

Commissioners' Board Meeting Minutes December 22, 2011

The Berks County Board of Commissioners met in regular session on Thursday, December 22, 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 Mark C. Scott, Esq. called the meeting to order with Commissioner Christian Leinbach and Commissioner Kevin Barnhardt in attendance. Also present were First Assistant County Solicitor Christine Sadler and Chief Clerk Maryjo Gibson.

Commissioner Scott opened the meeting with a moment of silence and Pledge of Allegiance to the Flag.

Approval of Minutes

The minutes of the December 13, 2011 Commissioners' Workshop and December 15, 2011 Commissioners' meetings were approved as presented.

Consent Agenda Items

1. A motion was made by Commissioner Barnhardt, seconded by Commissioner Leinbach and all voted unanimously to approve the items listed below with the exception of the vote for Human Resources recommendation No. 13. Commissioner Barnhardt voted NO to #13 stating that the creation of a part time position sets precedent and that this should be a function of the Court Administration Department:
 - 413.11 A. Adopt a resolution authorizing 2011 Budget Transfers in the amount of \$247,845.00 and 2011 Appropriations in the amount \$2,409,655.00 per listing dated December 16, 2011.
 - 414.11 B. Adopt a resolution authorizing Human Resources Recommendations per listing dated December 20, 2011 as follows:
 1. Authorize promotion of Jennifer Stewart, PC011088 Financial Analyst to PC012773 Sr. Financial Analyst – Budget, effective 12/21/2011. Rate of \$40,716/annually. Salary budgeted \$40,716/annually. Salary range Minimum \$39,975; Midpoint \$53,301; Maximum \$66,626. New position authorized by Salary Board on 12/20/2011. This salary includes Ms. Stewart's 2012 annual increase. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 11400.

2. Authorize promotion of Elizabeth Graybill, PC012126 Part-time Veteran Services Officer to PC012774 Veteran Services Supervisor – Veterans Affairs, effective 1/4/2012. Rate of \$38,830/annually. Salary range Minimum \$34,658; Midpoint \$46,211; Maximum \$57,764. New position authorized by Salary Board on 12/20/2011. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 16030.
3. Authorize promotion of Leonard Greth, PC011165 Judicial Coordinator to PC011151 Judicial Administrative Assistant – Court Administration, effective 1/3/2012. Rate of \$39,298/annually. Salary budgeted \$45,211/annually. Salary range Minimum \$31,715; Midpoint \$42,286; Maximum \$52,858. Replacement for Susan Gilbert who separated. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 11600.
4. Authorize promotion of Bryan K. Essick, PC011079 Facilities Support Mechanic to PC011077 Facilities Manager – Facilities, effective 12/21/11. Rate of \$49,860/annually. Salary budgeted \$51,400/annually. Salary range Minimum \$45,679; Midpoint \$60,905; Maximum \$76,131. Replacement for Andrew Jensen who transferred. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 11030.
5. Authorize stipend in the amount of \$850 for Sarah E. Blair, PC011165 Judicial Coordinator - Court Administration, effective 1/4/12. Rate of \$30,290/annually. Salary budgeted \$40,322/annually. Salary Range Minimum \$29,440; Midpoint \$39,253; Maximum \$49,066. The stipend is for additional duties associated with CPCMS. Ms. Blair replaced Leonard Greth as a Judicial Coordinator with these duties assigned specifically to this position. Budget 10000 – 11600.
6. Authorize salary increase for Gowrishankar Shanmugam, PC011945 Oracle Database Administrator – Information Systems, effective 12/21/11. Rate of \$82,708/annually. Salary budgeted \$73,718/annually. Salary range Minimum \$52,292; Midpoint \$69,723; Maximum \$87,153. This salary includes Mr. Shanmugam's 2012 annual increase. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 11170.

7. Authorize salary increase for Jeffrey Rapp, PC011946 Oracle Services Manager – Information Systems, effective 12/21/11. Rate of \$71,873/annually. Salary budgeted \$64,060/annually. Salary range Minimum \$57,386; Midpoint \$76,514; Maximum \$95,643. This salary includes Mr. Rapp's 2012 annual increase. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 11170.
8. Authorize salary increase for Douglas Rex, PC01145 Network Administrator – Information Systems, effective 12/21/11. Rate of \$52,517/annually. Salary budgeted \$48,476/annually. Salary range Minimum \$45,783; Midpoint \$61,045; Maximum \$76,306. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 11170.
9. Authorize the appointment of Trisha Marburger to PC011149 Judicial Administrative Assistant – Court Administration, effective 1/25/2012. Rate of \$39,298/annually. Salary budgeted \$44,903/annually. Salary range Minimum \$31,715; Midpoint \$42,286; Maximum \$52,858. Replacement for Pamela Berger who separated. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 11600.
10. Authorize promotion of Jeffrey Douglas, PC010368 Correctional Officer to PC012266 Sergeant – Jail System, effective 1/9/2012. Rate of \$53,863/annually. Salary range Minimum \$42,570; Midpoint \$56,760; Maximum \$70,950. Replacement for Shannon Ringler who separated. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 12090.
11. Authorize promotion of Kathryn Krulac, PC010424 Correctional Officer to PC012265 Sergeant – Jail System, effective 1/9/12. Rate of \$53,863/annually. Salary range Minimum \$42,570; Midpoint \$56,760; Maximum \$70,950. Replacement for Troy Lengel who separated. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 12090.
12. Authorize transfer of Andrew Jensen, PC011077 Facilities Manager – Facilities to PC011381 Maintenance Coordinator – Berks Heim Plant Operations, effective 12/21/11. Rate of \$51,337/annually. Salary budgeted \$55,087/annually. Salary range Minimum \$42,111; Midpoint \$56,147;

Maximum \$70,184. Replacement for Philip Kline who separated. This request was reviewed and has met the criteria of the Hiring Policy. Budget 53000 – 33080.

13. Authorize the appointment of Tracy Barlet to Part-time Law Library Supervisor – Law Library, effective 1/4/12. Rate of \$30.77/hr. New position authorized by Salary Board on 12/20/2011. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 11590.

14. Authorize salary increase for Michelle Svenson, PC012131 Booking Division Specialist – Jail System, effective 12/21/2011. Rate of \$52,530/annually. Salary budgeted \$49,522/annually. Salary range Minimum \$40,414; Midpoint \$53,886; Maximum \$67,357. This salary includes Ms. Svenson's 2012 annual increase. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 12090.

- 415.11 C. Adopt a resolution authorizing execution of the Renewal Notification for Stop Loss Coverage documents with American Alternative Insurance Corporation for the calendar year January 1, 2012 through December 31, 2012.
- 416.11 D. Adopt a resolution appointing Engle-Hambright & Davies, Inc. (EH&D) of Wyomissing, Pennsylvania, as its contracted Risk Manager to compile and submit information to the Board of Commissioners for purposes of bond renewals for County elected officials prior to the close of every calendar year in accordance with Act 106 of November 2011, and further authorizes the Chair or Vice Chair to execute the Government Entity Crime Coverage Application.
- 417.11 E. Adopt a resolution authorizing execution of the following Lease Agreement and Access Easement Agreement in regard to the Berks County Emergency Response Radio Project:
1. Fleetwood – Horvath Towers II, LLC - Lease Agreement
 2. Bally – Timothy & Jo Anne Moose – Access Easement Agreement.
- 418.11 F. Adopt a resolution authorizing execution of the Certification for Authorized Use of 9-1-1 Funds Under Chapter 53, Emergency Telephone Service, of Title 35 of the Pennsylvania Consolidated Statutes, and further authorize Wanda Keener, 9-1-1 Coordinator to submit an application for the aforementioned funds with the Pennsylvania Emergency Management Agency (PEMA) on behalf of the County.

- 419.11 G. Adopt a resolution authorizing execution of an Application to Encumber Liquid Fuels Tax Funds (PennDOT Form MS-340) for the following County-owned bridge projects:
1. Berne Station Bridge Replacement, Perry & Tilden Townships - \$2,177,760 (addition to previously encumbered funds)
 2. Buttonwood Street Bridge Rehabilitation, City of Reading and West Reading Borough - \$475,000 (addition to previously encumbered funds)
- 420.11 H. Adopt a resolution authorizing the appointment of James P. Miller, Hamburg, Pennsylvania, to the Berks County Mental Health/Mental Retardation Advisory Board, to fill the unexpired term of the late Fred Stubbs. The current term will expire December 31, 2012.
- 421.11 I. Adopt a resolution authorizing the appointment of Joe Seltzer, Reading, Pennsylvania, to the Berks County Parks and Recreation Board for a term expiring March 10, 2014, and replacing Jeanne Trivellini, who resigned.
2. Motion authorizing Mark C. Scott as Chairman of the Board, to execute Contract Agreements/ Amendments as furnished by the Contract Coordinator, per listing dated December 19, 2011.
 3. Motion to authorize payments set forth on Controller's Office vouchers listing for the week ending December 21, 2011. The Commissioners also executed a vouchers listing for the week ending December 28, 2011, as there is not 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 County Controller Sandy Graffius.

Business from the Floor

Representatives from the Courts, including President Judge Jeffrey L. Schmehl, Judge Timothy Rowley, Steve Weber, Court Administrator, and Cathy Marburger, Deputy Court Administrator, attended the meeting to discuss the Courts recent Order establishing the Residential Mortgage Foreclosure Diversion Program. The President Judge explained to the Board the course of action of this Program. The Courts requested the Commissioners create a part time Foreclosure Conciliator earning \$24,000.00 a year to

manage this new position. A lengthy discussion was held between the Judges and Commissioners regarding this request. The Commissioners stated they did not want this position to become a function of County government and asked Court Administration to contact the Berks County Bar Association to see if the Bar Association would create the conciliator position. All involved in the discussion were agreeable to taking that course of action. Commissioner Leinbach then made a motion to support the request of the Courts for either a part time contracted position, or a position contracted with the Berks County Bar Association as long as (1) it remains budget neutral and (2) the Order is amended to include multiple sources for financial counseling, and eliminate the word "free". Commissioner Barnhardt seconded the motion as long as the Bar Association would be contacted first to determine if they are interested in providing the conciliator under contract. All voted Aye and the motion carried.

There being no further business, the meeting adjourned at 11:35 A.M.

Respectfully Submitted,

Maryjo Gibson, Chief Clerk