

County of Berks
Records Improvement Committee
Thursday, July 17, 2025
Agenda

- 1) Call to order by the Chairman, Mitchell Darcourt, County Treasurer.
- 2) Approval of the minutes of the March 20, 2025, Records Improvement Committee meeting.
- 3) Review of financial statements prepared by Kevin Rentz, Budget & Finance Department, Sr. Financial Analyst.
- 4) New Business
 1. George Holmes, Chief Deputy Coroner request for \$5,546.51 for a subscription renewal of Power Policy Professional Subscription. See attached invoice. Further detailed explanation will be given in person.
- 5) Adjournment

COUNTY OF BERKS
RECORDS IMPROVEMENT COMMITTEE
THURSDAY, MARCH 20, 2025

The Berks County Records Improvement Committee meeting was called to order at 9:01 AM by Committee Chair, Mitchell Darcourt. Attending the meeting in person were the following members: Commissioner Christian Leinbach, Commissioner Dante Santoni, Jr., Treasurer Mitchell Darcourt, Sheriff Mandy Miller, Clerk of Courts Beth A. Jones and Prothonotary JD DelCollo. Also attending the meeting in person: Kevin Barnhardt, Chief Operating Officer; Kevin Rentz, Sr. Financial Analyst; Lynne Burns, Executive Assistant to Commissioner Santoni; Carl Long, IS Implementation Specialist; Evelyn Burkert, Office Manager – Clerk of Courts. Committee members not in attendance: Commissioner Michael Rivera and Register of Wills Suzanne Myers.

A motion was made by Prothonotary DelCollo and seconded by Commissioner Leinbach to approve the minutes of the June 20, 2024, Records Improvement Committee meeting. The motion passed unanimously.

Financial statements of the Records Improvement Fund were reviewed by Kevin Rentz, Sr. Financial Analyst. Total revenue of the fund as of December 31, 2024, was \$89,561.92. Total expenses to the fund through December 31, 2024, were \$146,732.55. Therefore, there is a net loss of \$57,170.63 to the fund through December 31, 2024. The ending funds available balance of the fund is \$302,688.48. A copy of the financial report has been attached to the minutes for reference. A motion was made by Prothonotary DelCollo and seconded by Commissioner Leinbach to accept the financial report. The motion passed unanimously.

Under new business, a motion was made by Commissioner Santoni and seconded by Prothonotary DelCollo to approve a request by Sheriff Miller, for funds of \$28,037.25 for the annual support renewal of the Berks County Sheriff's Office app. The agreement is for a period of three (3) years. The motion passed unanimously.

There being no further business, the meeting adjourned at 9:07 AM after motion made by Commissioner Leinbach and seconded by Commissioner Santoni.

Respectfully submitted,



Evelyn S. Burkert, Office Manager – Clerk of Courts
on behalf of Recording Secretary, Beth A. Jones, Clerk of Courts

2025 Pooled Records Improvement Fund Financial Statement as of March 2025 v4.11.2025

Per G/L			
Revenue	Date	Description	Amount
38300.11150.00000.44010	Jan, 2025	RI.Recorder of Deeds.0.Transfer Fees	\$6,346.00
38300.11150.00000.44010	Feb, 2025	RI.Recorder of Deeds.0.Transfer Fees	\$5,146.00
38300.11150.00000.44010	Mar, 2025	RI.Recorder of Deeds.0.Transfer Fees	\$6,480.00

Total Transfer Fees: \$17,972.00

Interest Income	Date	Description	Amount
38300.11090.00000.48006	Jan, 2025	RI.Treasurer.0 Interest Income	\$670.96
38300.11090.00000.48006	Feb, 2025	RI.Treasurer.0 Interest Income	\$686.51
38300.11090.00000.48006	Mar, 2025	RI.Treasurer.0 Interest Income	\$693.18

Total Interest Income: \$2,050.65

Total Revenue: \$20,022.65

Expenses	GL Date	Description	Amount
38300.11030.00000.63802	02/25/25	Facilities Digital Scan - Document Indexing and Scanning of wide-format documents and prints	\$2,825.00
38300.11030.00000.63802	03/26/25	Facilities Digital Scan - Document Indexing and Scanning of wide-format documents and prints	\$1,554.10

Total Expense: \$4,379.10

Net Income/(Expense): \$15,643.55

Beginning Funds Available Balance Total as of 1/1/25		
38300.00000.00000.10000	Pooled RI 0.0.General Fund	\$302,688.47
Ending Funds Available Balance Total (1) (2)		
38300.00000.00000.10000	Pooled RI 0.0.General Fund	\$318,332.02

Notes:

(1): Interest allocation is based on monthly interest rate as seen on the general fund bank statements for 2025.

(2): Financial Statement is on an accrual basis.

2025 Projection including Commitments:	
Net Income / (Expense) on March Financial Statement	\$15,643.55
Projected Additional 2025 Revenue	\$64,876.00
Projected Additional 2025 Interest	\$6,030.00
Projected Additional Revenue balance of 2025	\$70,906.00
Committed Expenses from 2025 and prior:	
District Attorney's Office Computer System for Digital Evidence (Annual)	\$25,000.00
Controller's Office Microfilm Scanning did not occur; \$27.5K agreed to by Committee April 18, 2019	\$0.00
Information Systems Guidepoint Assessment for PCI compliance	\$8,250.00
Archives Scanners. License Usage @\$100.68 per month	\$1,216.50
Facilities and Operations Digitizing Prints and Record Indexing.	\$3,981.75
Archives Pallet Rack	\$0.00
Tax Claim Bureau Inserter for Tax Bills	\$0.00
Information Systems - Pension Technology Group Implementation and 1st year Annual Subscription Fee.	\$75,000.00
Coroner - PowerPolicy Professional Subscription	\$0.00
Committed Expenses from 2025 and prior	\$113,448.25
Projected Net Income / (Expense) for 2025	(\$26,898.70)
Projected End of 2025 Pooled Record Improvement	\$275,789.77

2025 Pooled Records Improvement Fund Financial Statement as of April 2025 v5.08.2025

Per G/L			
Revenue	Date	Description	Amount
38300.11150.00000.44010	Jan, 2025	RI.Recorder of Deeds 0.Transfer Fees	\$6,346.00
38300.11150.00000.44010	Feb, 2025	RI.Recorder of Deeds 0.Transfer Fees	\$5,146.00
38300.11150.00000.44010	Mar, 2025	RI.Recorder of Deeds 0.Transfer Fees	\$6,480.00
38300.11150.00000.44010	Apr, 2025	RI.Recorder of Deeds 0.Transfer Fees	\$7,158.00
Total Transfer Fees:			<u>\$25,130.00</u>

Interest Income	Date	Description	Amount
38300.11090.00000.48006	Jan, 2025	RI.Treasurer 0.Interest Income	\$670.96
38300.11090.00000.48006	Feb, 2025	RI.Treasurer 0.Interest Income	\$686.51
38300.11090.00000.48006	Mar, 2025	RI.Treasurer 0.Interest Income	\$693.18
38300.11090.00000.48006	Apr, 2025	RI.Treasurer 0.Interest Income	\$642.82
Total Interest Income:			<u>\$2,693.47</u>
Total Revenue:			<u>\$27,823.47</u>

Expenses	GL Date	Description	Amount
Facilities			
38300.11030.00000.63802	02/25/25	Digital Scan - Document Indexing and Scanning of wide-format documents and prints	\$2,825.00
Facilities			
38300.11030.00000.63802	03/26/25	Digital Scan - Document Indexing and Scanning of wide-format documents and prints	\$1,554.10
Sheriff Office			
38300.11510.00000.66106	04/22/25	Maintenance software, renewal of 3 years support, \$10,995 x 3 less \$7,932.75 discount, includes VINE Integration, effective 2/1/25 through 4/30/28	\$28,037.25
Archives			
38300.16060.00000.71047	04/15/25	LICENSE 1st Quarter monthly usage - SCANNERS	\$302.04
Total Expense:			<u>\$32,718.39</u>
Net Income/(Expense):			<u>(\$4,894.92)</u>

Beginning Funds Available Balance Total as of 1/1/25		
38300.00000.00000.10000	Pooled RI.0.0.General Fund	\$302,688.47
Ending Funds Available Balance Total (1) (2)		
38300.00000.00000.10000	Pooled RI.0.0.General Fund	\$297,793.55

Notes:

- (1): Interest allocation is based on monthly interest rate as seen on the general fund bank statements for 2025.
- (2): Financial Statement is on an accrual basis.

2025 Projection including Commitments:	
Net Income / (Expense) on April Financial Statement	(\$4,894.92)
Projected Additional 2025 Revenue	\$57,991.50
Projected Additional 2025 Interest	\$5,120.00
Projected Additional Revenue balance of 2025	\$63,111.50
Committed Expenses from 2025 and prior:	
District Attorney's Office Computer System for Digital Evidence (Annual)	\$25,000.00
Controller's Office Microfilm Scanning did not occur; \$27.5K agreed to by Committee April 18, 2019	\$0.00
Information Systems Guidepoint Assessment for PCI compliance	\$8,250.00
Archives Scanners. License Usage @\$100.68 per month	\$914.46
Facilities and Operations Digitizing Prints and Record Indexing	\$3,981.75
Archives Pallet Rack	\$0.00
Tax Claim Bureau Inserter for Tax Bills	\$0.00
Information Systems - Pension Technology Group Implementation and 1st year Annual Subscription Fee.	\$75,000.00
Coroner - PowerPolicy Professional Subscription	\$0.00
Committed Expenses from 2025 and prior	\$113,146.21
Projected Net Income / (Expense) for 2025	(\$54,929.63)
Projected End of 2025 Pooled Record Improvement	\$247,758.84