parenting (PIP) for Berks County Children and Youth Services effective January 8, 2017.
- 335.16 Adopt a resolution authorizing execution of the Commonwealth of Pennsylvania, Pennsylvania Emergency Management Agency 9-1-1 Fund Statewide Interconnectivity Funding Grant Agreement in the amount of \$7,659.00 to be used towards for the Berks Network Connectivity to the Southeast Region project.
- 336.16 Adopt a resolution reconstituting a Security Committee for purposes of keeping the Board of Commissioners advised of safety and security issues and matters that may arise. The Committee will comprise the following individuals or their designees:
1. County Sheriff
  2. District Attorney
  3. Facilities and Operations Director
  4. Information Systems Director
  5. Contracted Security Agency
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 November 9, 2016. Commissioner Leinbach reported there are 6 contracts and referenced the departments.
3. Motion to authorize payments set forth on Controller's Office vouchers payable listing dated November 7, 2016 for week ending November 9, 2016 and the payment of electronic transfers and employee payroll.

**Reports**

1. County Treasurer A. Dennis Adams, CPA, was absent. The Treasurer's report was presented by Commissioner Leinbach.
2. The Controller's weekly report was presented by County Controller Sandy Graffius.  
Ms. Graffius thanked her staff for their hard work and staying late this week to make sure payroll records and transfers were complete due to a short work week. Ms. Graffius introduced Aaron Hengst, an Internal Auditor in her Department, and announced he has just past his Certified Fraud Examiner Designation.

**REPORT OF CHIEF FINANCIAL OFFICER**

Kimberly Grinage, Deputy Director of Budget and Finance, reported the Commissioners will receive an update on the 2017 proposed County Budget.

**REPORT OF CHIEF ADMINISTRATIVE OFFICER**

Ronald R. Seaman had no comments.

**COMMISSIONERS' COMMENTS**

Commissioner Barnhardt commended the efforts of the nearly 1,300 poll workers for their hard work, as well as the Election Services Department, the legal team and Judges, and generally speaking the Election process in Berks County was error free.

Commissioner Scott had no additional comments.

Commissioner Leinbach also thanked the Election Department and the entire team and the poll workers, who did a fabulous job, and he is very proud of the 3,069 counties across the country as there were very few areas that had any problems.

**COMMENTS FROM THE FLOOR**

Berks County Recorder of Deeds Frederick Sheeler reminded veterans of Berks County his office is once again offering free recording of their military discharge papers and issuing Veteran I.D. Cards.

Mr. Sheeler announced his office has opened up another year of records, and now are available to 1941, and are a great source of family history.

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

Respectfully Submitted,

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Maryjo Gibson, Chief Clerk