

Commissioners' Board Meeting Minutes September 22, 2011

The Berks County Board of Commissioners met in regular session on Thursday, September 22, 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 September 13, 2011 Commissioners' Workshop and September 15, 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:
 - 281.11 A. Adopt a resolution authorizing 2011 Budget Transfers in the amount of \$5,457,118.00 and 2011 Appropriations in the amount \$99,128.00 per listing dated September 16, 2011.
 - 282.11. B. Adopt a resolution authorizing Human Resources Recommendations dated September 20, 2011.
 1. Authorize the promotion of Richard L. Miller, PC001236 Internal Auditor to PC011388 Manager of Auditing – Controller, effective 9/28/2011. Rate of \$60,000/annually. Salary budgeted \$71,451/annually. Salary range Minimum \$55,292; Midpoint \$73,723; Maximum \$92,154. Replacement for Scott Sterner who separated. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 11120.
 2. Authorize the utilization of a temporary agency for the Controller's Office, effective 9/23/2011. Rate not to exceed \$40/hr. Utilization of the temporary agency will cease when the Senior Governmental Accountant position is filled. New position authorized by Salary Board. Budget 10000 – 11120.
 3. Authorize the promotion of Stacy Phile, PC011393 Manager – Tax Claim to Director of Tax Claim – Tax Claim, effective 9/28/2011.

Rate of \$50,000/annually. Salary range Minimum \$42,502; Midpoint \$56,670; Maximum \$70,838. New position authorized by Salary Board. This request was reviewed and has met the criteria of the Hiring Policy. Budget 10000 – 11110.

- 283.11 C. Adopt a resolution authorizing the award and Director of Contracts and Procurement to execute as a result of RFP #11-15-CN, a contract for legal services for the Office of Aging as follows:

Leisawitz Heller
 2755 Century Boulevard
 Wyomissing, PA 19610
 Term: 10/1/11 through 9/30/16
 Monthly Rate: \$3,000.00 shall increase by 2% annually
 Total: 187,345.45 (not to exceed)

Legal services include wills, living wills and durable power of attorney documents, etc. at an average of 20 hours per month.

- 284.11 D. Adopt a resolution authorizing the award and the Director of Contracts & Procurement to execute as a result of ITB# 11-17-LM, a one (1) year contract for the Transport of Voting Machines for the County of Berks Elections Services Department as follows:

L&J Transportation Cos, Inc.
 36 Mountainside Road
 Temple, PA 19560

Item	Description of Service	Estimated Quantity	Unit Price	Extended Price
1	Transport Berks County voting machines and ancillary equipment from the Storage facility to the election sites, and from sites back to the Storage facility.	2	\$15,984.00	\$31,968.00
2	Unscheduled emergency deliveries on Election day.	6	\$40.00	\$240.00
3	Special Election Deliveries-Price is per machine, from Storage facility to election sites and from elections sites to the Storage facility.	12	\$40.00	\$480.00
	Estimated Annual Expenditure			\$32,688.00

The County reserves the right to extend the contract for two additional one-year terms upon mutual agreement of both parties at the unit prices herein.

- 285.11 E. Adopt a resolution authorizing award and the Director of Contracts and Procurement to execute, as a result of ITB #11-19-MB, contracts for the Expansion of the Berks County Equipment Room Facilities Project for the Installation of the 700 MHz Trunked Radio System as follows:

Purcell Construction Company
560 N. 5th Street
P.O. Box 188
Denver, PA 17517

General Construction Total: \$71,700.00

Fire Protection Industries, Inc.
1765 Woodhaven Drive
Bensalem, PA 19020

Plumbing Total: \$14,700.00

Dual Temp Company, Inc.
2050 South 12th Street
Allentown, PA 18103
Mechanical Base Bid: \$249,900.00

Alternate No. 1: \$32,500.00 Add – Deleting existing boiler, piping, flue stack and appurtenances as indicated in Contract Drawing M-1.

Mechanical Construction Total: \$282,400.00

Hirneisen Electric, Inc.
1619 Old Lancaster Pike
Reading, PA 19608

Electrical Total: \$296,900.00

THE GRAND TOTAL OF THE FOUR (4) PRIMES IS: \$665,700.00

- 286.11 F. Adopt a resolution authorizing execution of the Medical Assistance Transportation Program Participation Agreement & Assurance of Compliance form to the Commonwealth of Pennsylvania, Department of Public Welfare for participation in the Pennsylvania Medical Assistance Transportation Program (MATP) for the period July 1, 2011 and terminating June 30, 2012.
- 287.11 G. Adopt a resolution authorizing execution of the Extension of the Program Management Agreement For The Emergency Food Assistance Program (TEFAP) which extends the five (5) year TEFAP Agreement another three (3) months to December 31, 2011.
- 288.11 H. Adopt a resolution authorizing execution of the Lease Agreement, Easement Agreement and Shared Driveway Agreement for tower sites in regard to the Berks County Emergency Response Radio Project as follows:

1. Longswamp-Heeps Lease Agreement
 2. Hamburg Area School District ("HASD") – Shared Driveway Agreement
 3. City of Reading – Easement Agreement (Mt. Penn Site)
2. Motion authorizing Mark C. Scott as Chairman of the Board, to execute Contract Agreements/Amendments as furnished by the Contract Coordinator, per revised listing dated September 16, 2011.
 3. Motion to authorize payments set forth on Controller's Office vouchers listing dated September 22, 2011.

Reports

1. County Treasurer Nelson Long, CPA presented a prepared weekly Treasurer's report. Nelson Long further commented that the Excess Funds files are down to one with about \$10,000.00 to distribute. Mr. Long commented that his office has distributed approximately 1.9 million dollars of excess funds.
2. The Controller's weekly report was submitted by County Controller Sandy Graffius.

There being no further business, the meeting adjourned at 10:55 A.M.

Respectfully Submitted,

Maryjo Gibson, Chief Clerk