

## **Commissioners' Board Meeting Minutes August 25, 2011**

The Berks County Board of Commissioners met in regular session on Thursday, August 25, 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 Solicitor Alan Miller 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 August 9, 2011 Commissioners' Workshop and August 11, 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 exception of No. 246.11 D. Commissioner Scott voted No to No. 246.11 D. Commissioner Scott commented that he realizes Crabtree is a good firm, but he supports and would recommend USA Architects, who is also a good firm and whose bid was \$45,000.00 lower:
  - 243.11 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.
  - 244.11 B. Adopt a resolution authorizing Human Resources Recommendations dated August 23, 2011 as follows:
    1. Authorize the appointment of John Williams to PC000164 Assistant Director – Election Services, effective 8/31/2011. Rate of \$42,000/annually. Salary budgeted \$45,592/annually. Salary range Minimum \$35,255; Midpoint \$47,007; Maximum \$58,759. Replacement for Shirley Ludwig who will be separating. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 - 11050.
    2. Authorize the promotion of John Stanton, PC8578 Sergeant to PC000127 Captain – Sheriff's Department, effective 8/17/2011. Rate of \$55,000/annually. Salary budgeted \$56,612/annually. Salary range Minimum \$42,181; Midpoint \$56,242; Maximum \$70,302. Replacement

for Matthew Raudenbush who separated. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 11510.

3. Authorize the promotion of Matthew Green, PC000967 Deputy Sheriff to PC8578 Sergeant – Sheriff's Department, effective 8/17/2011. Rate of \$50,300/annually. Salary budgeted \$51,037/annually. Salary range Minimum \$38,189; Midpoint \$50,918; Maximum \$63,648. Replacement for John Stanton who was promoted. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 11510.
  4. Authorize \$200 uniform/clothing allowance for Lieutenants and Sergeants – Jail System, effective in the 10/11/2011 paycheck, per attached listing. Budget 10000 – 12090.
  5. Authorize the utilization of a temporary agency for the Controller's Office, effective 8/29/2011. Rate not to exceed \$40/hr. Utilization of the temporary agency will cease when the Senior Governmental Accountant position is filled. Replacement for Raymond Austin who separated. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 11120.
  6. Authorize the promotion of Omayra Sanchez Martinez, PC8705 Manager – Treasurer to PC000279 Chief Deputy Treasurer – Treasurer's Office, effective 8/31/2011. Rate of \$47,590/annually. Salary budgeted \$63,499/annually. Salary range Minimum \$43,068; Midpoint \$57,424; Maximum \$71,779. Replacement for Janice Kaucher who will be separating. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 11090.
- 245.11 C. 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**
- 246.11 D. 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.

- 247.11 E. 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 garnetted 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: dark 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

- 248.11 F. 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.

- 249.11 G. 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.
- 250.11 H. 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
- 251.11 I. Adopt a resolution authorizing execution of Amendment No. 2 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 services for upgrading the existing generator in the Berks County Courthouse, 19<sup>th</sup> Floor, at a revised not to exceed cost of \$28,700.00.
- 252.11 J. Adopt a resolution authorizing execution of Change Order 001 to Motorola Solutions dated August 22, 2011 which will add \$5,000,000.00 of subscribers to the existing Contract No. 10-23185/CR in regard to the Berks County 700 MHz Digital Project Public Safety Radio Network.
- 253.11 K. 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.
- 254.11 L. 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 Burkhart 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.
- 255.11 M. 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.

- 256.11 N. 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.
- 257.11 O. 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.
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 August 19, 2011.
3. Motion to authorize payments set forth on Controller's Office vouchers listing dated August 23, 2011 for the week ending August 25, 2011.

### **Reports**

1. County Treasurer Nelson Long, CPA submitted a prepared weekly Treasurer's report.
2. The Controller's weekly reports for weeks ending August 17, 2011 and August 24, 2011 was presented by Deputy Controller Mark Hanson.

### **Citizen Comment/Business From The Floor**

Commissioner Leinbach introduced Rich Fulop, a Boy Scout from Sinking Spring, who is working on his Good Citizenship Merit Badge. Mr. Fulop commented that he is with Troop 130 of St. Ignatius Church. He must attend a public meeting and get involved in the community. The Commissioners asked what his Eagle Scout project will be. Mr. Fulop commented he had received some ideas from his Township. The Commissioners wished him good luck.

There being no further business, the meeting adjourned at 10:49 A.M.

Respectfully Submitted,

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Maryjo Gibson, Chief Clerk