

COUNTY OF BERKS
COMMISSIONERS' BOARD MEETING AGENDA
May 1, 2025

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

Approve the April 24, 2025 meeting minutes.

PUBLIC COMMENT ON AGENDA ITEMS

AGENDA ITEMS

1. Authorizing:

Budget

- 127.2025 A. Adopt a resolution authorizing 2025 Budget Transfers in the amount of \$31,644 and 2025 Appropriations in the amount of \$149,695 per listing dated April 25, 2025.

Human Resources

128.2025 A. Adopt a resolution authorizing Human Resources recommendations dated May 1, 2025, as follows:

1. Authorize the appointment of Seth Conard to PC010171 Assistant Public Defender I, Public Defender's office, effective 05/07/2025. Rate of \$67,500/annually. Salary range minimum \$61,264; Midpoint \$76,580; Maximum \$91,896. Replacement for Angela Mackie-Rutledge who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.
2. Authorize the promotion of David Hurley from PC010877 Deputy Sheriff to PC012251 Sergeant, Sheriff's office, effective 05/21/2025. Rate of \$79,688/annually. Salary range Minimum \$55,776; Midpoint \$69,720; Maximum \$83,664. Replacement for Michael Hoffert who retired. This request meets the criteria of the Hiring Policy. Budget 10000 – 11510.

Commissioners

129.2025 A. Adopt a resolution approving the exoneration of 2023 County property taxes in the amount of \$982.70 for Parcel #31534410361121 on Farmer Street in Birdsboro, owned by the Birdsboro Post of the American Legion #626.

130.2025 B. Adopt a resolution authorizing approval of the Expense Reimbursement and Purchasing Card Expenditures Approval Policy, effective May 1, 2025.

131.2025 C. Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the CWEL Agreement ("Child Welfare Education for Leadership Program") between the County of Berks, Tyler J. Iffrig, an employee of Berks County Children and Youth Services, and the University of Pittsburgh-Of the Commonwealth System of Higher Education, to participate in a graduate level social work program as outlined in Title IV-B, Part 1 of the Commonwealth's Child and Family Services Plan.

2. Motion to authorize the execution of Contract Agreements/Amendments as set forth on the Contract Agenda listing dated April 28, 2025.
3. Motion to authorize the execution of the payments and electronic transfers for the week ending May 2, 2025.
4. Motion to authorize the execution of employee payroll disbursements dated May 6, 2025.

AGENDA APPROVAL

REPORTS OF TREASURER AND CONTROLLER

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

REPORT OF CHIEF OPERATIONS OFFICER KEVIN BARNHARDT

COMMISSIONERS' COMMENTS

Commissioner Rivera

Commissioner Santoni

Commissioner Leinbach

ROW OFFICERS' COMMENTS

PUBLIC COMMENT

ADJOURNMENT

COUNTY OF BERKS
COMMISSIONERS' BOARD MEETING MINUTES
APRIL 24, 2025

The Berks County Board of Commissioners met in a regular session on Thursday, April 24, 2025, at 10:00 A.M. via Microsoft Teams Live, YouTube, and Facebook, pursuant to due notice to Board members and the public.

Commissioner Chair, Christian Leinbach, called the meeting to order, with Commissioner Dante Santoni, Jr. and Commissioner Michael Rivera in attendance. Cody Kauffman, Esq., First Assistant County Solicitor, Kevin Barnhardt, Chief Operations Officer and Amanda Bentzel, Chief Clerk, were also present.

Commissioner Leinbach opened the meeting with a moment of silence, followed by the Pledge of Allegiance to the Flag led by Aaron Brown, the son of Christie Brown, Deputy Administrator - Outreach Services Coordinator, Library Systems.

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 dialogue 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 to all of our guests participating in the “National Take Your Child to Work Day.”

APPROVAL OF MINUTES

The April 17, 2025 meeting minutes were approved as presented.

Commissioner Leinbach stated that one executive session was held on April 23, 2025, dealing with personnel.

PUBLIC COMMENT ON AGENDA ITEMS

No comments.

AGENDA ITEMS

1. Authorizing:

Budget

- 121.2025 A. Adopt a resolution authorizing 2025 Appropriations in the amount of \$232,212 per listing dated April 18, 2025.

Human Resources

- 122.2025 A. Adopt a resolution authorizing Human Resources recommendations dated April 24, 2025, as follows:
1. Authorize the appointment of Timothy Markowski to PC013175 Enterprise Support Technician, Information Systems, effective 05/07/2025. Rate of \$62,865/annually. Salary range minimum \$58,467; Midpoint \$70,020; Maximum \$81,573. Replacement for Rodnel Toussaint who was promoted. This request meets the criteria of the Hiring Policy. Budget 10000 – 11170.
 2. Authorize the appointment of Sadie Delpais to PC011638 Nursing Supervisor, Berks Heim – Nursing, effective 05/07/2025. Rate of \$98,273/annually. Salary range minimum \$71,351; Midpoint \$85,450; Maximum \$99,549. Replacement for Jamie Reber who will be separating. This request meets the criteria of the Hiring Policy. Budget 53000 – 33090.
 3. Authorize the promotion of Dolly Dashe from PC013609 Paid Intern to PC013340 Assistant Public Defender I, Public Defender's, effective 04/25/2025. Rate of \$67,000/annually. Salary range Minimum \$61,264; Midpoint \$76,580; Maximum \$91,896. Replacement for Brian Collins who was promoted. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.

Commissioners

- 123.2025 A. Adopt a resolution authorizing an increase in Berks Heim room rates effective July 1, 2025 as follows:
- Private room: \$489.00 up from \$475.00
Semi Private: \$457.00 up from \$444.00
Rehab Private: \$500.00 up from \$485.00
Rehab Semi: \$474.00 up from \$460.00
- 124.2025 B. Adopt a resolution authorizing a letter of support for the application of Our City Reading (OCR) for funding to the Neighborhood Assistance Program (NAP) Special Program Priorities (SPP) for the Berks County Intermediate Unit's (BCIU) Head Start program located at the Helping Harvest Annex.

- 125.2025 C. Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Settlement Agreement and Release between the County of Berks and Robert Quintero-Fregoso related to property damage arising from a November 23, 2023, motor vehicle accident which resulted in damage to County property at Wiley's Lane and Bowers Road in Ontelaunee Township in the amount of twenty-five thousand dollars (\$25,000).
- 126.2025 D. Adopt a resolution authorizing the Public Defender's office to submit a Project Modification Request (PMR) to the Pennsylvania Commission on Crime and Delinquency (PCCD), for the Indigent Defense Grant Program for FY 2023-2024 extending to December 31, 2026, and further authorizing the Chief Operations Officer, or in his absence, the Deputy Chief Operations Officer, to execute any and all Grant Award documents and notifications.
2. Motion to authorize the execution of Contract Agreements/Amendments as set forth on the Contract Agenda listing dated April 21, 2025.
3. Motion to authorize the execution of the payments and electronic transfers for the week ending April 25, 2025.

AGENDA APPROVAL

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

Commissioner Leinbach and Commissioner Santoni explained the process of voting on agenda items in County Government.

REPORTS OF TREASURER AND CONTROLLER

1. Mitchell R. Darcourt, County Treasurer, presented the weekly Treasurer's report. He also explained his role as the County Treasurer.
2. Tom Belluch, Accounting Assistant, presented the weekly Controller's report. He also explained the functions of the Controller's office duties.

REPORT OF CHIEF OPERATIONS OFFICER KEVIN BARNHARDT

Kevin expressed his gratitude to Jessica Weaknecht, the Chief Human Resource Officer, and her team for their efforts in organizing the "National Take Your Child to Work Day" event. He introduced his team and provided an overview of the COO team's responsibilities for the County. Kevin expressed his happiness at seeing all the children with their parents and thanked the staff for their dedication.

Cody Kauffman, Esq., First Assistant County Solicitor

Cody provided an overview of his team and the work performed by the Solicitor's office for the County.

Jessica Weaknecht, Chief Human Resource Officer

Jessica gave a summary of what the Human Resources Department does for the County. She gave special recognition to Heather Straub, Human Resource Coordinator, and Wendy Pennington, Benefits Manager, for their work on the "National Take Your Child to Work Day" event.

Information Systems

Commissioner Leinbach acknowledged the Information Systems team and Carl Long, the Implementation Specialist, who is in person today for his contributions.

COMMISSIONERS' COMMENTS**Commissioner Rivera**

He thanked all the staff for their hard work and dedication. He acknowledged the contributions of all administrative professionals, including the executive assistants. He reviewed the events he attended, highlighting the CareerLink Job Fair, which had 1,300 attendees. He noted upcoming events to include the United Way Birthday Bash, the ribbon-cutting ceremony for Reading Aviation, and a visit to the White House, where the Philadelphia Eagles will be recognized for their Super Bowl win. He mentioned that the Reading Area Transportation Study (RATS) will hold an input session on Tuesday, April 29, 2025. Additionally, he noted that upcoming community events include Berks Earth Day and Healthy Kids Day. Lastly, he announced that there will be no Election Board meeting today.

Commissioner Santoni

He reviewed the events he attended, which included the CareerLink Job Fair and the Berks County AG Open House. He will also be attending the United Way Birthday Bash and the Leaders & Legends Dinner at the Olivet Boys & Girls Club. He encouraged the kids to register to vote when they turn 18 and to participate in elections to make a difference.

Commissioner Leinbach

He discussed how local government operates and highlighted the influence that County Government has on daily life. He provided details about the open house celebration at the AG Center and mentioned that Berks County has experienced an increase in young farmers. Additionally, he will be attending the ribbon-cutting ceremony at Reading Regional Airport, celebrating the completion of renovations at Reading Aviation. He noted that the NetJets Aviation Career Fair is scheduled for October 10, 2025.

ROW OFFICERS' COMMENTS

No comments

Questions from participants in the "National Take Your Child to Work Day."

Chloe Savage, daughter of Jennifer Savage, Senior Financial Analyst:

What are the requirements to become a commissioner?

Cody Kauffman and the Commissioners stated one must be a County Resident for one year before running, a US Citizen, and 18 years of age.

Is there a limit on terms? No limit on terms in Berks County.

Aaron Brown, son of Christie Brown, Deputy Administrator - Outreach Services Coordinator, Library Systems:

What do you like most about being Commissioner?

Commissioner Leinbach expressed that he enjoys the diversity of his role and the opportunity to work with a wide range of people. Commissioner Rivera mentioned that he appreciates the variety in his daily tasks and how each day can bring new challenges, as well as the chance to help meet the different needs of the community. Commissioner Santoni highlighted the importance of being involved in the community and participating in various events.

PUBLIC COMMENT

No comments.

ADJOURNMENT

There being no further business, Commissioner Leinbach adjourned the meeting at 11:00 a.m.

Respectfully Submitted,

Amanda Bentzel, Chief Clerk

April 25th, 2025
To: Amanda Bentzel, Chief Clerk
From: Robert Patrizio - Director of Budget & Finance

Please include the attached "Budget Transfer/Appropriation Requests" on the Commissioner's Meeting Agenda for the week of May 1st, 2025.

TRANSFERS 2025

Transfer From/Credit Acct. #								Transfer To/Debit Acct. #									
	Department Name	Fund	Dept	Prog	Acct	Proj	Grant	Account Name	Department Name	Fund	Dept	Prog	Acct	Proj	Grant	Account Name	Amount
1	Information Systems	10000	11170	10986	81200	200114	000000	Office & Computer Equipment (> \$5k)	Facilities	10000	11030	10802	81200	200114	000000	Office & Computer Equipment (> \$5k)	\$ 10,548
1	Information Systems	10000	11170	10986	81200	200114	000000	Office & Computer Equipment (> \$5k)	Community Corrections	10000	12140	00000	81200	200114	000000	Office & Computer Equipment (> \$5k)	\$ 10,548
1	Information Systems	10000	11170	10986	81200	200114	000000	Office & Computer Equipment (> \$5k)	Facilities	10000	11030	10020	81200	200114	000000	Office & Computer Equipment (> \$5k)	\$ 10,548
2025 Transfers Total																	\$ 31,644

APPROPRIATIONS 2025

Revenue / Credit Acct. #							Expense / Debit Acct. #									
Department Name	Fund	Dept	Prog	Acct	Proj	Grant	Account Name	Department Name	Fund	Dept	Prog	Acct	Proj	Grant	Account Name	Amount
Juvenile Probation	26084	12020	00000	50000	000000	000000	Grant Revenue - State	Juvenile Probation	26084	12020	00000	68004	000000	000000	Conference/Training	\$ 98
							Berks Heim Fund Balance	BH - Plant Operations	53000	33080	00000	81120	200883	000000	Buildings & Improvements	\$ 149,597
2025 Appropriations Total																\$ 149,695

BUDGET TRANSFER AND APPROPRIATION REQUEST EXPLANATIONS:

- 1 Transferring funds to be more specifically tracked by the location in which devices will be installed.
- 2 Appropriating additional JPO Grant in Aid funds received in 2025.
- 3 Appropriating Berks Heim Fund Balance to provide for upgrades to the camera system at Berks Heim.

Commissioners' Meeting
HUMAN RESOURCES RECOMMENDATIONS
May 1, 2025

1. Authorize the appointment of Seth Conard to PC010171 Assistant Public Defender I, Public Defender's office, effective 05/07/2025. Rate of \$67,500/annually. Salary range minimum \$61,264; Midpoint \$76,580; Maximum \$91,896. Replacement for Angela Mackie-Rutledge who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11570.
2. Authorize the promotion of David Hurley from PC010877 Deputy Sheriff to PC012251 Sergeant, Sheriff's office, effective 05/21/2025. Rate of \$79,688/annually. Salary range Minimum \$55,776; Midpoint \$69,720; Maximum \$83,664. Replacement for Michael Hoffert who retired. This request meets the criteria of the Hiring Policy. Budget 10000 – 11510.



COUNTY OF BERKS
Purchasing Department

MEMORANDUM

DATE: Monday, April 28, 2025

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, May 1, 2025** for approval and formalization. Details are as follows:

- 1. Contract Type & #:** Amendment #2 to Agreement #ICA-257012-23

Department: Berks Heim Nursing and Rehabilitation

Vendor: **PointClickCare Technologies, Inc.**

Term: Extended to January 31, 2026

Funding Source: 100% County

Description & Amount: This Amendment serves to extend this Agreement to January 31, 2026, for the provision of a limited license for the use of the PointClickCare cloud-based health record platform that consists of various applications that maintain patient/client records. The monthly rate shall increase from \$8,643.80 to an amount that shall not exceed \$8,816.68. The amount shall not exceed \$105,800.12 during this term.
- 2. Contract Type & #:** Vendor Contract – Agreement #VC-282784-25

Department: Department of Agriculture

Vendor: **Leesport Farmers Market, Inc.**

Date of Event: November 13, 2025

Funding Source: 100% County

Description & Amount: The County is engaging the Vendor for the provision of hosting the Agricultural Job and Career Fair on November 13, 2025. The amount shall not exceed \$1,000.00 for this event.

- 3. Contract Type & #:** Vendor Contract – Agreement #VC-282617-25
Department: Department of Emergency Services
Vendor: **Tyler Technologies**
Term: May 1, 2025 until completion
Funding Source: 100% County
Description & Amount: The County is engaging the Vendor for the implementation of the GIS side of Proximity Dispatch . The amount shall not exceed \$8,510.00 during this term.
- 4. Contract Type & #:** Consulting Agreement – Agreement #CA-282923-25
Department: Election Services
Vendor: **William French**
Date of Event: May 1, 2025 to December 31, 2025
Funding Source: 100% County
Description & Amount: The County is engaging the Vendor for election-related support and assistance relative to the May 20, 2025, Pennsylvania Primary Election. The County shall reimburse the Vendor for reasonable lodging and meal expenses incurred by the Vendor for traveling to Berks County, Pennsylvania.
- 5. Contract Type & #:** American Institute of Architects Agreement – Agreement #AIA-279920-25
Department: Facilities and Operations
Contractor: **Landis Bonfitto Mechanical Group, Inc.**
Term: May 1, 2025 to June 30, 2025
Funding Source: 100% County
Description & Amount: The County is engaging the Contractor for the provision of water heater replacement at Berks Heim Nursing and Rehabilitation. The amount shall not exceed \$119,334.00 during this term.
- 6. Contract Type & #:** Memorandum of Understanding – Agreement #MOU-282562-25
Department: Human Resources
Vendor: **Reading Area Community College**
Term: May 1, 2025 to April 30, 2026
Funding Source: No Cost to the County
Description & Amount: The County is entering into an Agreement with Reading Area Community College for the provision of offering discounted tuition for County employees at the rate of 20% less per employee who is accepted into a participating RACC program. There is no cost to the County for this Memorandum of Understanding.

- 7. Contract Type & #:** Amendment #2 to Agreement #VC-253812-22
Department: Human Resources
Vendor: SmartLinx Solutions, LLC
Term: May 1, 2025 to June 25, 2027
Funding Source: 100% County
Description & Amount: This Amendment serves to modify this Agreement for the provision of the Vendor's SmartLinx Software Subscription services by adding 7 SLATE Clocks with hosting for a subscription fee of \$1,800.54 per month during 2025 and one-time fees for implementation, shipping, and training of \$31,555.00. The amount shall not exceed \$307,703.77 during this term.
- 8. Contract Type & #:** Vendor Agreement – Agreement #VC-282866-25
Department: Information Systems
Architect: Comcast Business
Term: May 1, 2025 to April 30, 2027
Funding Source: 100% County
Description & Amount: The County is engaging the Vendor for the provision of internet services at Berks County South Campus located at 400 East Wyomissing Avenue in Mohnton. The amount shall not exceed \$5,838.51 during this term.
- 9. Contract Type & #:** Supplement to Agreement #VC-640404-25
Department: Parks and Recreation
Vendor: United States Department of Agriculture Animal and Plant Health Inspection Services (APHIS) Wildlife Services (WS)
Term: June 1, 2025 to May 31, 2026
Funding Source: No Cost to the County
Description & Amount: This document is a supplement to include extra components used as part of this Agreement for the Vendor to assist in implementing deer damage management program to reduce the deer numbers and obtain local population management goals established by the County of Berks and Wildlife Services at Antietam Lake Park. There is no cost to the County for this supplemental document.

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10. Contract Type & #:	Bed Space Agreement – Agreement #BSA-282254-25
Department:	BCYC – Shelter Care
Contracting Party:	Montour County
Term:	May 1, 2025 to June 30, 2025
Funding Source:	No Cost to the County
Description & Amount:	The County and Contracting Party are entering into an Agreement for the provision of temporary shelter bed space on an as-needed basis at the Berks County Youth Center. There is no cost to the County for this Agreement.