

## **Commissioners' Workshop Meeting Minutes Tuesday, August 23, 2011**

### **I. CALL TO ORDER:**

The Berks County Board of Commissioners met in regular session on Tuesday, August 23, 2011 at 10:30 A.M. in the 13th floor Board Room of the Berks County Services Center, pursuant to due notice to Board members and the public.

Commissioner Kevin S. Barnhardt called the meeting to order with Commissioner Christian Leinbach in attendance. Commissioner Chair Mark C. Scott was out of town, and did not attend the meeting. Also present were County Solicitor Alan S. Miller and Maryjo Gibson, Chief Clerk.

Commissioner Barnhardt opened the meeting with a moment of silence and the Pledge of Allegiance to the Flag, and announced that the Board met in executive session on August 15, 2011 and August 22, 2011 to interview candidates for department head positions.

### **II. DEPARTMENTAL REPORTS / REQUESTS:**

#### **Budget Department**

- A. Adopt a resolution authorizing 2011 Budget Transfers in the amount of \$62,958.00 and 2011 Appropriations in the amount \$6,119.00 per listing dated August 19, 2011.

#### **Human Resources**

- A. Adopt a resolution authorizing Human Resources Recommendations dated August 23, 2011. Commissioner Barnhardt reviewed the recommendations brought before the board.

#### **Purchasing**

- A. Motion authorizing Mark C. Scott as Chairman of the Board, to execute Contract Agreements/Amendments as furnished by the Contract Coordinator, per listing dated August 19, 2011.
  
- B. Adopt a resolution authorizing the award and execution by the Director of Contracts and Procurement as a result of Invitation to Bid #11-12-MB, a contract to replace an existing electric panel and install back up components in order to allow for Installation of an Air Conditioning System for the Information Technology Room at the Agricultural Center as follows:
  - H.B. Frazer Company**
  - 3 Morgan Drive
  - Reading, PA 19608
  - Electrical Construction Base Bid: \$22,565.00
  - Alternate: Back-up computer room air conditioning - Add - \$1,040.00*
  - Electrical Construction Total: \$23,605.00**

- C. Adopt a resolution authorizing the award and Director of Contracts and Procurement to execute as a result of RFP# 11-8-KL, a contract for Architectural & Engineering Services for the Jail System Envelope and Infrastructure Project as follows:

**Crabtree, Rohrbaugh & Associates**

401 East Winding Hill Road

Mechanicsburg, PA 17055

Fee Proposal (Percentage of the Cost of Work)

Construction Cost	Percentage of Cost (%)
4.2 Million (Budget)	6.75%
5.1 Million (Budget)	6.25%
6.0 Million (Budget)	5.75%

The final determinant for the actual cost of work will be based upon actual bids for hard construction costs. Kelly Laubach, Director of Contracts and Procurement, commented that this work is for the 1993 portion of the Jail. Ms. Laubach further commented that the County received 7 proposals and after in depth evaluations by the committee they chose the highest ranked overall firm.

- D. Adopt a resolution authorizing the award and Director of Contracts and Procurement to execute as a result of Invitation to Bid #11-11-EO, contracts for supply and delivery of Institutional Linens for a one year period for Berks Heim, the Jail System and the Youth Center as follows:

**Bob Barker Company, Inc.**

104 N. Main Street

Fuquay Varina, NC 27526

Line Items – 2, 9 and 18

Estimated One Year Expenditure **\$2,571.64**

Line Item	Estimated Annual Quantity	Item Description	UOM	Unit Price	Ext Price
2	20	BLANKETS, dark grey, 40% wool/60% synthetic fibre, 54" x 84", flame resistant, machine washable, meets ASTM D4151-92 flammability requirements	dz	\$45.60	\$912.00

9	124	PILLOW: flame resistant core is 100% polyester fiber (meets ASTM D4151-92), 20" x 26", heavy-duty vinyl laminate cover consists of two layers of vinyl bonded to a tough synthetic scrim, flame resistant, antibacterial, tear-resistant, nonallergenic, self-deodorizing, wipe clean only, 1.4 lbs per pillow	ea	\$6.37	\$789.88
18	144	HAND TOWEL, White, 16" x 27" terry cloth, 100% cotton, 3 lb. per dozen	dz	\$6.04	\$869.76

**Medline Industries Holdings, LP**

1108 Soldiers Field Court #100

Sugarland, TX 77479

Line Items – 14 and 17

Estimated One Year Expenditure: **\$7,884.91**

Line Item	Estimated Annual Quantity	Item Description	UOM	Unit Price	Ext Price
14	27	FITTED SHEET, knitted, 36" x 80" twin size, 60% cotton/40% polyester, bleached	dz	\$53.93	\$1,456.11
17	280	BIB, terry clothing protectors, 85% cotton/15% polyester, 21" x 33", 10 oz. each, white with blue binding, Velcro closure	dz	\$22.96	\$6,428.80

**Standard Textile Co., Inc.**

1 Knollcrest Drive

Cincinnati, OH 45237

Line Items – 4, 8, 15 and 16

Estimated One Year Expenditure: **\$9,906.48**

Line Item	Estimated Annual Quantity	Item Description	UOM	Unit Price	Ext Price
4	100	LAUNDRY BAG, heavy weight polyester mesh with 1/2" holes, 30" x 40", with 3" x 5" ID tag (white cotton triangle sewn to a bottom corner of the bag), bag opens at top; aqua, green, yellow, orange, blue, red, neon green, pink, brown, white, white/aqua, and white/brown	ea	\$11.61	\$1,161.00
8	18	PILLOW: 18 oz garneted polyester fill, mini-vented ticking, anti-bacterial, anti-microbial, flame retardant, liquid resistant, 21" x 27" (20" x 26" finished)	dz	\$48.72	\$876.96

15	115	PATIENT GOWN - regular, lapover, 55% cotton/45% polyester, .59 lb., tape ties at neck and waist, raglan sleeves, twill, sweep 68", length 51", inseam 5".	dz	\$65.88	\$7,576.20
16	12	APRONS, bib with ties at waist, no pockets, knee length, twill, 35% cotton/65% polyester, no iron, white	dz	\$24.36	\$292.32

**Tabb Textile Co., Inc.**

511 Pleasant Drive

Opelika, AL 36801

Line Items – 1, 3, 5, 6, 7, 10, 11, 12 and 13

Estimated One Year Expenditure: **\$27,908.50**

Line Item	Estimated Annual Quantity	Item Description	UOM	Unit Price	Ext Price
1	375	BLANKET: 50% wool/50% polyester, 62" X 80", whipstitched on all sides, grey, flame retardant, meets ASTM D4151-92 flammability requirements	ea	\$4.80	\$1,800.00
3	12	THERMAL BLANKET, no snag, 66" x 90", 2.3 lb., 100% cotton, domestic	dz	\$84.00	\$1,008.00
5	150	TOWEL: <u>dark</u> brown, 100% cotton terry, 20" x 40", budget grade, 5 lb. per dozen	dz	\$16.00	\$2,400.00
6	325	BATH TOWEL, 20" x 40", 5.5 lb/dz., 85% cotton/15% polyester, 16 singles, 5 cam border, white	dz	\$15.68	\$5,096.00
7	3,600	WASHCLOTH, 12" x 12", 1.00 lb., 85% cotton/15% polyester, 16 singles, serged on four sides, rounded corners, white	dz	\$2.85	\$10,260.00
10	75	PILLOW CASE, cloth, 65% polyester/35% cotton, 42" W x 34" L, T130, 2.42 lbs per dozen, white	dz	\$7.00	\$525.00
11	26	PILLOWCASE , 55% cotton/45% polyester, 42" x 34", .23 lb., T180 percale, 2" hem, bleached	dz	\$9.25	\$240.50
12	150	FLAT SHEET, 65% polyester/35% cotton, 66" x 104", T130, 1.33 lbs each, single needle locking stitch, 3/8" double turned hems, white	dz	\$29.10	\$4,365.00
13	54	FLAT SHEET, percale, 55% cotton/45% polyester, 66" x 104", T180, single-pick construction, bleached, 3/4" hems, finished, cut and sewn	dz	\$41.00	\$2,214.00

With the consent of the vendor, the County reserves the option to renew the contract for two additional one-year terms at the quoted prices. Kelly Laubach, Director of Contracts and Procurement, commented that these are standard items the County historically purchases.

*Career Link*

- A. Adopt a resolution authorizing execution by Mark C. Scott, Esq., Chair, of the Grant Recipient's Assignment of Refunds, Rebates and Credits, the WIA Grant Closeout Tax Certification and the Grant Recipient's Release to the Pennsylvania Department of Labor and Industry, which are standard close-out forms for funds received by Berks County Employment & Training Office.

*Children & Youth Services*

- A. Adopt a resolution authorizing execution of Certification Statement of County Child Welfare Program for the period July 1, 2010 to June 30, 2011 for submission of FY 10/11 4<sup>th</sup> quarter for the Office of Children and Youth Families.

*Department of Emergency Services*

- A. Adopt a resolution authorizing execution of two (2) Lease Agreements and two (2) Access Easement Agreements for the following tower sites in regard to the Berks County Emergency Response Radio Project:
1. Bethel-Donley Site Lease Agreement
  2. North Heidelberg-Swope Site Lease Agreement
  3. Longswamp – (Heeps) Floyd Wetzel's Site Access Easement Agreement
  4. Longswamp – (Heeps) Terry Hall's Site Access Easement Agreement

Brian Gottschall, Director of Emergency Services, commented that these Agreements and Easements are similar to the previously authorized Leases, which allows access by the County to land for construction of towers for the Radio Project.

- B. Adopt a resolution authorizing execution of Amendment No. 1 to the AIA Contract dated April 7, 2011 between the County of Berks and Consolidated Engineers, of Leesport, Pennsylvania to include architectural and engineering design services and construction management of upgrading the existing generator in the Berks County Courthouse at a cost of \$17,800.00. Brian Gottschall, Director of Emergency Services, commented that this a minor increase in the contract. We were advised by the legal team that because of the nature of the project, it must be bid as multiple prime contracts in order to follow the procurement code. NOTE: After the meeting Brian notified the Chief Clerk that the document named Amendment No. 1 herein should correctly be submitted as Amendment No. 2. Amendment No. 1 was authorized by P.O. 52174 June 2, 2011.

Brian Gottschall brought up from the floor a request for the Commissioners to approve Change Order No. 001 for Contract #10-23185/CR with Motorola Solutions which will add \$5,000,000.00 worth of subscribers, which is part of the 911 Emergency Radio Project. Motorola has agreed to make certain changes to the Contract in favor of the County in exchange for the purchase of \$5,000,000 of radios.

**District Attorney**

- A. Adopt a resolution authorizing execution of the annual Equitable Sharing Agreement and Certification report for distribution of funds between the Berks County District Attorney's Office and the United States Department of Justice for fiscal year ending June 30, 2011.

**Facilities & Operations**

- A. Adopt a resolution authorizing execution of an Engineering Services Agreement between the County of Berks and McCormick Taylor, Inc. of Exton, Pennsylvania, to provide engineering design, construction management and construction inspection services for a new access driveway for the private residence owned by Anita Burkhardt located via Berks County Bridge #55A (DeTurks Bridge) carrying Long Dam Road over Sacony Creek in Maxatawny Township at a not to exceed amount of \$34,647.00. Ryan Hunter, Director of Facilities and Operations, attended the meeting and commented that this work is being done in order to establish an alternate method of accessing the landowner's property. It was achieved in cooperation with Maxatawny Township, Kutztown Borough, the Borough's Municipal Authority, the County and the Burkhardt family. Commissioner Leinbach commented it is a good and fair resolution to a difficult situation.

**Human Services**

- A. Adopt a resolution authorizing execution of the Program Management Agreement for The Emergency Food Assistance Program (TEFAP) between the County of Berks and the Pennsylvania Department of Agriculture for participation in the Emergency Food Assistance Program for a five (5) year period ending September 30, 2016.

**Parks Department**

- A. Adopt a resolution authorizing execution by Mark C. Scott, Esq., Chair, of the Grant Agreement between the Schuylkill River Greenway Association (acting through the Schuylkill River Heritage Area Grant Program) and the County of Berks for the Antietam Lake Park Trail Brochure and Angora Road Trailhead Amenities in the amount of \$3,150.00 which was secured through the Department of Conservation and Natural Resources and the William Penn Foundation.

**Solicitor**

- A. Adopt a resolution authorizing execution of a Lease Agreement between the County of Berks and Donald Savidge and Richard Savidge, t/a Savidge Farms, Mertztown, Pennsylvania, for leasing of 16 acres of farmland contained in Lot 1, Hunsicker's Grove, Longswamp Township for a three (3) year period beginning January 1, 2010 and ending December 31, 2014 at a yearly rental amount of \$800.00. Commissioner Barnhardt commented that this deals with County owned Hunsickers Grove and the farmland that goes with it, which is leased to raise crops.

**III. REPORTS OF COMMISSIONERS****Commissioner Barnhardt**

Commissioner Barnhardt asked Ryan Hunter for an update to the Leesport Lockhouse Project. Mr. Hunter commented that demolition is scheduled for August 29, 2011 and should last about two weeks. The County is using inmate labor for some of the work. All utilities have been disconnected to the site.

**Commissioner Leinbach**

Commissioner Leinbach commented that he attended the CCAP annual meeting last week and highlighted some of the more important issues. The first was the draft of a proposal of new congressional district lines. Berks County now has 4 districts, but under the proposed draft that would be reduced to 2 congressional districts. Second, NACo is launching a new BETA dental program and we should find out shortly if Berks County is eligible. The prevailing wage issue was discussed fairly extensively. Kelly Laubach is working to get some actual examples of the cost of prevailing wage on Berks County projects. Prevailing wage is adding approximately 20% to the real cost of projects in Pennsylvania. Commissioner Leinbach commented that CCAP is working actively across the Commonwealth to allow each County to decide locally on prevailing wage. One other item that was discussed was narrow banding. CCAP explained some of the repercussions on not narrow banding. For example, if a County doesn't comply they could face fines and possible shut down of the radio system.

*Commissioner Scott*

There being no further business the meeting adjourned at 11:19 A.M.

Respectfully Submitted,

---

Maryjo Gibson, Chief Clerk