

**COUNTY OF BERKS**  
**COMMISSIONERS' BOARD MEETING AGENDA**  
**March 21, 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 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 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**

Approve the March 14, 2024, meeting minutes.

**PUBLIC COMMENT ON AGENDA ITEMS**

**AGENDA ITEMS**

1. Authorizing:

**Human Resources**

87.2024 A. Adopt a resolution authorizing Human Resources Recommendations dated March 21, 2024, as follows:

1. Authorize the appointment of Erin Baker to PC013347 Historic Resource Supervisor, Parks and Recreation, effective 04/03/2024. Rate of \$55,500/annually. Salary range minimum \$53,212; Midpoint \$66,514; Maximum \$79,817. Replacement for Daniel Roe who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 16070.

Commissioners

- 88.2024 A. Adopt a resolution rescinding the County of Berks grant funding awarded to Neighborhood Housing Services of Greater Berks, Inc. in the amount of \$142,540, due to a change in the scope and timing of their project and further authorizing Kevin S. Barnhardt, Chief Operations Officer, to execute the recission letter terminating Grant Funding Agreement AGA-31-22.
- 89.2024 B. Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Partnership Agreement between the County of Berks Chief Elected Official and Berks County Workforce Development Board (WDB) effective April 1, 2024, through March 31, 2028. The agreement defines the roles and responsibilities of the County and WDB as they relate to the local governance structure defined in the Workforce Innovation and Opportunity Act of 2014, and all subsequent implementing regulations issued by the U.S. Department of Labor and Pennsylvania Department of Labor & Industry.
- 90.2024 C. Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute Disposal Capacity Agreements for the 2024–2034 municipal waste management plan period, subject to final review and approval by the County Solicitor, by and among the County of Berks, Berks County Solid Waste Authority, and each of the following landfills:
- Alliance Sanitary Landfill
  - Bethlehem Landfill
  - Commonwealth Environmental Systems, L.P.
  - Conestoga Landfill
  - Cumberland County Landfill
  - Fairless Landfill
  - Grand Central Sanitary Landfill
  - Lancaster Landfill
  - LCSWMA Resource Recovery Facility
  - McKean County Landfill
  - Rolling Hills Landfill
  - Susquehanna Resource Management Complex
  - Western Berks Landfill
  - York County Resource Recovery Center
- 91.2024 D. Adopt a resolution authorizing Kevin S. Barnhardt, Chief Operations Officer, to execute the County Commissioners Association of Pennsylvania (CCAP) PACAH Patient Trust Fund Bond Renewal for the Berks Heim Nursing and Rehabilitation for the coverage period April 1, 2024 – April 1, 2026.

- 92.2024 E. Adopt a resolution authorizing Michael S. Rivera, Vice Chair, to execute the Confidentiality and Non-Disclosure Agreement between AEM Architects, Inc. ("Receiving Party") and County of Berks ("County") for the Facilities' lighting control project and other Facilities' needs.
- 93.2024 F. Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Confidentiality and Non-Disclosure Agreement between Meister-Cox Architects ("Receiving Party") and County of Berks ("County") for the Facilities' lighting control project and other Facilities' needs.
2. Motion to authorize the execution of Contract Agreements/Amendments as set forth on the Contract Agenda listing dated March 18, 2024.
3. Motion to authorize execution of the payments and electronic transfers for the week ending March 21, 2024.
4. Motion to authorize execution of employee payroll disbursements dated March 26, 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**

### **March 14, 2024 (Draft for approval March 21, 2024)**

The Berks County Board of Commissioners met in a regular session on Thursday, March 14, 2024, at 10:00 A.M. in the Commissioners' Boardroom, 13<sup>th</sup> 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 Chair Christian Y. Leinbach called the meeting to order, with Commissioners Michael S. Rivera and Dante Santoni, Jr. in attendance. Christine M. Sadler, Solicitor, Kevin S. Barnhardt, Chief Operations Officer, and Carmen Torres, Chief Clerk, were also present.

Commissioner Leinbach 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 March 7, 2024, meeting minutes were approved as presented.

Commissioner Leinbach noted that an Executive Session dealing with personnel, real estate and contract negotiations was held on March 13, 2024.

#### **PUBLIC COMMENT ON AGENDA ITEMS**

No comments

#### **AGENDA ITEMS**

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

1. Authorizing:

#### **Budget Department**

- 75.2024 A. Adopt a resolution authorizing 2023 Budget Transfers in the amount of \$117,005; 2024 Budget Transfers in the amount of \$340,013; and 2024 Appropriations in the amount of \$2,095,990 per listing dated March 8, 2024.

**Human Resources**

- 76.2024 A. Adopt a resolution authorizing Human Resources Recommendations dated March 14, 2024, as follows:
1. Authorize the appointment of Alycia Arters to PC013427 Fiscal Coordinator, Workforce Development Board, effective 04/03/2024. Rate of \$58,000/annually. Salary range minimum \$48,048; Midpoint \$57,645; Maximum \$67,243. Replacement for Matika Palmer who separated. This request meets the criteria of the Hiring Policy. Budget 25000 – 26660.
  2. Authorize the promotion of Charles Brantman from PC013656 Senior Security Manager to Chief Information Security Officer, Information Systems, effective 03/15/2024. Rate of \$130,000/annually. Salary range minimum \$105,194; Midpoint \$131,493; Maximum \$157,791. New position created by Salary Board on 03/07/2024. This request meets the criteria of the Hiring Policy. Budget 10000 – 11170.

**Commissioner Rivera**

- 77.2024 A. Adopt a resolution authorizing the appointment of Suzanne Wenderoth, Reading, Pennsylvania, to the Reading Area Community College Board of Trustees for a term expiring on June 30, 2025.

**Commissioners**

- 78.2024 A. Adopt a resolution authorizing Brandy Neider, Children and Youth Services, Administrator to execute the amended IV-E Protocol for Berks County Children Youth Services (BCCYS) and Berks County Domestic Relations Section (DRS), committing to a written protocol regarding the handling of Title IV-E cases.
- 79.2024 B. Adopt a resolution authorizing Christian Y. Leinbach, Chair, and Daniel W. Fogarty, Director of Workforce Development, to execute the Separation of Duties Worksheet for Labor & Industries (L&I) annual monitoring.

**Commissioners' Meeting****March 14, 2024**

- 80.2024 C. Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the Pennsylvania Commission on Crime and Delinquency Subgrant 43063 grant application for a Forensic Interviewer position within the District Attorney's Office for the period July 1, 2024, through June 30, 2026, and further authorizing the Chair, to execute any and all grant award notifications.
  - 81.2024 D. Adopt a resolution authorizing the execution of the Pennsylvania Emergency Management Agency Hazardous Materials, Emergency Response Preparedness Report (HMERP) for reporting year 2023.
  - 82.2024 E. Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute all documents between the County of Berks (grantor) and Mid-Atlantic Interstate Transmission, LLC, (grantee) granting an easement and right of way in the area of 1261 County Welfare Road and 1216 Hill Top Road, Bern Township as fully outlined in Exhibit A, for electrical lines.
  - 83.2024 F. Adopt a resolution authorizing Christian Y. Leinbach, Chair, to execute the 2023 Court Interpreter Services Grant from the Administrative Office of Pennsylvania Courts ("AOPC") in the reimbursement request amount of \$529,675.14 to provide on-site in-person courtroom interpreting services at the Court of Common Pleas and Magisterial District Judge levels.
  - 84.2024 G. Adopt a resolution authorizing a letter of support for the Colebrookdale Railroad Preservation Trust's application to the Pottstown Area Health and Wellness Foundation for funding to complete the refurbishment of an original 1920s model Pullman Car to a modern and ADA-compliant Coach.
  - 85.2024 H. Adopt a resolution authorizing a letter of support for Connections Work applications for Community Project Support funding in an amount of up to \$750,000 for the Reentry Works program to the offices of U.S. Senator Robert Casey, U.S. Senator John Fetterman, and U.S. Representative Chrissy Houlahan.
  - 86.2024 I. Adopt a resolution authorizing a letter of support for Connections Work application to the Pennsylvania Commission on Crime and Delinquency (PCCD) for the 2024/2025 Justice Assistance Grant (JAG) Local Initiatives Funding in an amount up to \$125,000 for support of the Berks County Reentry Coalition.
2. Motion to authorize the execution of Contract Agreements/Amendments as set forth on the Contract Agenda listing dated March 11, 2024. There was a total of 5 and the departments were listed.

3. Motion to authorize execution of the payments and electronic transfers for the week ending March 14, 2024.

**AGENDA APPROVAL**

**REPORTS OF TREASURER AND CONTROLLER**

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

**REPORT OF CHIEF OPERATIONS OFFICER**

Nothing to report.

**COMMISSIONERS' COMMENTS**

Commissioner Rivera

He welcomed Suzanne Wenderoth to the RACC board and noted she would be a great addition to the board with her background in Health. He spoke about the Red Cross Heroes breakfast he attended and congratulated all the award recipients. He attended the Boyertown Area Progress Days and congratulated the Boyertown High School students on their excellent video of a murder mystery leading up to the winners' announcement. He gave a detailed listing of all the events he and the other commissioners attended this past week and some upcoming events. He reminded all of the upcoming Elections Board meeting.

Commissioner Santoni

He reported that he toured the Reading Area Fire Fighters Museum, enjoyed the visit, and commended the staff for all they did. He reported on all the events he attended, detailed the Boyertown Area Progress Days, and reiterated how great the Boyertown High School students were. He noted that they did a video on the play Murder on the Orient Express by Agatha Christie and called it Progress on The Boyertown Express. He listed all the tours he completed this past week along with his assistant Lynn Burns. He wished everyone a Happy St. Patrick's Day to one and all.

Commissioner Leinbach

He noted that yesterday was a milestone for Vic Johnson, a County employee in the Facilities department who turned 90 this past week. He congratulated Vic Johnson on his birthday and all his work for the County. He also congratulated the Boyertown High School students for their great work on their Progress on the Boyertown Express video. He spoke about Greg Herb who was recognized at the Boyertown Progress Days and highlighted some of the awards he has received and shared some of the organizations Mr. Herb has supported.

**ROW OFFICERS' COMMENTS**

**PUBLIC COMMENT**

No comments

**ADJOURNMENT**

There being no further business, Commissioner Leinbach adjourned the meeting at 10:26 am

Respectfully Submitted,

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Carmen Torres, Chief Clerk



**Commissioners' Meeting**  
**HUMAN RESOURCES RECOMMENDATION**  
**March 21, 2024**

1. Authorize the appointment of Erin Baker to PC013347 Historic Resource Supervisor, Parks and Recreation, effective 04/03/2024. Rate of \$55,500/annually. Salary range minimum \$53,212; Midpoint \$66,514; Maximum \$79,817. Replacement for Daniel Roe who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 16070.



## COUNTY OF BERKS Purchasing Department

### MEMORANDUM

DATE: Monday, March 18, 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, March 21, 2024** for approval and formalization. Details are as follows:

- 1. Contract Type & #:** Amendment #3 To Agreement #PC-610506-21 (RFP #20-27-CN)  
**Department:** Area Agency on Aging  
**Vendor:** **Greater Reading Mental Health Alliance**  
**Term:** May 1, 2024 to April 30, 2025  
**Funding Source:** 100% State  
**Description & Amount:** This Amendment serves to extend this Agreement through April 30, 2025, for the provision of Guardian, Representative Payee, and Power of Attorney Services to County clients as referred by the Area Agency on Aging. In addition, Attachment A, HIPPA Agreement, shall be replaced with Attachment A-1, Business Associate Agreement. The rates shall remain the same during this term.
- 2. Contract Type & #:** Amendment #1 To Agreement #ICA-626692-23  
**Department:** Children and Youth Services  
**Vendor:** **Brenda Vazquez**  
**Term:** March 21, 2024 to June 30, 2025  
**Funding Source:** 13% County, 51% State, 32% Federal, 4% Other  
**Description & Amount:** This Amendment serves to replace Attachment B-1, Fee Schedule with Attachment B-2, Fee schedule, for parent trainer to County client families as referred by Children and Youth Services. In addition, Section 3, Scope of Work, shall be modified to include subclause 3.1.22, Translation, for the Vendor to provide translation services as needed for clients who cannot communicate effectively in English; and Section 7, Fees, shall be modified to include direction on how Vendor will bill for coinciding programs. The rates during this term shall be: \$21.00 per hour for Casework and Parenting, Corollary Services, Court

testimony, ESSA Transportation, FGDM Services, MFC Calls, No Show (full per diem rate), Supervised Visitation, Translation, and Transportation. The estimated expenditure during this term is \$10,000.00.

- 3. Contract Type & #:** Amendment #2 To Agreement #AGA-34-22  
**Department:** Commissioners  
**Grantee:** **Opportunity House**  
**Term:** March 21, 2024 to December 1, 2025  
**Funding Source:** 100% County  
**Description & Amount:** This Amendment serves to extend this Agreement to December 1, 2024, for the provision of partial interior and exterior upgrades to Opportunity House facilities. The amount shall remain the same and not exceed \$280,615.00 during this term.
- 4. Contract Type & #:** American Association of Architects Agreement – Agreement #AIA 271178-24  
**Department:** Facilities and Operations  
**Vendor:** **Dolan Construction, Inc.**  
**Term:** March 21, 2024 to project completion  
**Funding Source:** 100% County  
**Description & Amount:** This County is engaging the Vendor for the provision of elevator repair at the building formerly known as the Berks Community Reentry Center located at 1261 County Welfare Road, Leesport, PA, 19533. The amount shall not exceed \$189,553.00 during this term.
- 5. Contract Type & #:** Change Order to #4 to Agreement #AIA-252196-22  
**Department:** Facilities and Operations  
**Vendor:** **Keystone Fire Protection Company**  
**Term:** March 21, 2024 to project completion  
**Funding Source:** 100% County  
**Description & Amount:** This Change Order serves to modify this Agreement for fire alarm upgrades at the Berks County Services Center and building to remove and replace clip mode devices and Flash Scan devices. The amount shall increase by \$17,426.00 to an amount not to exceed \$446,021.26 during this term.

**6. Contract Type & #:** American Association of Architects Agreement – Agreement #AIA-269913-24

**Department:** Facilities and Operations

**Vendor:** **Landis Mechanical Group, Inc.**

**Term:** March 21, 2024 to project completion

**Funding Source:** 100% County

**Description & Amount:** This County is engaging the Architect for the provision of Cemline Water Heater installation at Berks Heim Nursing and Rehabilitation. The amount shall not exceed \$109,000.00 during this term.