

COUNTY OF BERKS
COMMISSIONERS' BOARD MEETING AGENDA
May 15, 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.

PRESENTATION

Pamela Seaman, Administrator of Berks County Mental Health and Developmental Disabilities, along with the Berks County Intermediate Unit (BCIU), will present to raise awareness regarding May being National Mental Health Awareness Month and to promote the initiative “Berks County Goes Green.”

APPROVAL OF MINUTES

Approve the May 8, 2025 meeting minutes.

PUBLIC COMMENT ON AGENDA ITEMS

AGENDA ITEMS

1. Authorizing:

Budget

- 137.2025 A. Adopt a resolution authorizing 2025 Budget Transfers in the amount of \$355,046 and 2025 Appropriations in the amount of \$155,160 per listing dated May 9, 2025.

Human Resources

138.2025 A. Adopt a resolution authorizing Human Resources recommendations dated May 15, 2025, as follows:

1. Authorize the appointment of Daniel Roe to PC013343 Assistant Director – Parks and Recreation, Parks department, effective 06/04/2025. Rate of \$80,000/annually. Salary range minimum \$66,176; Midpoint \$82,720; Maximum \$99,264. Replacement for Brendan Lederer who was promoted. This request meets the criteria of the Hiring Policy. Budget 10000 – 16070.
2. Authorize the appointment of Sarah Panik to PC011261 Law Clerk I, Court Administration, effective 06/04/2025. Rate of \$65,362/annually. Salary range minimum \$53,856; Midpoint \$67,320; Maximum \$80,784. Replacement for Miki Onwudinjo who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11600

Purchasing

139.2025 A. Adopt a resolution authorizing a recommendation to award and further authorizing the Director of Contracts and Procurement to execute a contract as a result of ITB 25-05-MZ, Window Cleaning Services, Rebid for a period of one (1) year to be utilized by the County of Berks as follow:

VIP Special Service, LLC
583 Valley Road
West Orange, NJ 07052

Estimated Annual Expenditure: \$27,720.00

Line #	Item Description	Unit Price
1	Berks County Services Center – Entire building exterior	\$ 7,000.00
2	Berks County Services Center – Lobby South, North, East and West entrances	\$ 600.00
3	Berks County Services Center – Cross-Over Levels 2, 3 and 4	\$ 1,200.00
4	Berks County Courthouse – Entire building exterior	\$ 4,500.00

5	Berks County Courthouse – Lobby South, North and West entrances	\$ 250.00
6	Agriculture Center – Entire building exterior	\$ 1,360.00
7	Berks County Youth Center Shelter Care – Entire building exterior	\$ 6,000.00

The Vendor is required to hold the unit prices above fixed and firm for a period of one year (12 month) term. The County reserves the right to extend the contract for two additional one-year terms upon mutual agreement of both parties in accordance with the terms of the contract governing the unit prices. After the initial one (1) year period, the vendor may request a price redetermination as detailed in the Invitation to Bid.

Commissioners

- 140.2025 A. Adopt a resolution authorizing Christian Y. Leinbach, Chair to execute the letter of agreement between the County of Berks, The Redevelopment Authority of Berks County and the U.S. Department of Housing and Urban Development correcting the legal description in documents associated with the purchase of 590 Oley Road, Oley, PA by the Redevelopment Authority of Berks County through the HUD Section 108 Loan Guarantee Assistance Program.
- 141.2025 B. Adopt a resolution authorizing Christian Y. Leinbach, Chair to execute a Memorandum of Understanding Signature Sheet reflecting the modification of the Program Year 2025 Berks Partners MOU between and among the County of Berks, Berks County Workforce Development Board, and PA CareerLink Berks County One-Stop Partners, for the management and operation of PA CareerLink Berks County from July 1, 2025 through June 30, 2026.
- 142.2025 C. Adopt a resolution authorizing Christian Y. Leinbach, Chair to execute the Program Year 2025 CareerLink Operating Budget Signature Sheet from July 1, 2025, through June 30, 2026.
- 143.2025 D. Adopt a resolution authorizing Robert J. Patrizio Jr, Chief Financial Officer, or in his absence Kevin S. Barnhardt, Chief Operations Officer to approve the County Pollution Liability Insurance renewal, for a three-year period, from July 1, 2025 through July 1, 2028 and to authorize Engle-Hambright & Davies, Inc. to bind this coverage.
- 144.2025 E. Adopt a resolution authorizing Robert J. Patrizio, Jr, Chief Financial Officer, or in his absence Kevin S. Barnhardt, Chief Operations Officer to execute the Travelers Government Entity Crime Renewal Application for excess crime coverage, from July 1, 2025 through July 1, 2026.

2. Motion to authorize the execution of Contract Agreements/Amendments as set forth on the Contract Agenda listing dated May 12, 2025.
3. Motion to authorize the execution of the payments and electronic transfers for the week ending May 16, 2025.
4. Motion to authorize the execution of employee payroll disbursements dated May 20, 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
May 8, 2025

The Berks County Board of Commissioners met in a regular session on Thursday, May 8, 2025, at 10:00 A.M. via Microsoft Teams Live, YouTube, and Facebook, pursuant to due notice to Board members and the public.

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

The May 1, 2025 meeting minutes were approved as presented.

Commissioner Rivera stated that one executive session was held on May 7, 2025, dealing with personnel, real estate, and contract negotiations.

PUBLIC COMMENT ON AGENDA ITEMS

No comments.

AGENDA ITEMS

1. Authorizing:

Budget

- 132.2025 A. Adopt a resolution authorizing 2025 Budget Transfers in the amount of \$320,299 and 2025 Appropriations in the amount of \$102,470 per listing dated May 2, 2025.

Human Resources

- 133.2025 A. Adopt a resolution authorizing Human Resources recommendations dated May 8, 2025, as follows:
1. Authorize the appointment of Josselin Rodriguez-Alvarado to PC012497 Human Resources Assistant, Human Resources department, effective 05/21/2025. Rate of \$50,000/annually. Salary range minimum \$43,328; Midpoint \$51,890; Maximum \$60,452. Replacement for Neishlarie Iraola who was promoted. This request meets the criteria of the Hiring Policy. Budget 10000 – 11410.
 2. Authorize the appointment of Antonia Brennan to PC013314 Establishment Manager, Domestic Relations, effective 06/04/2025. Rate of \$78,000/annually. Salary range minimum \$63,520; Midpoint \$79,400; Maximum \$95,280. Replacement for Rebekah Reigner who separated. This request meets the criteria of the Hiring Policy. Budget 24000 – 26280.
 3. Authorize the promotion of Carl Long from PC012969 Implementation Specialist to Web Application Specialist, Information Systems, effective 05/09/2025. Rate of \$71,000/annually. Salary range Minimum \$64,280; Midpoint \$80,350; Maximum \$96,420. New position created by Salary Board on 5/07/2025. This request meets the criteria of the Hiring Policy. Budget 10000 – 11170.

Commissioners

- 134.2025 A. Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Automobile Theft/Motor Vehicle Insurance Fraud Intergovernmental Cooperation Agreement between the Commonwealth of Pennsylvania, acting through the Pennsylvania State Police (PSP) and the County of Berks (Local Entity) for participation in the Municipal Automobile Theft/Motor Vehicle Insurance Fraud Task Force Program for FY 2025-2026.
- 135.2025 B. Adopt a resolution authorizing Kevin S. Barnhardt, Chief Operations Officer, to execute the affidavit to confirm the classifying of Constables as independent contractors for all services provided to the County pursuant to the Constables Act, 44 Pa.C.S. §§7101-7178.
- 136.2025 C. Adopt a resolution authorizing a letter of support for the Colebrookdale Railroad Preservation Trust to seek funding for safety, security, and ADA connectivity improvements and equipment upgrades to permit Colebrookdale Railroad trains to access the Steel River Station in Pottstown's Memorial Park.

2. Motion to authorize the execution of Contract Agreements/Amendments as set forth on the Contract Agenda listing dated May 5, 2025.

Commissioner Riviera notified the Chief Clerk that he has a conflict of interest regarding two contracts: the Council on Chemical Abuse contract and the Traffic Planning and Design contract. He will abstain from voting on the Council on Chemical Abuse contract but will participate in the vote on the Traffic Planning and Design contract.

Commissioner Leinbach informed the Chief Clerk about his conflict with Traffic and Planning Design, but he will still vote due to a majority conflict on the contract, which the law permits.

3. Motion to authorize the execution of the payments and electronic transfers for the week ending May 9, 2025.
4. Motion to authorize execution of Tax Collectors payroll dated May 15, 2025.

AGENDA APPROVAL

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

REPORTS OF TREASURER AND CONTROLLER

1. Mitchell R. Darcourt, County Treasurer, presented the weekly Treasurer's report.
2. Joe Rudderow, County Controller, presented the weekly Controller's report.

REPORT OF CHIEF OPERATIONS OFFICER KEVIN BARNHARDT

He provided an update on the final move to the South Campus, mentioning that the Area Agency on Aging will complete their relocation by May 9, 2025. Additionally, there will be an open house at the South Campus in the near future.

COMMISSIONERS' COMMENTS

Commissioner Leinbach

He announced his participation in the Rescue Mission Lighthouse event this evening and praised their efforts to provide a safe environment for women and children. He also discussed the BCTV County Connection Program featuring Gene and Russ Shrine at the Mid-Atlantic Air Museum, where they work on restoring and displaying aviation. He then shared photos and videos of his past experiences of the World War II weekend hosted by Mid-Atlantic Air Museum.

Commissioner Leinbach introduced Marcus Fox from Fairview Christian School and several senior students visiting to gain knowledge on County Government. Mr. Fox thanked the county and the Commissioners for their service.

Commissioner Santoni

He welcomed the visitors from Fairview Christian School. He noted he attended several events at the Reading Museum to include the dedication of the time capsule and the Moon Tree dedication. He also attended the Robert W. F. Ciferri Sensory Garden, Law Day, and a Jewish Federation Event. He also took part in a Poverty Simulation with his Executive Assistant, Lynne Burns and Pamela Seaman, Administrator of Berks County Mental Health and Developmental Disabilities. He stated the Town Hall meeting at the West Lawn Public Library had a nice turnout, with discussions centered around elections and transportation. He wished Carl Long congratulations on his promotion to Web Application Specialist.

Commissioner Rivera

He mentioned he attended the kickoff of Small Business Week in Hamburg last week. He also attended the LIFE House Open House, a place where families can have supervised visits and engage in learning activities with their children in a home-like setting. On Tuesday, he attended the Student Spring Showcase at Alvernia College for an award ceremony. This evening, he will be participating in the Rescue Mission Lighthouse event. He congratulated all the graduates who will be participating in the RACC ceremony tomorrow.

ROW OFFICERS' COMMENTS

Joe Rudderow, County Controller, wished all a Happy Mother's Day.

PUBLIC COMMENT

No Comments.

ADJOURNMENT

There being no further business, Commissioner Rivera adjourned the meeting at 10:40 AM.

Respectfully Submitted,

Amanda Bentzel, Chief Clerk

May 9th, 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 15th, 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	Facilities	10000	11030	10986	81120	200804	000000	Buildings & Improvements	Facilities	10000	11030	10986	81125	200726	000000	Leasehold Improvements	\$ 80,788
2	Children Services - General	22001	23200	10141	64055	000000	000000	Quasi - Youth Shelter	Children Services - General	22001	23200	10143	64055	000000	000000	Quasi - Youth Shelter	\$ 246,832
2	Children Services - General	22099	23200	10141	64055	000000	000000	Quasi - Youth Shelter	Children Services - General	22099	23200	10143	64055	000000	000000	Quasi - Youth Shelter	\$ 27,426
2025 Transfers Total																	\$ 355,046

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	
3								Berks Heim Fund Balance		BH - Plant Operations	53000	33080	00000	81120	200906	000000	Buildings & Improvements	\$ 32,941	
4								General Fund - Fund Balance		Facilities	10000	11030	10013	81230	200723	000000	Other Equipment (> \$5k)	\$ 112,795	
5								General Fund - Fund Balance		Facilities	10000	11030	10072	81230	200867	000000	Other Equipment (> \$5k)	\$ 9,424	
2025 Appropriations Total																		\$ 155,160	

BUDGET TRANSFER AND APPROPRIATION REQUEST EXPLANATIONS:

- 1 Transferring capital funds budgeted with the Space Study project to be more specifically tracked with the South Campus building project.
- 2 Transferring between cost centers to provide for increased emergency shelter days at BCYC.
- 3 Appropriating Berks Heim Fund Balance for upgrades to the fire panel system at the Berks Heim.
- 4 Appropriating General Fund - Fund Balance to replace the fire pump in the Service Center.
- 5 Appropriating General Fund - Fund Balance to replace the camera system at the BCYC.

Commissioners' Meeting
HUMAN RESOURCES RECOMMENDATIONS
May 15, 2025

1. Authorize the appointment of Daniel Roe to PC013343 Assistant Director – Parks and Recreation, Parks department, effective 06/04/2025. Rate of \$80,000/annually. Salary range minimum \$66,176; Midpoint \$82,720; Maximum \$99,264. Replacement for Brendan Lederer who was promoted. This request meets the criteria of the Hiring Policy. Budget 10000 – 16070.
2. Authorize the appointment of Sarah Panik to PC011261 Law Clerk I, Court Administration, effective 06/04/2025. Rate of \$65,362/annually. Salary range minimum \$53,856; Midpoint \$67,320; Maximum \$80,784. Replacement for Miki Onwudinjo who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11600.



COUNTY OF BERKS Purchasing Department

MEMORANDUM

DATE: Monday, May 12, 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 15, 2025** for approval and formalization. Details are as follows:

- 1. Contract Type & #:** Bed Space Agreement – Agreement #BSA-283290-25

Department: BCYC – Shelter Care

Contracting Party: County of Carbon

Term: May 15, 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.
- 2. Contract Type & #:** Independent Contractor Agreement – Agreement #ICA-638436-25

Department: Children and Youth Services

Vendor: Andrea S. Usner

Term: May 15, 2025 to June 30, 2026

Funding Source: 13% County, 51% State, 32% Federal, 4% Other

Description & Amount: The County is engaging the Vendor for Partners in Parenting trainer to client families as requested by Children and Youth Services. The rate shall be \$21.00 per hour. The estimated expenditure during this term is \$60,000.00.

- 3. Contract Type & #:** Amendment #1 to Agreement #PSAP-637384-24
- Department:** Children and Youth Services
- Vendor:** Bethanna
- Term:** July 1, 2025 to June 30, 2026
- Funding Source:** 13% County, 51% State, 32% Federal, 4% Other
- Description & Amount:** This Amendment serves to change the Vendor's address from 1030 Second Street Pike, Southampton, Pennsylvania, 18966 to 1844 Street Road, Southampton, Pennsylvania, 18966. In addition, this Amendment shall be extended for an additional one-year term effective July 1, 2025 to June 30, 2026 for placement services to County clients as requested by Children and Youth Services. Also, Attachment B-1, Fee Schedule, shall be replaced with Attachment B-2, Fee Schedule, as follows: \$74.24 for FC Level 1 (Lancaster); \$78.68 for FC Level 2 (Lancaster); \$85.54 for FC Level 3 (Lancaster); \$78.85 for FC Kinship Diagnostic (Lancaster); \$54.17 FC Medical (Lancaster); \$143.05 for FC Therapeutic (Lancaster); \$74.24 for FC Level 1 (Southampton); \$78.68 for FC Level 2 (Southampton); \$85.54 for Level 3 (Southampton); \$78.85 for FC Kinship Diagnostic (Southampton); \$57.96 for FC Medical (Southampton); \$143.05 for FC Therapeutic (Southampton); and 50% of per diem for Bed Hold Rate 5+Days. The estimated expenditure during this term is \$10,000.00.
- 4. Contract Type & #:** Independent Contractor Agreement – Agreement #ICA-638439-25
- Department:** Children and Youth Services
- Vendor:** Jose A. Urdaz-Garcia
- Term:** July 1, 2025 to June 30, 2027
- Funding Source:** 13% County, 51% State, 32% Federal, 4% Other
- Description & Amount:** The County is engaging the Vendor for Partners in Parenting trainer to client families as requested by Children and Youth Services. The rate shall be \$21.00 per hour. The estimated expenditure during this term is \$60,000.00.
- 5. Contract Type & #:** Independent Contractor Agreement – Agreement #ICA-638441-25
- Department:** Children and Youth Services
- Vendor:** Lisa Reigle
- Term:** July 1, 2025 to June 30, 2027
- Funding Source:** 13% County, 51% State, 32% Federal, 4% Other
- Description & Amount:** The County is engaging the Vendor for Partners in Parenting trainer to client families as requested by Children and Youth Services. The rate shall be \$21.00 per hour. The estimated expenditure during this term is \$60,000.00.

- 6. Contract Type & #:** Independent Contractor Agreement – Agreement #ICA-638442-25
- Department:** Children and Youth Services
- Vendor:** **Lois E. Good**
- Term:** July 1, 2025 to June 30, 2027
- Funding Source:** 13% County, 51% State, 32% Federal, 4% Other
- Description & Amount:** The County is engaging the Vendor for Partners in Parenting trainer to client families as requested by Children and Youth Services. The rate shall be \$21.00 per hour. The estimated expenditure during this term is \$60,000.00.
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- 7. Contract Type & #:** Purchase of Services Agreement – Agreement #PSA-638391-25
- Department:** Children and Youth Services & Juvenile Probation Office
- Vendor:** **Alternative Consulting Enterprises, LLC**
- Term:** July 1, 2025 to June 30, 2027
- Funding Source:** 13% County, 51% State, 32% Federal, 4% Other
- Description & Amount:** The County is engaging the Vendor for the provision of mental health services to County clients as recommended by Children and Youth Services or Juvenile Probation Office. The rates are as follows: \$150.00 per hour for Court Appearance (in-person), minimum 2 hours; \$400.00 per Level of Care Assessment; \$115.00 per hour for Medication Management (in-person); \$150.00 per hour for Medication Management (telepsychiatry); \$275.00 per Psychiatric Evaluation; \$150.00 per hour for Therapy (Licensed); \$125.00 per hour for Therapy (Unlicensed); and \$50.00 per No Show. The estimated expenditure is \$50,000.00 during this term.
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- 8. Contract Type & #:** Vendor Contract– Agreement #VC-282922-25
- Department:** Election Services
- Vendor:** **Election Systems & Software, LLC**
- Term:** September 1, 2025 to August 31, 2030
- Funding Source:** 100% County
- Description & Amount:** This County is engaging the Vendor for the provision of hardware maintenance services and firmware license, maintenance and support for one proprietary voter tabulation equipment model DS450 scanner. The amount shall not exceed \$21,589.00 during this term.