

COUNTY OF BERKS
COMMISSIONERS' BOARD MEETING AGENDA
April 25, 2024

Christian Y. Leinbach, Commissioner, Chair
Michael S. Rivera, Commissioner
Dante Santoni, Jr., Commissioner
Christine M. Sadler, Esq., County Solicitor
Kevin S. Barnhardt, Chief Operations Officer
Carmen Torres, Chief Clerk

CALL TO ORDER – 10:00 A.M.

Observe a moment of silence followed by the Pledge of Allegiance to the Flag led by Michael S. Rivera, Commissioner Vice Chair.

NOTICE:

Public comment will be accepted in person and through the Q&A function. Please include your first name, last name and municipality for all comments. Any comments without name and municipality will not be considered. Each citizen can submit one comment. Comment length is dictated by limitations of the platform being used (Teams Q&A, Facebook, YouTube). In person comments will be accepted first, followed by comments submitted virtually. The meeting comment period is limited to a total of 30 minutes including both in person and virtual comments. This time period may be extended at the discretion of the Board. Please be concise. Comments that are germane to County business will be read during the meeting and should not be considered to be interactive dialog with the Commissioners. The County Solicitor shall be the final arbiter of whether a comment is germane and should be read. Any Commissioner response to public comment will be done at the discretion of the Commissioners.

WELCOME SPECIAL GUESTS

Welcome all participating in the national "Take Our Daughters and Sons to Work®" day.

APPROVAL OF MINUTES

Approve the April 18, 2024, meeting minutes.

PUBLIC COMMENT ON AGENDA ITEMS

AGENDA ITEMS

1. Authorizing:

Budget

133.2024 A. Adopt a resolution authorizing 2023 Budget Transfers in the amount of \$31,839 and 2024 Appropriations in the amount of \$1,211,643 per listing dated April 19, 2024.

Human Resources

134.2024 A. Adopt a resolution authorizing Human Resources Recommendations dated April 25, 2024, as follows:

1. Authorize the appointment of John Bellus to PC012016 Printing/Mailroom Manager, Printing/Mailroom, effective 05/06/2024. Rate of \$64,000/annually. Salary range minimum \$51,402; Midpoint \$64,252; Maximum \$77,102. Replacement for Steve Scull who will be retiring. This request meets the criteria of the Hiring Policy. Budget 10000 – 11160.
2. Authorize the appointment of Madeline Brown to PC011638 Full time Registered Nurse Supervisor – Second Shift, Berks Heim – Nursing, effective 05/15/2024. Rate of \$95,876/annually. Salary range minimum \$70,020; Midpoint \$84,007; Maximum \$97,994. Replacement for Beth Hufford who separated. This request meets the criteria of the Hiring Policy. Budget 53000 – 33390.
3. Authorize the appointment of Jane Shields to PC012780 Part time Registered Nurse Supervisor – Second Shift, Berks Heim – Nursing, effective 05/15/2024. Rate of \$46.09/hour. Salary range minimum \$70,020; Midpoint \$84,007; Maximum \$97,994. Replacement for Kathryn Calpino who retired. This request meets the criteria of the Hiring Policy. Budget 53000 – 33390.
4. Authorize the promotion of Franco Tassone Jr. from PC011238 Director of Kitchen and Warehouse Operations to PC013612 Deputy Warden of Operations, Jail System, effective 05/15/2024. Rate of \$98,000/annually. Salary range minimum \$84,181; Midpoint \$105,227; Maximum \$126,272. Replacement for John Gradiska who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 12090.

Commissioner Rivera

135.2024 A. Adopt a resolution authorizing the appointment of Andrea McHenry, Reading, Pennsylvania, to the Berks County Children and Youth Services Advisory Board for a term expiring December 31, 2024.

Commissioners

- 136.2024 A. Adopt a resolution authorizing Michael S. Rivera, Vice Chair, to execute the United States Department of Agriculture Lease Amendment No. 2 (Lease # 57-42011-22 FA) between the County of Berks and the United States Department of Agriculture amending the original lease to memorialize post-award construction change order.
- 137.2024 B. Adopt a resolution authorizing Michael S. Rivera, Vice Chair, to execute an agreement between the County of Berks and the Berks County Detective Organization to resolve a March 22, 2024 grievance.
- 138.2024 C. Adopt a resolution authorizing a letter of support for the Pennsylvania Department of Transportation's (PennDOT) grant application to the U.S. Department of Transportation to reconstruct and widen five miles of US 422 West Shore Bypass.
- 139.2024 D. Adopt a resolution authorizing Timothy Smith, Chief Information Officer, to execute the SHI International Corp. (SHI) change request form concerning file formats as part of the County's Storage Virtualization project.
- 140.2024 E. Adopt a resolution authorizing Michael S. Rivera, Vice Chair, to execute the Pass Through Agreement between Safe Berks, Reading, Pennsylvania, and the County of Berks, on behalf of the District Attorney's Office, for the transfer of sufficient funds from the Berks County STOP Team 2025-2027 Grant application being filed by SafeBerks.
- 141.2024 F. Adopt a resolution authorizing Michael S. Rivera, Vice Chair, to execute the Amendment of Solicitation/Modification of Contract from U.S. Immigration and Customs Enforcement to de-obligate excess funds and close out the contract for FY 2022.
2. Motion to authorize the execution of Contract Agreements/Amendments as set forth on the Contract Agenda listing dated April 22, 2024.
3. Motion to authorize execution of the payments and electronic transfers for the week ending April 25, 2024.
4. Motion to authorize execution of the 1st Quarter of 2024 local Earned Income Tax (EIT) and Local Services Tax (LST) dated April 25, 2024.

AGENDA APPROVAL

REPORTS OF TREASURER AND CONTROLLER

1. Mitchell R. Darcourt, County Treasurer
2. Joe Rudderow, County Controller

REPORT OF CHIEF OPERATIONS OFFICER

COMMISSIONERS' COMMENTS

Commissioner Rivera

Commissioner Santoni

Commissioner Leinbach

ROW OFFICERS' COMMENTS

PUBLIC COMMENT

ADJOURNMENT

**Commissioners' Board Meeting Minutes
April 18, 2024 (Draft for approval April 25, 2024)**

The Berks County Board of Commissioners met in a regular session on Thursday, April 18, 2024, at 10:00 A.M. in the Commissioners' Boardroom, 13th floor of the Berks County Services Center, and via Microsoft Teams Live, YouTube, and Facebook, pursuant to due notice to Board members and the public.

Commissioner Vice Chair Michael S. Rivera called the meeting to order, with Commissioner Dante Santoni, Jr. in attendance and Commissioner Christian Y. Leinbach participating via Microsoft Teams. Christine M. Sadler, Solicitor, Kevin S. Barnhardt, Chief Operations Officer, and Carmen Torres, Chief Clerk, were also present.

Commissioner Rivera opened the meeting with a moment of silence, followed by the Pledge of Allegiance to the Flag.

NOTICE:

Public comment will be accepted in person and through the Q&A function. Please include your first name, last name and municipality for all comments. Any comments without name and municipality will not be considered. Each citizen can submit one comment. Comment length is dictated by limitations of the platform being used (Teams Q&A, Facebook, YouTube). In person comments will be accepted first, followed by comments submitted virtually. The meeting comment period is limited to a total of 30 minutes including both in person and virtual comments. This time period may be extended at the discretion of the Board. Please be concise. Comments that are germane to County business will be read during the meeting and should not be considered to be interactive dialog with the Commissioners. The County Solicitor shall be the final arbiter of whether a comment is germane and should be read. Any Commissioner response to public comment will be done at the discretion of the Commissioners.

APPROVAL OF MINUTES

The April 11, 2024, meeting minutes were approved as presented.

Commissioner Rivera noted that no Executive Sessions were held.

PUBLIC COMMENT ON AGENDA ITEMS

No comments

AGENDA ITEMS

Commissioner Santoni motioned to approve the agenda as presented; Commissioner Rivera seconded the motion; There being no further discussion, the motion carried.

1. Authorizing:

Budget

- 128.2024 A. Adopt a resolution authorizing 2024 Budget Transfers in the amount of \$443,544 and 2024 Appropriations in the amount of \$8,400,371 per listing dated April 12, 2024.

Human Resources

129.2024 A. Adopt a resolution authorizing Human Resources Recommendations dated April 18, 2024, as follows:

1. Authorize the appointment of Deborahann Link to PC011637 RN Supervisor – Second Shift, Berks Heim – Nursing, effective 05/01/2024. Rate of \$95,876/annually. Salary range minimum \$70,020; Midpoint \$84,007; Maximum \$97,994. Replacement for Jena Deisher who separated. This request meets the criteria of the Hiring Policy. Budget 53000 – 33090.
2. Authorize the promotion of George Rodrigues from PC013358 Contract Manager to PC013667 Deputy Director – Contracts and Procurement, Purchasing, effective 04/19/2024. Rate of \$89,000/annually. Salary range minimum \$76,524; Midpoint \$95,655; Maximum \$114,786. New position created by Salary Board on 02/01/2024. This request meets the criteria of the Hiring Policy. Budget 10000 – 11180.
3. Authorize the promotion of Timothy Fox from PC012440 Part-time Hazmat Technician to PC013660 Fire Training Center Assistant Superintendent, Department of Emergency Services, effective 05/08/2024. Rate of \$72,700/annually. Salary range Minimum \$69,944; Midpoint \$87,430; Maximum \$104,916. New position created by Salary Board on 11/02/2023. This request meets the criteria of the Hiring Policy. Budget 10000 – 16020.

Purchasing

130.2024 A. Adopt a resolution authorizing a recommendation to award and further authorizing the Director of Contracts and Procurement to execute as a result of Invitation to Bid #24-06-GR a contract for the Berks Road Culvert Replacement Project as identified herein:

J. Phillips Excavating & Hauling, LLC
500 Hess Court
Lenhartsville, PA 19534

Total Bid Amount Not to Exceed: \$49,865.38

Commissioners

131.2024 A. Adopt a resolution authorizing the appointment of Dr. Michael Stauffer, Executive Director, Berks Career & Technology Center to the Berks County Workforce Development Board for a replacement

Commissioners' Meeting

April 18, 2024

term beginning May 1, 2024, to June 30, 2024. Dr. Stauffer will represent the Workforce (B4) category on the Board.

- 132.2024 B. Adopt a resolution authorizing Rex Levengood, Director of Facilities of Operation, to execute letter agreements with adjoining property owners providing necessary access for the rehabilitation of County Bridge #46E (Kutz Mill Covered Bridge).

- 2. Motion to authorize the execution of Contract Agreements/Amendments as set forth on the Contract Agenda listing dated April 15, 2024. There are a total of 7 contracts and the departments were listed.

- 3. Motion to authorize execution of the payments and electronic transfers for the week ending April 18, 2024.

- 4. Motion to authorize execution of employee payroll disbursements dated April 23, 2024.

AGENDA APPROVAL

REPORTS OF TREASURER AND CONTROLLER

- 1. Mitchell R. Darcourt, County Treasurer, presented the weekly Treasurer's report.

- 2. Mitchel Salvatore, Sr. Governmental Account, presented the Controller's report.

REPORT OF CHIEF OPERATIONS OFFICER

He thanked the Board for the approval of the HR recommendations. He gave an update on the Elections Services department's preparations for Tuesday's Primary Election. He and Larry attended the Election Services departmental meetings and are confident they will do a great job on Election Day.

COMMISSIONERS' COMMENTS

Commissioner Rivera

He listed the Berks County winners for the What's So Cool About Manufacturing videos and congratulated all. He also thanked all the Manufacturers who opened the doors and allowed our youth to engage in Manufacturing and record their videos. He touched on a mural at 1041 Rockland St. in Reading dedicated to the life of Yvonne Strohman. He listed some of the upcoming events and reminded us that Tuesday, April 23, is Election Day and reminded everyone that they can only drop off their own ballot or have a designated agent form to be able to drop off someone else's ballot. He asked that we all be respectful to all election poll workers and election staff on Election Day.

Commissioners' Meeting

April 18, 2024

Commissioner Santoni

He gave an update on some of the events he attended the last week. He was excited about a visit from the Secretary of the Department of Community and Economic Development, Rick Siger, this last week. He attended a work luncheon with Secretr Siger along with other County personnel. He had the pleasure of attending the ceremony of Dr. Fitzgerald, who was inducted as President of Alvernia University. He also touched on the What's So Cool About Manufacturing presentation and gave an award to a student at Exeter Junior High School. He reminded us that Tuesday is Primary Election Day and encouraged us to ensure the mail-in ballots are signed and dated to ensure they are counted. He wished Chairman Leinbach a speedy recovery.

Commissioner Leinbach

He reiterated the comments of COO Barnhardt and noted that it is exciting to promote within the organization. He noted that Election Day is Tuesday, April 23rd, and he is confident in our Elections Services department. He appreciates the Deputy Sheriffs located at the drop boxes and the security provided to ensure everyone can vote safely. He reminded everyone to sign their mail-in ballots before mailing or dropping off their ballot.

ROW OFFICERS' COMMENTS

No comments.

PUBLIC COMMENT

Diane Price, Lower Alsace, spoke about the 76th Armed Forces Day parade that will be held on Saturday, May 18, 2024. The branch of service being highlighted at this year's parade is the Marine Corps. The reviewing Officer will be Major General David Maxwell, and the parade Marshal will be Sergeant Major Rocco DiCamillo. She thanked the County of Berks for all their support and thanked the Sheriff's office for the assistance with traffic.

ADJOURNMENT

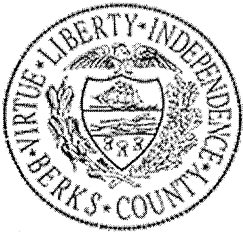
There being no further business, Commissioner Leinbach adjourned the meeting at 10:30 am.

Respectfully Submitted,

Carmen Torres, Chief Clerk

Commissioners' Meeting
HUMAN RESOURCES RECOMMENDATIONS
April 25, 2024

1. Authorize the appointment of John Bellus to PC012016 Printing/Mailroom Manager, Printing/Mailroom, effective 05/06/2024. Rate of \$64,000/annually. Salary range minimum \$51,402; Midpoint \$64,252; Maximum \$77,102. Replacement for Steve Scull who will be retiring. This request meets the criteria of the Hiring Policy. Budget 10000 – 11160.
2. Authorize the appointment of Madeline Brown to PC011638 Full time Registered Nurse Supervisor – Second Shift, Berks Heim – Nursing, effective 05/15/2024. Rate of \$95,876/annually. Salary range minimum \$70,020; Midpoint \$84,007; Maximum \$97,994. Replacement for Beth Hufford who separated. This request meets the criteria of the Hiring Policy. Budget 53000 – 33390.
3. Authorize the appointment of Jane Shields to PC012780 Part time Registered Nurse Supervisor – Second Shift, Berks Heim – Nursing, effective 05/15/2024. Rate of \$46.09/hour. Salary range minimum \$70,020; Midpoint \$84,007; Maximum \$97,994. Replacement for Kathryn Calpino who retired. This request meets the criteria of the Hiring Policy. Budget 53000 – 33390.
4. Authorize the promotion of Franco Tassone Jr. from PC011238 Director of Kitchen and Warehouse Operations to PC013612 Deputy Warden of Operations, Jail System, effective 05/15/2024. Rate of \$98,000/annually. Salary range minimum \$84,181; Midpoint \$105,227; Maximum \$126,272. Replacement for John Gradiska who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 12090.



**COUNTY OF BERKS
Purchasing Department**

MEMORANDUM

DATE: Monday, April 22, 2024
TO: The Board of Commissioners & the Chief Clerk
RE: Agenda Items – Commissioners’ Meeting

Please include the contract listings outlined in this Memorandum for inclusion on the Agenda for the Commissioners’ meeting scheduled for **Thursday, April 25, 2024** for approval and formalization. Details are as follows:

- 1. Contract Type & #:** Amendment #2 to Agreement #ICA-249224-22
Department: Assessment
Vendor: **Stock Law, LLC**
Term: Calendar Year 2024
Funding Source: 100% County
Description & Amount: This Amendment serves to record the legal name change of the Vendor from RRS Legal, LLC to Stock Law, LLC. In addition, this Agreement for the provision of legal services for the Berks County Board of Assessment Appeals and the Berks County Assessment Office shall be extended to December 31, 2024. The rates during this term shall remain the same.
- 2. Contract Type & #:** Amendment #10 to Agreement #PC-612084-21(RFP #21-02-GR)
Department: CareerLink
Vendor: **Educational Data Systems, Inc.**
Term: Fiscal Year 2023/2024
Funding Source: 100% Federal
Description & Amount: This Amendment serves to modify Clause 6, Fees, of this Agreement by replacing Exhibit A-3 with Exhibit A-4, to increase the funds for One-Stop Operator during Fiscal Year 2023/2024 by \$173,797.03 to an amount not to exceed \$1,099,767.31.

3. **Contract Type & #:** Amendment #2 to Agreement #PSAP-628767-23
Department: Children and Youth Services
Vendor: Delaware County Emergency Youth Academy
Term: April 25, 2024 to June 30, 2024
Funding Source: 13% County, 51% State, 32% Federal, 4% Other
Description & Amount: This Amendment serves to modify this Agreement for placement services to County clients as referred by Children and Youth Services by replacing Attachment B-2, Fee Schedule with Attachment B-3, Fee Schedule to add 1:1 intervention services at the rate of \$30.00 per hour.
4. **Contract Type & #:** Purchase of Service Agreement – Agreement #PSAP-632441-24
Department: Children and Youth Services
Vendor: Delta Family Services, LLC
Term: April 25, 2024 to June 30, 2025
Funding Source: 13% County, 51% State, 32% Federal, 4% Other
Description & Amount: The County is engaging the Vendor for the provision of placement services to County clients as referred by Children and Youth Services. The fee schedule per diem rates are as follows: \$81.82 for General/Kinship Foster (0-12); \$91.81 for General/Kinship Foster (13-17); \$104.26 for Treatment Foster (0-12); \$113.83 for Treatment Foster (13-17); \$70.45 for Foster Med (0-12); \$80.45 for Foster Med Level 1 (13-17); \$71.12 for Foster Med Level 2 (0-12); \$81.13 for Foster Med Level 2 (13-17); \$63.95 for Foster Med Level 3 (0-12); \$74.10 for Foster Level 3 (13-17); \$58.70 for Foster Med Level 4; \$69.70 for Foster Med Level 4 (13-17); \$177.29 for SIL; \$222.67 for SIL – 1 Baby; \$271.91 for SIL – 2 Babies; \$311.19 for SIL – 3 Babies; and 50% of per diem for Bed Hold Rate 5+ Days. The estimated expenditure during this term is \$30,000.00.
5. **Contract Type & #:** Grant Funding Agreement - Agreement #IGA-BR-2-24
Department: Commissioners
Grantee: Connections Work
Term: April 25, 2024 to March 1, 2025
Funding Source: 100% County
Description & Amount: The County is engaging the Grantee to support the Broadband initiative of the County by providing activities and supporting strategies that increase the digital literacy of County residents as a form of workforce development as outlined in the IMAGINE Berks and Berks County Broadband Plans. The amount shall not exceed \$48,840.00 during this term.

6. **Contract Type & #:** Independent Contractor Agreement- Agreement #ICA-269049-24
Department: Coroner's Office
Vendor: Penn State Health St. Joseph Medical Center
Term: April 25, 2024 to December 31, 2024
Funding Source: 100% County
Description & Amount: The County is engaging the Vendor for the provision of Carboxy toxicology testing a requested by the Berks County Coroner's Office. The amount shall not exceed \$28.00 per Carboxyhemoglobin testing during this term.
7. **Contract Type & #:** Amendment #4 to Agreement #ICA-222568-19
Department: Information Systems
Vendor: GuidePoint Security LLC
Term: Calendar Year 2024
Funding Source: 100% County
Description & Amount: This Amendment serves to extend this Agreement through December 31, 2024 for the delivery of professional services to perform F5 engineering and general support. All rates shall remain the same during this term.
8. **Contract Type & #:** Amendment #8 to Agreement #ICA-219159-19
Department: Library System
Vendor: Interpersonal Frequency, LLC
Term: July 1, 2024 to June 30, 2025
Funding Source: 100% State
Description & Amount: This Amendment serves to extend this Agreement for an additional one-year term effective July 1, 2024 through June 30, 2025 for the Vendor to provide Fulcrum Cloud Services Web Hosting. In addition, Drupal Maintenance shall be added in an amount not to exceed \$3,858.75. The total amount shall not exceed \$35,647.00 during this term.

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9. Contract Type & #: Amendment #2 to Agreement #ICA-238784-21

Department: Sheriff's Office

Vendor: **Cody Computer Services, Inc.**

Term: April 2024 to March 2027

Funding Source: 100% County

Description & Amount: This Amendment serves to extend the Annual Licensed Software Support for the Berks County Sheriff's Department for an additional three years through March 31, 2027. In addition, Section 5, Fees and Payment Terms, shall be modified to increase the fees to an amount not to exceed \$201,852.00 as follows: \$28,107.00 for ASM for CODY RMS; \$11,148.00 for ASM for Reading Police Department; and \$162,597.00 for ASM for Services Center.