

## **Commissioners' Board Meeting Minutes December 6, 2012**

The Berks County Board of Commissioners met in regular session on Thursday, December 6, 2012, 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 Vice Chair Kevin S. Barnhardt called the meeting to order with Commissioner Mark C. Scott in attendance. Commissioner Leinbach was attending a NACo conference. Also present were Solicitor Alan Miller, Chief Operating Officer Carl E. Geffken and Chief Clerk Maryjo Gibson.

Commissioner Barnhardt opened the meeting with a moment of silence and Pledge of Allegiance to the Flag, and announced there was an Executive Session November 30, 2012 to discuss contract negotiations with Teamsters and PSSU and personnel issues.

### **Approval of Minutes**

The minutes of November 29, 2012 Commissioners' Board Meeting were approved as presented.

### **Consent Agenda Items**

1. A motion was made by Commissioner Scott, seconded by Commissioner Barnhardt and all voted unanimously to approve the items listed under Consent Agenda Items:
  - 408.12 Adopt a resolution authorizing 2012 Budget Transfers in the amount of \$166,125.00 and 2012 Appropriations in the amount of \$399,004.00 per listing dated December 3, 2012.
  - 409.12 Adopt a resolution authorizing Human Resources Recommendations per listing dated December 5, 2012, 2012 as follows:
    1. Authorize the utilization of a temporary agency for the Budget & Finance Office, effective 12/6/12. Rate not to exceed \$30.00/hr. Utilization of the temporary agency will cease when the Manager of Financial Planning position is filled. This request was reviewed and meets the criteria of the Hiring Policy. Budget 11400 – 10000.
    2. Authorize the transfer of Leonard O. Greth, PC011151 Judicial Administrative Assistant – Court Administration to PC011180 Jury Room Supervisor – Court Administration, effective 12/19/12. Rate of \$44,000/annually. Salary budgeted \$41,524/annually.

Salary range Minimum \$35,256; Midpoint \$47,008; Maximum \$58,760. Replacement for Michael J. Spear who separated. This request meets the criteria of the Hiring Policy. Budget 10000 - 11600.

3. Authorize the promotion of Kathryn L. Schweitzer, PC010170 Assistant Public Defender I to PC010184 Assistant Public Defender II – Public Defender, effective 12/19/12. Rate of \$46,000/annually. Salary budgeted \$56,372/annually. Salary range Minimum \$44,486; Midpoint \$59,314; Maximum \$74,143. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 11570.
4. Authorize salary increase for Stephanie L. Nocera, PC010168 Assistant Public Defender I –Public Defender, effective 12/19/2012. Rate of \$44,000/annually. Salary budgeted \$46,000/annually. Salary range Minimum \$41,227; Midpoint \$54,969; Maximum \$68,711. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 11570.

Commissioner Barnhardt brought up from the floor the authorization to approve two additional items. One is to authorize a stipend in the amount of \$115.00 per week to Herman Degler, Law Clerk, to perform additional duties of the Judicial Coordinator position; and the second is to authorize a stipend in the amount of \$115.00 per week to Lisa Hartline, Judicial Administrative Assistant, to perform additional duties of the Judicial Coordinator position, which is a vacancy in Judge Peter Schmehl's office.

- 410.12 Adopt a resolution authorizing execution by Christian Y. Leinbach, Commissioner Chair, of the Application for Excess Loss Insurance to BCS Insurance Company, Worthington, Ohio, effective January 1, 2013 to January 1, 2014.
- 411.12 Adopt a resolution authorizing the award and Director of Contracts & Procurement to execute as a result of Request for Proposal #12-15-MB a contract to conduct an arboricultural evaluation of an estimated 2,000 trees in the County of Berks Tulpehocken Creek Valley Park System located in Bern and Spring Townships and the City of Reading as follows:  
The F.A. Bartlett Tree Expert Co.  
1290 East Main Street  
Stamford, CT 06902  
**Total Cost of Evaluation: \$33,506.00**

Commissioner Barnhardt commented that to his recollection this type of evaluation to assess the health of the trees throughout the Park System has never been done. Commissioner Barnhardt further commented the evaluation will also identify the species of trees. Commissioner Scott confirmed this evaluation has never been performed for the County.

- 412.12 Adopt a resolution authorizing Christian Y. Leinbach, Commissioner Chair, to execute a funding application to Redevelopment Assistance Capital Program (RACP) seeking a grant of \$1,000,000 for activities related to the rehabilitation of the Antietam Lake Dam, and further authorizes the execution of any all documents and agreements between the County of Berks and the Commonwealth of Pennsylvania to facilitate and assist in obtaining the requested funds. Commissioner Barnhardt commented this funding goes back several years and was originally for the RACC bridge project. Commissioner Barnhardt mentioned that since the County has taken ownership of the RACC bridge, the scope of work was downsized, and there are still some funds available, and the County is now requesting it be designated to our activities at Antietam Lake.
- 413.12 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Supplemental General Reimbursement Agreement for Federal Aid Projects (No. 057008-B) between the Pennsylvania Department of Transportation (PennDOT) and the County of Berks for the Buttonwood Street Bridge Rehabilitation Project in the City of Reading and West Reading Borough. This supplement provides the terms and guidelines that govern reimbursement for funding for the Final Design, Utility, Right-of-Way acquisition and Construction phases of the Project.
- 414.12 Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute Engineering Agreement 057329, as drafted by the Pennsylvania Dept. of Transportation, with McTish, Kunkel & Associates, 3500 Winchester Road, Suite 300, Allentown, PA 18104, required to provide Construction Inspection Services for the Berne Station Bridge Replacement Project in Perry and Tilden Townships at cost not to exceed \$276,248.71.
- 415.12 Adopt a resolution authorizing the appointment of Andrew S. George, Esq., Reading, Pennsylvania to the Berks County Public Libraries Board for a term expiring June 12, 2015. This is a replacement for Melanie Solon who resigned.

- 416.12 Adopt a resolution authorizing the reappointment of Robert Bagenstose, Reading, Pennsylvania to the Council on Chemical Abuse Advisory Board for a three (3) term expiring February 1, 2016.
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 December 3, 2012.
3. Motion to authorize payments set forth on Controller's Office vouchers listing dated December 4, 2012 for the week ending December 5, 2012.

### **Reports**

1. County Treasurer Nelson Long, CPA, did not attend the meeting. There was not a weekly Treasurer's report submitted.
2. The Controller's weekly report was presented by County Controller Sandy Graffius.

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

1. Carl E. Geffken reported the Budget Meeting is cancelled this afternoon.
2. Robert J. Patrizio did not attend the meeting.

### **COMMISSIONERS' COMMENTS**

Commissioner Scott commented he had a great opportunity to celebrate with Commissioner Barnhardt the Ribbon Cutting ceremony at the Antietam Lake Valve House yesterday.

Commissioner Scott wished Michael Spears good luck in his retirement, who served 8 years as Jury Room Supervisor, and before that was Chief of the Central Berks Police Department.

Commissioner Scott also mentioned the Commissioners received an email from Chaz Lyon, an Amity Township Supervisor, complimenting Jane Meeks on her recycling efforts in helping to restructure the Township's recycling program, which reduced the costs on an annual basis, and allowed the Township to adopt a budget for 2013 without a tax increase. Amity Township thanked the County for making Ms. Meeks services available to the Township.

Commissioner Barnhardt commented on the ribbon cutting ceremony held at Antietam Lake Valve House yesterday.

Commissioner Barnhardt read a letter from Todd Weikel, a Supervisor in Lower Alsace Township, whose father is a patient at Berks Heim, praising the efforts and services of the staff at Berks Heim. Commissioner Barnhardt further commented he had breakfast

with Fred Levering, Wyomissing Borough President, whose mother is also a patient at Berks Heim, who agreed that the care of the staff at the Heim is excellent. Mr. Levering is very pleased with the services his mother is receiving.

Commissioner Barnhardt clarified an article in the newspaper written by Dan Kelly regarding the MDJ system and back log of cases. Commissioner Barnhardt explained that the County did not close the MDJ office, but the State eliminated a judge position. Commissioner Barnhardt further explained the County, faced with the backlog, agreed to keep 4 full time positions in the MDJ system to work on the backlog of cases.

### **CITIZEN COMMENTS**

Lori Laub addressed the Board on behalf of her father who lives in Kutztown regarding the cell tower in Kutztown and its proximity to an existing tower. Ms. Laub commented there is a cell tower outside of Kutztown and is in close proximity to the proposed cell tower the County wants to erect. Ms. Laub asked the Commissioners if they considered using space on the existing tower instead of erecting a new tower at the proposed location. Commissioner Barnhardt asked for Ms. Laub's contact information and advised her either Brian Gottschall or Carl Geffken will get back to her and provide her with an answer to her questions.

Frederick Sheeler, Berks County Recorder of Deeds, commented in response to the Contract award for tree evaluation at the County Park system that the Sheeler Home at the Berks Leisure Area was once owned by his grandparents, but was acquired by the County for the Park System. Mr. Sheeler requested the County formally change the name from Berks Leisure Area to the Sheeler Home.

There being no further business, the meeting adjourned at 10:30 A.M.

Respectfully Submitted,

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Maryjo Gibson, Chief Clerk