

## **Commissioners' Board Meeting Minutes November 21, 2013**

The Berks County Board of Commissioners met in regular session on Thursday, November 21, 2013, 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 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.

### **Presentation**

In recognition of the 150<sup>th</sup> Anniversary of the Gettysburg Address, Abraham Lincoln, portrayed by Commissioner Kevin S. Barnhardt, attended the meeting and recited the Gettysburg Address.

### **Approval of Minutes**

The minutes of November 14, 2013 Commissioners' Board Meeting were approved as presented.

### **Agenda Items**

1. A motion was made by Commissioner Scott, seconded by Commissioner Barnhardt and all voted unanimously to approve the items listed below:
  - 353.13 Adopt a resolution authorizing 2013 Budget Transfers in the amount of \$2,447,039.00 and 2013 Appropriations in the amount of \$1,249,994.00 per listing dated November 18, 2013. Robert Patrizio, Chief Financial Officer, reported most of the transfers are moving money within accounts within departments for better accounting purposes and are related to Children & Youth Services and Juvenile Probation, and there are no net new costs to the County with the exception of a few minor contingency items.
  - 354.13 Adopt a resolution authorizing Human Resources Recommendations per listing dated November 21, 2013 as follows:
    1. Authorize the appointment of Erin Gauby to PC011980 Senior Payroll Analyst – Budget & Finance, effective 11/25/13. Rate of \$44,000/annually. Salary budgeted \$44,000/annually. Salary range Minimum \$33,635;

Midpoint \$44,846; Maximum \$56,058. Mrs. Gauby will be eligible for bridging of service for vacation accrual purposes; vacation accrual shall be based upon her total full-time years of County service. This request meets the criteria of the Hiring Policy. Budget 10000 – 11400.

2. Authorize promotion of Eric Heckman, PC010895 Deputy Sheriff – Sheriff's Department to PC012251 Sergeant – Sheriff's Department, effective 11/27/13. Rate of \$52,099/annually. Salary budgeted \$52,875/annually. Salary range Minimum \$38,189; Midpoint \$50,918; Maximum \$63,648. Replacement for Matthew Green who transferred. This request meets the criteria of the Hiring Policy. Budget 10000 – 11510.
3. Authorize the appointment of Corey Bires to PC012698 Network Engineer – Information Systems, effective 12/4/13. Rate of \$55,000/annually. Salary range Minimum \$48,047; Midpoint \$64,063; Maximum \$80,079. New position created by Salary Board on 9/19/13. This request meets the criteria of the Hiring Policy. Budget 10000 – 11170.
4. Authorize the appointment of Heather Berger to PC010108 Application Specialist/Trainer – Information Systems, effective 12/4/13. Rate of \$45,000/annually. Salary range Minimum \$44,029; Midpoint \$58,706; Maximum \$73,382. Replacement for Lori Schneider who transferred. This request meets the criteria of the Hiring Policy. Budget 10000 – 11170.
5. Authorize the appointment of Shelly O'Neill to PC012970 Business Process Analyst – Information Systems, effective 12/4/13. Rate of \$45,000/annually. Salary range Minimum \$43,350; Midpoint \$57,800; Maximum \$72,250. New position created by Salary board on 9/19/13. This request meets the criteria of the Hiring Policy. Budget 10000 – 11170.
6. Authorize the appointment of Susan Quinn to PC012971 Temporary Business Process Analyst – Information Systems, effective 12/4/13. Rate of \$45,000/annually. Salary range Minimum \$43,350; Midpoint \$57,800; Maximum \$72,250. New position created by Salary board on 9/19/13. This request meets the criteria of the Hiring Policy. Budget 10000 – 11170.

355.13 Adopt a resolution authorizing the award and the Director of Contracts & Procurement to execute as a result of ITB #13-24-

KL, a two (2) year contract for Vehicle Maintenance & Repair as follows for the primary vendor:

Tom Masano Ford  
 1600 Lancaster Ave,  
 Reading, PA 19607

Estimated Annual Expenditure: \$131,998.40 at the unit prices listed below.

Item Description / Qty		Unit Price
YEAR 1		
Labor Rate	925	\$65.00
Tire Disposal (All Sizes)	40	\$2.00
Battery Disposal	5	\$0.00
Freon Disposal (lbs)	2	\$0.00
Pennsylvania State <u>Safety &amp; Emissions Inspection</u>	116	\$49.95
<u>Towing Services*</u>	<u>1(mile)</u>	N/A
<u>Repair/Change a flat (onsite)*</u>	<u>1 (unit)</u>	N/A
<u>Jump Start (onsite)*</u>	<u>1 (unit)</u>	N/A
YEAR 2		
Labor Rate	925	\$65.00
Tire Disposal (All Sizes)	40	\$2.00
Battery Disposal	5	\$0.00
Freon Disposal (lbs)	2	\$0.00
Pennsylvania State <u>Safety &amp; Emissions Inspection</u>	<u>116</u>	\$49.95
<u>Towing Services*</u>	<u>1(mile)</u>	N/A
<u>Repair/Change a flat (onsite)*</u>	<u>1 (unit)</u>	N/A
<u>Jump Start (onsite)*</u>	<u>1 (unit)</u>	N/A

The County reserves the right to extend the contracts for two additional two-year terms upon the mutual agreement of both parties at the unit prices listed herein.

- 356.13 Adopt a resolution authorizing the award and the Director of Contracts & Procurement to execute as a result of ITB #13-24-KL, a two-year contract for Vehicle Maintenance & Repair as follows for the secondary vendor:

Wensel's Service Centers  
 1625 N. 5<sup>th</sup> Street  
 Reading, PA 19601

Estimated Annual Expenditure:\$3,000.00 at unit prices below.

Item Description / Qty		Unit Price
YEAR 1		

Labor Rate	925	\$74.00
Tire Disposal (All Sizes)	40	\$4.00
Battery Disposal	5	\$0.00
Freon Disposal (lbs)	2	\$0.00
Pennsylvania State <u>Safety &amp; Emissions</u> Inspection	116	\$36.95
<u>Towing Services*</u>	<u>1 (mile)</u>	\$4.00
<u>Repair/Change a flat (onsite)*</u>	<u>1 (unit)</u>	\$75.00
<u>Jump Start (onsite)*</u>	<u>1 (unit)</u>	\$75.00
YEAR 2		
Labor Rate	925	\$74.00
Tire Disposal (All Sizes)	40	\$4.00
Battery Disposal	5	\$0.00
Freon Disposal (lbs)	2	\$0.00
Pennsylvania State <u>Safety &amp; Emissions</u> Inspection	116	\$36.95
<u>Towing Services*</u>	<u>1 (mile)</u>	\$4.00
<u>Repair/Change a flat (onsite)*</u>	<u>1 (unit)</u>	\$75.00
<u>Jump Start (onsite)*</u>	<u>1 (unit)</u>	\$75.00
Circle the automotive labor guide to be utilized:		
ALLDATA		
Mitchell		

The County reserves the right to extend the contracts for two additional two-year terms upon the mutual agreement of both parties at the unit prices listed herein.

357.13 Adopt a resolution authorizing execution of Engineering Services Agreement #EA-150242-13 between the County of Berks and Elliott, LeBoeuf & McElwain, P.C., Springfield, Virginia, to perform the annual structural engineering evaluation of the Fire Training Center Burn Building at the not to exceed amount of \$3,845.00.

358.13 Adopt a resolution authorizing execution of the Berks County Forensic Unit Grant Application for Fiscal Year 2013/2014 to the Pennsylvania Commission on Crime and Delinquency. The Berks County Forensic Services Unit has within it one of the highest volume AFIS terminals located in a County or local agency environment. Due to the volume the Unit experiences, this Grant will help reduce backlogs by expanding capacity through software. District Attorney John Adams attended the meeting and introduced Sgt. Detective Robert Johnson, who explained this is a

continuation of previous grants they have been the recipients of for the past six or seven years. Mr. Johnson commented this is for purposes of improving the quality of evidence and reducing municipal forensic operations and is 100% funded.

- 359.13 Adopt a resolution authorizing Edward B. Michalik, MH/DD Administrator, to accept the revised capitation rate offered by the Department of Public Welfare for the HealthChoices Program for Fiscal Year 2013/2014 as outlined in Appendix 3 attached hereto.
  - 360.13 Adopt a resolution authorizing execution of the Human Services Block Grant Income and Expenditure Report for Fiscal Year 2012/2013.
  - 361.13 Adopt a resolution authorizing the appointment of Sandy Burkhart Stief, Reading, Pennsylvania, to the Reading Library Board, for a term expiring December 31, 2015. This is a replacement for Clemson Page.
  - 362.13 Adopt a resolution authorizing the reappointment of Piper Sherburne, Alburtis, Pennsylvania to the Berks County Conservation District Board for a four (4) year term expiring December 31, 2017.
  - 363.13 Adopt a resolution authorizing the appointment of Greg Stricker, Wernersville, Pennsylvania to the Berks County Conservation District Board for a four (4) year term expiring December 31, 2017. This is a replacement for Larry Kehl who resigned.
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 19, 2013. Commissioner Leinbach reported there are 9 contracts and referenced the departments.
  3. Motion to authorize payments set forth on Controller's Office vouchers payable listing dated November 19, 2013 for week ending November 20, 2013 and the payment of electronic transfers and employee payroll. The Controller also submitted and voucher form for the week ending November 27, 2013 due to fact there will not be a Commissioners meeting next week.

### **Reports**

1. County Treasurer Nelson Long, CPA submitted a prepared weekly Treasurer's report.

2. The Controller's weekly report was presented by William T. Consugar, Manager of Accounting and Financial Report.

#### **REPORTS OF CHIEF OPERATING OFFICE/CHIEF FINANCIAL OFFICER**

1. Carl E. Geffken had nothing to report this week.
2. Robert J. Patrizio reported that at today's Budget Meeting the Commissioners will be discussing the County's relationship with Berkshire Baseball for the ball fields at the North Campus, the structure of organization at the Penn State Agricultural Extension, Human Resources 2014 benefit renewal contract rates and bridge planning strategy.
3. Arnel R. Wetzel, Jr., Human Resources Director, presented a brief power point presentation on the Affordable Health Care Act ("AHCA") and the Cadillac tax ("Tax"). Mr. Wetzel commented the tax is imposed on higher cost insurance plans beginning 2018. Mr. Wetzel presented an updated analysis the impact the AHCA law and tax could have on the County going forward to 2018.

#### **COMMISSIONERS' COMMENTS**

Commissioner Barnhardt, portraying Abraham Lincoln, delivered the Thanksgiving Proclamation issued in October 1863 that combined Thanksgiving events held throughout the country into one general holiday in November. Commissioner Barnhardt announced he will be portraying President Lincoln in the "The Last Full Measure" December 14, 2013 at Masonic Scottish Rite Theatre.

Commissioner Scott announced there would be an Election Board Meeting this morning at 11:00 a.m. Commissioner Scott announced more good news for the County's Pension fund as another record valuation was reported.

Commissioner Leinbach reported yesterday the Pennsylvania Department of Homeland Security in conjunction with the District Attorney's Office and Mental Health/Developmental Disability held an all-day conference called "Keeping Kids Safe" focusing on children in school. Commissioner Leinbach commented it was a very powerful and necessary conference.

There being no further business, the meeting adjourned at 10:55 A.M.

Respectfully Submitted,

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Maryjo Gibson, Chief Clerk