

**Commissioners' Board Meeting**  
**Thursday, June 24, 2004**

The Berks County Board of Commissioners met in regular session on Thursday, June 24, 2004 at 10:35 AM 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 Judith L. Schwank called the meeting to order with Commissioner Thomas Gajewski and Commissioner Mark Scott in attendance. Also present were the Chief Clerk Terry L. Styer, Solicitor Alan S. Miller and County Administrator, William E. Dennis.

The Commissioners' Meeting Minutes for June 15, 2004 and June 17, 2004 were approved as published by a majority vote, with a motion made by Commissioner Scott, seconded by Commissioner Schwank with Commissioner Gajewski abstaining from the vote as he was not in attendance at the previous meetings.

On motion by Commissioner Gajewski, seconded by Commissioner Scott and all voting yes, the consent agenda was approved.

**Consent Agenda**

1. Resolutions:

- 323.04 A. Resolution Authorizing payment of invoices under the following Community Development Disbursement Vouchers:
  - 1. No. 2082 – Community Development Block Grant Program
  - 2. No. 2083-PS – State Emergency Shelter Program
  - 3. No. 2084- S – Emergency Shelter Program
  - 4. No. 2085 – Community Development Block Grant Program
  - 5. No. 1219 – Property Rehabilitation Program
  - 6. No. 1220 –Property Rehabilitation Program
  - 7. No. 464 – Home Grant Program
  
- 324.04 B. Resolution authorizing the allocation of the Homeless Assistance Program funding per listing dated June 16, 2004; and for the execution of the Assurance of Compliance Certificate with respect to the Homeless Assistance Program (HAP) and to authorize Mary Henry-Moss, Human Service Grants Coordinator, the ability to distribute the remaining HAP Funds to the prior approved agencies as needed for the fiscal year 2004/2005
  
- 325.04 C. Resolution authorizing the allocation of the Human Services Development Fund per listing dated June 16, 2004; and for the execution of the Assurance of Compliance Certificate with respect to the Human Services Development Fund (HSDF) and to authorize Mary Henry-Moss, Human Service Grants Coordinator, the ability to distribute the remaining HSDF Funds to the prior approved agencies as needed for the fiscal year 2004/2005
  
- 326.04 D. Resolution authorizing 2004 Budget transfers in the amount of \$30,000 per listing dated June 18, 2004.

2. Motion to approve the following Human Resource Department recommendations as per listing dated June 24, 2004:
  - A. Authorize 6-month probationary increase for Brian G. McDonnell, First Assistant District Attorney - District Attorney, effective 6/14/04. Rate of \$58,500/annually (\$500 increase) (WMS Minimum \$51,725; Midpoint \$60,852; Maximum \$69,979) Budget 01-158.
  - B. Authorize 6-month probationary increase for Dennis Skayhan, Chief of Trials – District Attorney, effective 6/14/04. Rate of \$52,000/annually (\$500 increase) (WMS Minimum \$49,024; Midpoint \$57,676; Maximum \$66,327) Budget 01-158.
  - C. Authorize 6-month probationary increase for Jeffrey Zielinski, Assistant District Attorney I, District Attorney, effective 5/13/04. Rate of \$39,115/annually (\$500. increase) (WMS Minimum \$38,615; Midpoint \$45,429; Maximum \$52,243) Budget 01-158.
  - D. Authorize salary increase for Michael J. Acosta, Assistant District Attorney I, effective 5/28/04. Rate of \$41,500/annually (\$2,385 increase) (WMS Minimum \$38,615; Midpoint \$45,429; Maximum \$52,243) Budget 01-158.
  - E. Authorize salary increase for Matthew Errington, Assistant District Attorney I, effective 5/28/04. Rate of \$41,500/annually (\$2,385 increase) (WMS Minimum \$38,615; Midpoint \$45,429; Maximum \$52,243) Budget 01-158.
  - F. Authorize salary increase for Kristine Laroche, Assistant District Attorney I, effective 5/28/04. Rate of \$41,500/annually (\$2,385 increase) (WMS Minimum \$38,615; Midpoint \$45,429; Maximum \$52,243) Budget 01-158.
  - G. Authorize salary increase for Jason Frankenfield, Assistant District Attorney I, effective 5/28/04. Rate of \$41,500/annually (\$2,385 increase) (WMS Minimum \$38,615; Midpoint \$45,429; Maximum \$52,243) Budget 01-158.
  - H. Authorize promotion of Kevin D. Gillespie, Assistant District Attorney II – District Attorney to Assistant District Attorney III – District Attorney, effective 3/20/04. Rate of \$48,000/annually. (WMS Minimum \$45,844; Midpoint \$53,933; Maximum \$62,024) Replacement for Dennis Skayhan who was promoted. Budget 01-158.
  - I. Authorize utilization of a temporary agency effective 6/28/04 until approximately 9/30/04. Rate not to exceed \$15.50. Replacement for D.A. office employee who is currently on LOA. Budget 01 – 158
3. Motion to appoint Glenn W. Godshall to the Reading Area Transportation Study Coordinating Committee.
4. Motion to approve and execute Contract Agreements and Amendments as furnished by the Contract Coordinator, per listing dated June 16, 2004.

5. Motion to approve Change Order Requests for the renovation of the INS facilities, in the total amount of \$672.88:
  - A. Change Order Request No. E-9 Electrical Contractor; Amount \$672.88.  
Provide a 50 amp circuit for food steamer of Food Service Room.

**Reports**

The County Controller presented a prepared report read by Administrator Dennis. The County Treasurer presented a verbal report indicating that the written report will follow.

**Agenda Items for Discussion**

**Citizen Comment/Business From The Floor**

There being no further business, the meeting was adjourned at 10:45 A.M.