

Commissioners' Board Meeting Minutes January 5, 2012

The Berks County Board of Commissioners met in regular session on Thursday, January 5, 2011, at 10:30 A.M. in the Board meeting room on the thirteenth 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 and Commissioner Kevin S. Barnhardt in attendance. Also present were Solicitor Alan Miller 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 December 20, 2012 Commissioners' Workshop and December 22, 2012 Commissioners' meetings were approved as presented.

Consent Agenda Items

1. A motion was made by Commissioner Barnhardt, seconded by Commissioner Scott and all voted unanimously to approve the items listed below:
 - 02.12 A. Adopt a resolution authorizing 2011 Budget Transfers in the amount of \$17,919.00 per REVISED listing dated January 4, 2012. Commissioner Leinbach commented that the revision is a difference in the Public Defender line item. It is less money being transferred.
 - 03.12 B. Adopt a resolution authorizing Human Resources Recommendations per listing dated January 3, 2012 as follows:
 1. Authorize the appointment of Todd A. Mays to PC012530 Temporary Assistant District Attorney I - District Attorney, effective 1/11/2012. Rate of \$42,000/annually. Salary range Minimum \$41,227; Midpoint \$54,969; Maximum \$68,711. Temporary position is to provide coverage for an employee currently on an extended leave of absence. Should the employee return from the leave or separate from County employment, the temporary assignment will cease. This position is not eligible for benefits, with the exception of compensation for holidays. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 11580.
 2. Authorize the promotion of Jesse Craig Leisawitz, PC010142 Assistant District Attorney I to PC010147

Assistant District Attorney II – District Attorney, effective 12/21/2011. Rate of \$48,740/annually. Salary range Minimum \$44,485; Midpoint \$59,314; Maximum \$74,142. This salary includes Mr. Leisawitz's 2012 annual increase. Budget 10000 – 11580.

3. Authorize the promotion of Justin David Bodor, PC010141 Assistant District Attorney I to PC010145 Assistant District Attorney II – District Attorney, effective 12/21/2011. Rate of \$48,740/annually. Salary range Minimum \$44,485; Midpoint \$59,314; Maximum \$74,142. This salary includes Mr. Bodor's 2012 annual increase. Budget 10000 – 11580.
4. Authorize the promotion of Leah Rotenberg, PC010143 Assistant District Attorney I to PC010153 Assistant District Attorney III – District Attorney, effective 12/21/2011. Rate of \$51,000/annually. Salary range Minimum \$48,945; Midpoint \$65,259; Maximum \$81,574. This salary includes Ms. Rotenberg's 2012 annual increase. Budget 10000 – 11580.
5. Authorize the promotion of Pamela Lynn VanFossen, PC010147 Assistant District Attorney II to PC010149 Assistant District Attorney III – District Attorney, effective 12/21/2011. Rate of \$51,000/annually. Salary range Minimum \$48,945; Midpoint \$65,259; Maximum \$81,574. This salary includes Ms. VanFossen's 2012 annual increase. Budget 10000 – 11580.
6. Authorize the promotion of Igor Litvinov, PC010145 Assistant District Attorney II to PC010155 Assistant District Attorney III – District Attorney, effective 12/21/2011. Rate of \$51,000/annually. Salary range Minimum \$48,945; Midpoint \$65,259; Maximum \$81,574. This salary includes Mr. Litvinov's 2012 annual increase. Budget 10000 – 11580.
7. Authorize the promotion of Christopher Connard, PC010149 Assistant District Attorney III to PC010156 Assistant District Attorney IV – District Attorney, effective 12/21/2011. Rate of \$54,000/annually. Salary range Minimum \$50,180; Midpoint \$66,907; Maximum \$83,634. This salary includes Mr. Connard's 2012 annual increase. Budget 10000 – 11580.
8. Authorize the promotion of Jason R. Waterloo, PC010154 Assistant District Attorney III to PC012784 Assistant District Attorney IV – District Attorney,

effective 12/21/2011. Rate of \$54,000/annually. Salary range Minimum \$50,180; Midpoint \$66,907; Maximum \$83,634. This salary includes Mr. Waterloo's 2012 annual increase. Budget 10000 – 11580.

9. Authorize the promotion of Matthew Alexander Thren, PC010153 Assistant District Attorney III to PC012783 Assistant District Attorney IV – District Attorney, effective 12/21/2011. Rate of \$54,000/annually. Salary range Minimum \$50,180; Midpoint \$66,907; Maximum \$83,634. This salary includes Mr. Thren's 2012 annual increase. Budget 10000 – 11580.
10. Authorize the promotion of Margaret M. McCallum, PC010151 Assistant District Attorney III to PC012782 Assistant District Attorney IV – District Attorney, effective 12/21/2011. Rate of \$54,000/annually. Salary range Minimum \$50,180; Midpoint \$66,907; Maximum \$83,634. This salary includes Ms. McCallum's 2012 annual increase. Budget 10000 – 11580.
11. Authorize the appointment of Jennifer Rhoads to PC012241 Buyer – Purchasing, effective 1/18/2012. Rate of \$35,000/annually. Salary budgeted \$36,900/annually. Salary range Minimum \$32,443; Midpoint \$43,258; Maximum \$54,072. New position authorized 1/3/2012. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 11180.
12. Authorize salary increase for Stacey Ditizio, PC011413 Network Administrator, effective 12/21/2011. Rate of \$49,572/annually. Salary budgeted \$48,336. Salary range Minimum \$45,783; Midpoint \$61,045; Maximum \$76,306. This salary includes Ms. Ditizio's 2012 annual increase. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 11170.
13. Authorize salary increase for James Peters, PC011414 Network Administrator, effective 12/21/2011. Rate of \$49,572/annually. Salary budgeted \$48,336. Salary range Minimum \$45,783; Midpoint \$61,045; Maximum \$76,306. This salary includes Mr. Peter's 2012 annual increase. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 11170.

- 04.12 C. Adopt a resolution authorizing the award and Deputy Director of Contracts & Procurement to execute as a result of Invitation to

Bid # 11-21-KS, Office Cleaning Services, two contracts for a period of one year with the option to extend for two additional one-year terms for various facilities as identified herein:

Tridon Services, Inc.
2178 Industrial Dr., Suite 921
Bethlehem, PA 18017
Estimated Annual Expenditure \$ **28,428.40**

Locations	Weekly Fee	Annual Cost
CareerLink	\$ 546.70	\$ 28,428.40
Total Estimated Expenditure		\$ 28,428.40

Stubbs, Inc.
613 N. 3rd Street
Reading, PA 19601
Estimated Annual Expenditure \$ **45,292.00**

Locations	Weekly Fee	Annual Cost
Parks & Rec - Gring's Mill	\$ 43.00	\$ 2,236.00
Parks & Rec - Berks Leisure Center	\$ 45.00	\$ 2,340.00
MDJ Bentz	\$ 47.00	\$ 2,444.00
MDJ Dougherty	\$ 46.00	\$ 2,392.00
MDJ Gauby	\$ 51.00	\$ 2,652.00
MDJ Greth	\$ 44.00	\$ 2,288.00
MDJ Hartman	\$ 46.00	\$ 2,392.00
MDJ Kennedy	\$ 43.00	\$ 2,236.00
MDJ Kowalski	\$ 45.00	\$ 2,340.00
MDJ Leonardziak	\$ 47.00	\$ 2,444.00
MDJ Fredrick	\$ 44.00	\$ 2,288.00
MDJ Patton	\$ 62.00	\$ 3,224.00
MDJ Scott	\$ 50.00	\$ 2,600.00
MDJ Bagenstose	\$ 60.00	\$ 3,120.00
MDJ Book	\$ 52.00	\$ 2,704.00
MDJ Glass	\$ 45.00	\$ 2,340.00
MDJ Xavios	\$ 49.00	\$ 2,548.00
MDJ Young	\$ 52.00	\$ 2,704.00
Total Estimated Expenditure		\$ 45,292.00

- 05.12 D. Adopt a resolution authorizing the Chairman of the Board to affix his signature as the Owner's Representative to the Emergency Action Plan (EAP) for the Lake Antietam Dam, acknowledging the requested support activity contained in the EAP, and further affirming the Board's promulgation and concurrence with the surveillance, warning and evacuation procedures outlined therein.
- 06.12 E. Adopt a resolution authorizing execution of AIA Change Order GC-1 dated December 15, 2011 for Purcell Construction in the amount of \$3,157.46 to provide "joist expansion at headers" for

the Berks County Courthouse, 19th Floor Equipment Room
HVAC & Electrical Renovation Project.

- 07.12 F. Adopt a resolution authorizing the County Solicitor to execute a retainer letter between the County of Berks and LambMcErlane PC concerning representation of the County in non-insurance related litigation.
- 08.12 G. Adopt a resolution authorizing execution of an Agreement between the County of Berks and City of Reading concerning the ownership and disposition of emergency response equipment located on the 19th floor of the County Courthouse.
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 28, 2012.
3. Motion to authorize payments set forth on Controller's Office vouchers listing for the week ending January 4, 2012.

Reports

1. County Treasurer Nelson Long did not attend the meeting. Commissioner Leinbach presented the Treasurer's report.
2. The Controller's weekly report was presented by Richard Miller, Manager of Auditing.

There being no further business, the meeting adjourned at 10:47 A.M.

Respectfully Submitted,

Maryjo Gibson, Chief Clerk