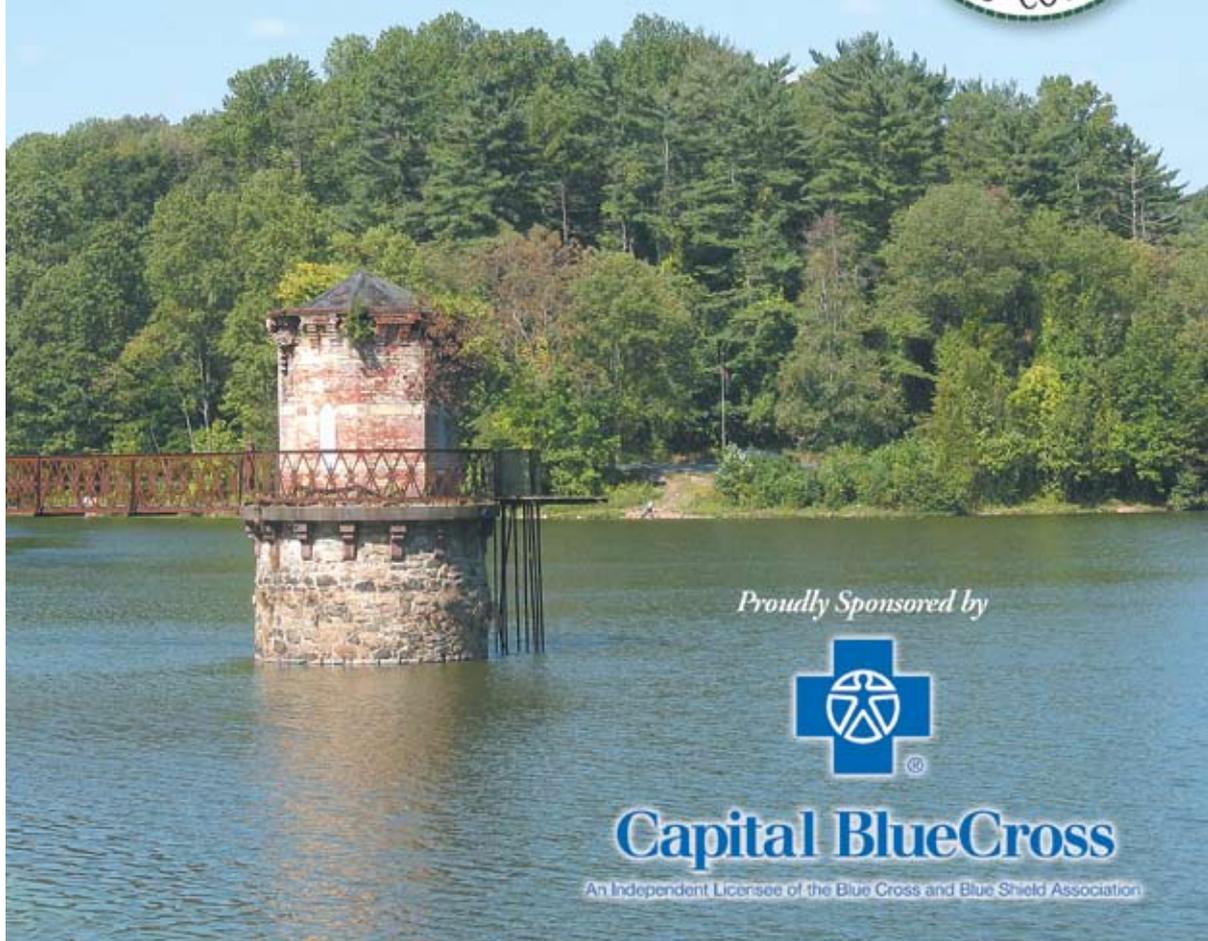


# Berks County SERVICES DIRECTORY

*Direct Connection  
to Your Local Government*



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**Capital BlueCross**

An Independent Licensee of the Blue Cross and Blue Shield Association

Election Services • Juvenile Probation • Sheriff's Office • Tax Claims Bureau • Farm Service Agency  
County Commissioners • Parks & Recreation • Veterans Affairs • District Attorney • Pronothotary  
Planning Commission • BARTA • Recorder of Deeds • Berks Heim • Magisterial District Judges • etc.

# BERKS COUNTY GOVERNMENT DIRECTORY INDEX

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Ag Land Preservation	Ag Center	2	<b>610-378-1844</b>	610-378-7983	<b>16</b>
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County Department	Building	Fl.	Phone No.	Fax No.	page
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### **County Related Agencies**

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The dynamic and storied cultural, environmental and industrial heritage of Berks County continues to craft a progressive and vibrant community as it has for over 250 years. Berks County remains an affordable, family-friendly community in which to live, work and recreate. Nestled comfortably in the heart of the Schuylkill River valley, Berks County offers all the verdant charm of its agricultural legacy balanced by the urban environs of the City of Reading and the nearby major metropolitan amenities of Philadelphia, New York and Baltimore

As elected stewards of the public trust, the Board of Commissioners strive to maintain an open and efficient government, and as guardians of the public treasury we are acutely aware of the sacrifices our taxpayers make to fund our county government. We know that significant budgetary challenges remain, mostly due to high unemployment and the decline in the real estate tax base. In addition to those factors, we face the likelihood of continuing state funding cuts for mandated services that Counties are required to provide. Considering these important factors we con-

tinue to thoughtfully prepare for lean financial times ahead. For 2010, we have determined it to be more prudent to utilize fund reserves rather than increase property taxes. The 2010 budget will allow us to continue to maintain our current services and capital infrastructure requirements as well as our commitment to agricultural land preservation and a commitment to developing high quality economic growth.

While economic concerns continue to influence policy and decision-making throughout the year to come, Berks County remains poised to emerge as a leader in developing and cultivating jobs and industry despite the challenges we face. Berks County is in the comparatively unique position to be able to boast improved transportation infrastructure, two proposed industrial parks, a commercial airport and an award-winning corps of economic development agencies, plus five institutions of higher learning that routinely graduate young minds of the highest quality and skills. Further, the continuing growth of amenities that enhance the overall quality of life, such as entertainment, preservation of open spaces/greenways, and passive and active recreational opportunities has and will continue to attract a well-educated populace to live and work in Berks.

The Berks County Board of Commissioners invites you to join us in 2010 as we continue to draw wisdom from the past, gather momentum in the present and look forward with resolve.

*The Board of County Commissioners in cooperation with the Reading Eagle and Keystone Health Plan Central has partnered to produce this informative County Guide at no cost to our tax payers. We hope you will keep this publication in your home as a handy reference guide. For more information and updates on other County related information please visit our web site at [www.countyofberks.com](http://www.countyofberks.com)*



## **BERKS COUNTY COMMISSIONERS**

2008 - 2011

**Mark C. Scott, Esq.**

**Kevin S. Barnhardt**

4 **Christian Y. Leinbach**



# *Administrative Services*

## **BOARD OF COMMISSIONERS**

*Services Center – 13th Floor*

[www.countyofberks.com](http://www.countyofberks.com)

*Commissioner*

**Mark C. Scott**

**610-478-6136 Ext. 6130**

*Commissioner*

**Kevin S. Barnhardt**

**610-478-6136 Ext. 6133**

*Commissioner*

**Christian Y. Leinbach**

**610-478-6136 Ext. 6127**

The Board of Commissioners constitutes the chief governing body of the County. The three elected at large members perform the executive and legislative functions of county government. The Commissioners serve four-year terms. The Commissioners serve on the Salary, Prison, Retirement and Election Boards. In carrying out the management of County finances and property,

they appoint a board for the assessment of real property in the County; formulate and approve the annual budget; fix the annual County tax rates, and authorize expenditures. They must also supervise the conduct of elections, provide for the care and maintenance of prisoners, and maintain county roads, bridges and buildings.



### Chief Operations Officer

**610-478-6136**

**Services Center - 14th Floor**

Manages day-to-day operations directed by the Board of County Commissioners

### Chief Clerk / County Open Records Officer

**610-478-6136**

**Services Center - 13th Floor**

Provides administrative support for Board of County Commissioners

Performs public information duties for Commissioners and organization

Administers the County Open Records Policy

### Solicitor

**610-478-6105**

**Services Center - 13th Floor**

Advises Commissioners and represents County in legal matters

## *Berks County Fiscal Plan*

The Berks County Board of Commissioners has adopted both a budget and a fiscal plan to assure that all County service needs are met while addressing the biggest challenge to contain the rate of budget growth so that we do not outrun our future projected revenues.

Significant budgetary challenges continue, exacerbated by such things as negligible growth in assessed property values and federal and state budget cuts. Our projections indicate that in future years the County budget will not experience enough revenue growth to pay for the services we currently provide and accordingly we have successfully identified inefficiencies, made cuts from existing budgets, and identified increases that we can avoid. While the entire organization continues to make good progress in redirecting savings to cover most cost increases, this alone is simply not enough to cover projected cost trends in 2010 and beyond.

Like most Counties in Pennsylvania, Berks County has few options for generating additional revenue. We are largely dependent on the property tax as our primary source of revenue; therefore, generating additional revenue above that which we receive through normal growth means a tax increase. This Board of

Commissioners has committed to not raising taxes in their term of office, so we must look to other strategies.

The challenge is to strike a balance between what is responsible, sustainable and affordable. Our goal is to reduce or eliminate service costs to the level needed to balance the budget at the current tax rate of 6.935 mills. This has been done in recent years in large part by redesign of departments and programs, a strategy that will continue to play a major role in our balancing efforts.

In August of 2008, the Board of Commissioners completed an aggressive reduction in the County's total debt burden. At that time, the County's total general obligation debt service requirements were \$430,417,642 payable in fiscal years 2008 through 2029. In August of 2008 the County Commissioners made the decision to pay down a large portion of its outstanding debt. This action resulted in lowering the County's total general obligation debt service requirements to \$376,677,850 payable in fiscal years 2008 through 2029, a total savings of \$53,739,792. This reduction in total debt reduced the net debt per capita number from \$555.05 to \$446.70. The County has also refunded its only variable rate bond to a fixed rate deal and converted a potential variable rate refund-

## *Direct Connection to Your Local Government*

ing bond that was executed in 2004 that would have been effective in 2009 to a fixed rate issue. Refunding or converting the variable rate debt has assisted the County with reducing its overall debt payments and reduced uncertainty for the future.

In addition, the County's credit rating was significantly upgraded in August of 2008 by both Standard &

Poor's and Moody's Investor Services to ratings of AA and Aa2 respectively. This credit rating increase allows the County to sell its debt at lower absolute interest rate levels and without bond insurance, both of which have saved and will continue to save the County significant dollars.

### **Budget & Finance**

**610-478-6190**

#### **Services Center – 13th Floor**

- Prepares County budget and monitors actual performance to plan
- Plans and manages the County's cash flow
- Monitors state and federal reimbursement grant programs
- Monitors County investment performance
- Prepares County payroll

### **Purchasing**

**610-478-6168**

#### **Services Center – 13th Floor**

The Purchasing Department operates and manages centralized procurement for the County of Berks. It is responsible for economical acquisition of quality goods and services for all County agencies/departments in accordance with procurement law and that which is consistent with the quality needed for proper and effective operation of the agency/department. The County of Berks Purchasing Department works diligently to ensure the County will receive the best quality, in the most cost-effective manner. Please visit the website at [www.countyofberks.com/purchasing](http://www.countyofberks.com/purchasing) to learn more about the operation and responsibilities of the Purchasing department as well utilizing iSupplier to enter and review business transaction across the procure-to-pay life cycle (purchasing, receiving & payment) for greater efficiency in transaction between the County of Berks and your business.

### **Controller**

#### **Sandra Graffius**

**610-478-6150**

#### **Services Center - 12th Floor**

[www.countyofberks.com/controller](http://www.countyofberks.com/controller)

The Controller's Office pays all County bills; Performs internal auditing of other County departments; Is responsible for maintaining the accounting records for the County of Berks.

It is the goal of the Office of the Controller to provide financial information on a timely basis, to continually improve the pre- and post-audit functions, to better use technology to increase productivity, to work

collaboratively to improve County operating efficiencies, and to improve internal controls throughout County operations.



### Election Services

Services Center - 1st Floor

610-478-6490

[www.countyofberks.com/elections](http://www.countyofberks.com/elections)

#### *Mission Statement:*

It is the goal of this office to administer Voter Registration and conduct Elections in accordance with Federal and State voter registration and election laws.

#### *Municipal Election Year*

The office of Election Services will distribute petitions to candidates to run for County-wide Office, Municipal Office, City Office and local Election Boards. Candidates are required to file Campaign Expense Reports with the office unless waived on their petition. Depending upon the office, filing fees are due upon receipt of petition. The office will send out a notice of offices to be elected to each municipality to confirm.

#### *Federal Election Year*

Petitions to run for office are handled at the State Level, other than the year local Party Committee Offices run; petitions for these offices would be filed in the Local Election Services Office. This is typically a heavy voter registration year. In 2008 this office processed 35,000 voter registration applications for the General Election and 9,800 absentee ballots.

The County Commissioners sit as the **County Board of Elections** except when running for any public office, including re-election. The Commissioners may also not serve as the Board of Elections when a County Home Rule Charter or Optional Plan is before the voters. In those cases, the President Judge of the Court of Common Pleas names temporary Election Board members. The Director of Elections does not have a vote on the Board of Elections, but prepares the agenda and maintains the records of the Board's proceedings.

#### *The office of Election Services accurately performs the following tasks annually:*

- Maintains the registry for 260,000 Berks County voters
- Administers boundary maps and descriptions for the 198 voting districts
- Locates accessible and suitable polling places
- Trains and processes payroll for 1200 polling place officials
- Processes candidate nomination petitions
- Prepares and packages various election materials required by polling officials
- Maintains, services and prepares approximately 500 electronic voting machines
- Processes Absentee, Alternative/ Provisional and Emergency Ballots
- Certifies Official Election Returns
- Informs candidates, political party committees, the media and the general public of the voter registration and election process.

## *Direct Connection to Your Local Government*

### **Poll Workers needed!**

A rewarding way to get involved in the democracy on which our nation was founded is to serve as an election officer in Berks County. The Election Services Office needs over 1,000 poll workers for each primary and general election. What a great opportunity for voters to support the electoral process, become a poll worker. Call the Election Services Office at **610-478-6490** for more information.

### **Facilities & Operations**

**610-478-6201**

#### **Services Center - 16th Floor**

- Oversees the operation, engineering and construction of all county facilities
- Maintains and repairs the County's 62 bridges
- Manages the State Liquid Fuels budget
- Responsible for the County's Sewage Treatment Plant
- Responsible for recycling program within County facilities

### **Ag Center/ Fleet Management**

**610-373-0776**

#### **Agricultural Center**

#### **1238 County Welfare Rd., Leesport, 19533**

- Provides facilities support services
- Responsible for the County's Fleet Management

### **Human Resources**

**610-478-6118**

#### **Services Center - 8 th Floor**

[www.countyofberks.com/humanresources](http://www.countyofberks.com/humanresources)

- Responsible for the employment, health, and welfare of approximately 2,500 County employees
- Recruits and provides qualified candidates to be hired by County departments
- Evaluates competitive insurance and benefit plans to affect cost savings while maintaining quality coverage
- Develops and administers fair and equitable policies and procedures
- Develops and conducts professional development and training courses for County employees
- Establishes, administers, and maintains a fair and equitable compensation structure throughout the County
- The mission of the Human Resources Department is to provide all human resource functions, as approved by the Board of Commissioners, relative to hiring, staffing, policies and procedures, benefits, compensation, collective bargaining and labor relations, employee relations, and training and employee development.



### Information Systems

Services Center - 12th Floor

**610-478-6175**

Provides all County of Berks governmental agencies with state of the art communications and technology solutions; Implements and maintains hardware and software; Responsible for the County website; Responsible for maintenance of various law enforcement systems; Responsible for the development, implementation and support of county wide GIS and mapping applications and products.

The County of Berks Information Systems (IS) Department is committed to providing world class customer service and support to all County Departments. The IS Department is comprised of 35 talented and

dedicated individuals with diverse skill sets supporting over 2500 customers. In 2009, the IS Department focused on enhancing and improving technology services and offerings while continuing to reduce costs. The IS Department focused on providing automation and improving communications. The IS Department also continued to stabilize and improve the resiliency of the infrastructure. With an underlying goal of increased productivity, the IS Department will continue to introduce and support technologies that meet the ever increasing need for more secure, creative and efficient technology based solutions.

### Planning Commission

Services Center – 14th Floor

**610-478-6300**

[www.countyofberks.com/planning](http://www.countyofberks.com/planning)

Prepares a plan for the development and preservation of the County;

The Pennsylvania Municipalities Planning Code (MPC), Act 247 of 1968 is the legislation that grants authority for land planning in Pennsylvania to municipalities and counties. The MPC sets the ground rules that all municipalities must follow for comprehensive planning, zoning, and subdivision and land development.

The Commission prepares the Berks County Comprehensive Plan, which is adopted by the Board of County Commissioners. This regional plan uses demographic, economic and geographic information, and citizen input to formulate recommendations for future land use, transportation and community facilities. The plan is a statement of our community goals and serves as a template for local governments to use in designing plans and ordinances.

The Berks County Planning Commission serves as the area-wide planning organization for Berks County and consists of nine members appointed to four-year terms by the Board of County Commissioners. The Commission provides a regional blueprint for land use, transportation and community facilities. It assists local units of government with development and preservation activities and provides guidance to the Berks County Board of Commissioners and other departments of county government. The Commission and its professional staff also serve as community advisors for modern planning practices and advocates for sound regional growth management. Finally, since the Commission is involved with a range of activities with a number of partners, it plays a very important coordinating role in community development issues and projects. In order to accomplish its duties, the

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Commission retains a staff of eleven professional planners, five office support and technicians, and the planning director.

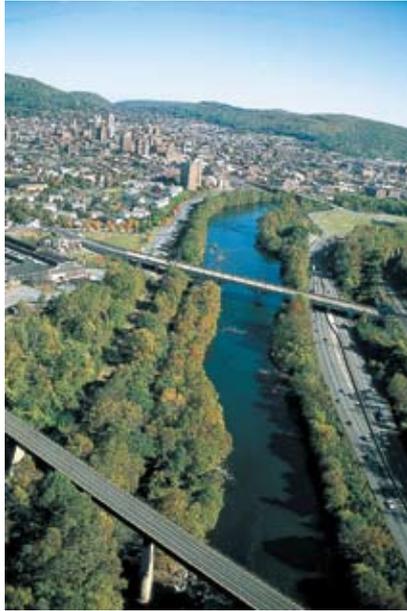
The Commission assists local communities with the preparation and adoption of joint local comprehensive plans that are consistent with the overall county comprehensive plan. To date, 57 out of 73 communities have adopted Joint Comprehensive Plans with help from Berks County.

The MPC mandates that if a local municipality has not adopted its own land development regulations, then the County's adopted ordinances have authority and the County becomes the approval agencies for development decisions in those municipalities. Currently, only the Boroughs of Lyons and Lenhartsville do not have their own land development regulations.

The MPC further mandates that if a local municipality has adopted its own land development regulations, the County must be afforded an opportunity to review all development plans and offer recommendations to the local governing body. The Commission conducts from 275 to 400 such reviews per year.

The MPC requires that the Commission review all proposed zoning ordinances and amendments that apply in Berks County. The Commission reviews the ordinances for conformity to the County Comprehensive Plan and modern zoning techniques.

The Commission promotes policies and activities that encourage balanced growth and preservation. We play a lead role in cooperative efforts such as the Berks County Smart Growth Alliance. The staff serves on a variety of work groups and initiatives in order to further the goals of the comprehensive plan. We provide technical assistance to municipalities on topical plan-



ning issues, training for planning officials and citizens.

The Commission serves as a repository of information about Berks County and is the local affiliate of the Pennsylvania State Data Center and the Bureau of the Census. As such, we provide assistance and information to other departments of county government, the private sector and the public. We maintain a website [www.co.berks.pa.us/planning](http://www.co.berks.pa.us/planning) in order to distribute the information and maps.

The Commission's staff also serves as staff for the Reading Area Transportation Study (RATS), which is the federally designated metropolitan planning organization for Berks County.

RATS formulate and adopt the Long Range Transportation Plan and the four-year Transportation Improvement Program (TIP) in order to qualify for federal transportation funding for highways and transit.

### Public meetings:

The Commission believes that our planning program can only be effective with broad public participation. We are committed to an open and collaborative partnership with all stakeholders. The Planning Commission's regularly scheduled public meeting is the second Wednesday of each month at 3:00 p.m., in the Commission's office on the 14th Floor of the Berks County Services Center, 633 Court Street, Reading, PA, 19601. Our office telephone number is 610- 478-6300. General comments and questions can be e-mailed at [planning@countyofberks.com](mailto:planning@countyofberks.com).



## Mail/Print Center

**610-478-6245**

### Services Center - 1st Floor

The Mail/Print Center located on the First Floor of the Berks County Services Center was established to provide efficient and effective services to the employees of the County of Berks and only the employees of the County of Berks.

Consolidating print requirements and centralizing Print Shop operations allows for efficient and maximum utilization of printing and copying equipment and resources.

## Public Library System

**610-378-5260**

**1040 Berks Road, Leesport, PA 19533**

[www.berks.lib.pa.us](http://www.berks.lib.pa.us)

Both a department of County government and a membership organization of independent public libraries

Board of Directors appointed by County Commissioners

Provides a variety of support services to member libraries

### *Vision Statement*

The public libraries of Berks County are committed to the provision of consistent, high-quality service to residents of all ages. Library staff and trustees respond to changing needs through state-of-the-art technologies, up-to-date collections, centralized support services, and an exacting standard of user satisfaction.

### *Mission Statement*

The mission of this federated library system, Berks County Public Libraries, is countywide development, coordination, and promotion of public library services. The System is an advocate for the library and information needs of all the people of Berks County. Operating as a department of county government and in cooperation with the Reading District Library Center, the System provides leadership and technical assistance for improvement of the System's libraries and library resources.



## Real Estate

Services Center - 3rd Floor

[www.countyofberks.com](http://www.countyofberks.com)

### Mission Statement:

The function of the Real Estate Office is to maintain the mapping/assessment records which consist of the land size and improvements erected there on for the 161,700 parcels within the county boundaries. Major programs also administered by the Assessment office are the Homestead Property Tax Relief program and Act 319 Preferential Farmland assessments commonly referred to as "Clean and Green".

### Area served:

Berks County covers 864 square miles or 553,000 acres. The Assessment office provides assessment services to 73 Berks County Municipalities as well as several parcels located in Adamstown Borough, Lancaster County. Assessment services are also provided to 19 School Districts, some of which are also located in adjacent counties.

### Scope of Work:

Throughout the year the Real Estate Department processes the following documents:

### Recorded Deeds 9,014

All deeds recorded in the Recorder of Deeds office are forwarded to the mapping/assessment office for processing, i.e. split or transfer.

### Mapping Revisions 1,353

Changes made to the tax maps based on new deeds or surveys. There were 568 new parcels created and 785 changes made to lot dimensions on existing parcels

### Building Permits 6,500

Permits issued from the 75 municipalities are received and processed in the office. Permits are the most important tool used in locating new construction.

### Change Notices 18,538

Changes made to assessments are calculated and owners are notified. All changes affords owners the right to appeal their assessments.

### Homestead Applications 80,265

Homestead application are received and processed through the assessment office. Currently 80,265 valid applications are on file in the office. Of the 35,116 applications mailed on Dec. 15, 2008 11,123 were returned for processing.

### Assessment Appeals 2,200

State law gives owners 40 days to file and appeal of their assessment. We must notify each appellant 20 prior to their scheduled appeal date.

*Note: all totals are for the 2009 tax year.*

## Assessment Division

Services Center - 3rd Floor

**610-478-6262**

[www.countyofberks.com](http://www.countyofberks.com)

**Assessment** - appraises real estate within the county for the local property tax levy; administers the Act 319/Act 156 (Clean and Green) preferential assessment program, allowing for a reduced assessment for farm, open space, and woodland properties to promote continuing use for these types of properties. Processes and maintains all submitted applications for the Homestead program applicable to School Taxes.

**Assessment Appeals Board** - hears assessment appeals filed by property owners throughout the year.

## Mapping Division

Services Center - 3rd Floor

**610-478-3360**

[www.countyofberks.com](http://www.countyofberks.com)

Mapping Creates and maintains the boundary land dimensions on the 1409 tax maps which comprise Berks County. The changes are generated from deeds recorded in the Recorder of Deeds office or through approved property surveys/subdivisions.  
Sells parcel maps to general public  
Public can research property lines and landowners



## *Recorder of Deeds*

**Frederick Sheeler**

**610-478-3380**

**Services Center - 3rd Floor**

[www.countyofberks.com/recorder](http://www.countyofberks.com/recorder)

Official County Recorder of all Deeds, Mortgages, Leases and all other miscellaneous real estate documents

Collects Local and State Real Estate Transfer Taxes, Affordable Housing Fees, Judicial Fees and Writ Taxes

Records all Notary Public Commissions, renewals and changes and also swears in all Notaries Public

Records all real estate related Uniform Commercial Code (UCC) liens

Records all subdivision, land development and highway plans

Records all commissions and bonds for County Officials

Records and maintains military discharge (DD214) papers free of charge

Maintains an index and copies of all documents recorded in the Berks County Recorder of

Deeds office dating back to 1752 including documents no longer recorded such as

Organization and Corporate Charters before 1977.

Most records are now available on-line at [www.countyofberks.com/recorder](http://www.countyofberks.com/recorder). Access to view records is free of charge and copies can be printed for .50 cents per page. Our on-line database contains our deed and mortgage index going back to 1752. All deed images and most other documents are available

to view on this easy to use website. If you are searching for something and cannot find it on our website please give our office a call between the hours of 8:00 am and 5:00 pm, our staff would be happy to assist you.

## *Register of Wills*

**Larry Medaglia**

**610-478-6600**

**Marriage License**

**610-478-6617**

**Services Center - 2nd Floor**

[www.berksregofwills.com](http://www.berksregofwills.com)

Responsible for the probate of all estates for decedents dying in the County of Berks

Collects inheritance tax for the Commonwealth of Pennsylvania

Issues marriage licenses

Maintains the docket of all probate proceedings

Serves as Clerk of Orphans' Court (an office that can stand independently)

Maintains all records of adoptions and guardianships in the Orphans' Court division of the Court of Common Pleas

Serves as presiding officer in all probate hearings (30 – 40 per year)

Under special circumstances, the Register will perform probates and take marriage license applications in the home, assisted living facility or hospital of the citizen in need of our services. Special arrangements can be made by calling the office.

## *Direct Connection to Your Local Government*

### *Treasurer*

**Nelson H. Long, CPA**

Services Center – 2nd Floor

**610-478-6640**

[www.co.berks.pa.us](http://www.co.berks.pa.us)

The Treasurer is an elected official of the County and serves as a member of the County Pension Board and is responsible for receipting all revenue for the County in excess of \$460 million of State and Federal funds including over \$128 million in County Property Taxes. The Treasurer manages all funds on deposit for the county earning interest to extend the value of all revenue to its maximum including the short term investment of these funds which may total anywhere from a low of \$115 million to a high of \$217 million.

In 2010 The Treasurer anticipates the initiation of a new, computerized distribution of tax collector revenue. This system is designed to provide all participating municipalities the ability to receive their tax revenue payments via ACH bank transfers directly into the municipality's bank account thereby providing municipalities more efficient access to their municipal Real Estate Tax revenue.

The Treasurer's Office is staffed by ten employees who provide the following services:

- Receives and releases all payments made on behalf of the County.
- Prints and distributes all bills for county and municipal real estate taxes (except City of Reading). County tax \$128 million. Municipal \$51 million.
- Collects the hotel tax which funds the debt service of the Sovereign Center (80%); balance goes to the Berks County Visitors Bureau.
- Annually issues over 60,000 licenses and permits for hunting, fishing, dogs, motorboats as well as issuing licenses as well as small games of chance including bingo.

### **Tax Claim Bureau**

Services Center - 2nd Floor

Administers collection of all delinquent real estate taxes owed to County local taxing authorities

**610-478-6625**

[www.countyofberks](http://www.countyofberks)

The Tax Claim Bureau is responsible for the collection of delinquent Real Estate taxes. To do this, and to remain compliant with the PA Real Estate Tax Law, we send notices to those taxpayers who have not paid their taxes. On January 15, 2010 the 2009 unpaid Real Estate taxes liened to our office was approximately 11,000 accounts totaling to \$21 million. We allow those taxpayers to set up agreements, make partial

payments or pay the account in full. In the event those 2009 Real Estate taxes remain unpaid, the real estate would be exposed to an Upset Tax Sale on September 21, 2011. Payments are applied and the monies collected are disbursed to the respective taxing districts on a monthly basis. We collect these delinquent Real Estate taxes for 72 Berks County municipalities and 17 Berks County School Districts.



Agricultural Land Preservation  
Agricultural Center  
1238 County Road Suite 260, Leesport, PA 19533

**610-378-1844**  
[www.co.berks.pa.us](http://www.co.berks.pa.us)

# Berks County

## SERVICES DIRECTORY



### Mission Statement:

As agriculture continues to be Berks County's number one industry, the mission of the Berks County Agricultural Land Preservation Board to protect viable agricultural land in perpetuity by acquiring agricultural conservation easements, serves as its foundation. Agricultural lands are under constant threat from urban sprawl and population pressures. The Agricultural Conservation Easement (ACE) Program, administered by the nine-member Board, protects and maintains our region's fertile non-irrigated soil for production agriculture while keeping the costs of development at bay.



### Eligibility:

Farms are ranked by the Land Evaluation Site Assessment (LESA) system, which scores each farm based upon four factors, including: soils - the availability of prime agricultural soils located on the farm; clustering - the farm's proximity to land protected by effective agricultural zoning, and agricultural security enrollment, which ensures that a contiguous land mass, or clusters of farmland are protected to support the farming community; farmland - the economic viability of the farm; and development - the farm's potential to be converted to a non-agricultural use. Farm selection generally occurs in March and the number of acres selected in any given year is determined by the amount of funds available.

As of 3/17/10

<b>Number of Farms Preserved:</b>	<b>582</b>
<b>Total Acres Preserved:</b>	<b>60,399</b>
<b>County Funds Dedicated:</b>	<b>\$65,523,487</b>
<b>State Funds Contributed:</b>	<b>\$64,741,439</b>
<b>Federal Funds Contributed:</b>	<b>\$2,634,475</b>
<b>Landowner Donation Value:</b>	<b>\$30,849,167</b>
<b>PA State Ranking (Act 43):</b>	<b>1st</b>
<b>National Ranking:</b>	<b>3rd</b>

### Agricultural Coordinator

**Agricultural Center**

**1238 County Road Suite 110, Leesport, PA 19533**

Plans directs and coordinates agricultural business development and marketing of the agricultural industry and related business in the County of Berks

**610-898-5482**

[www.co.berks.pa.us](http://www.co.berks.pa.us)

### Farm Service Agency

**Agricultural Center, Suite 240**

**1238 County Road, Leesport, PA 19533**

Part of U.S. Department of Agriculture

Provides direct or guaranteed loans to farmers for operating expense or ownership

**610-478-7158**

[www.fsa.usda.gov/pa](http://www.fsa.usda.gov/pa)



## Conservation District

### Agricultural Center

1238 County Welfare Road, Leesport, PA 19533

The Berks County Conservation District is a political subdivision of the Commonwealth of Pennsylvania and was formed at the request of a group of conservation-minded farmers on August 13, 1946. There are currently seven Board of Directors and eight Associate Directors.

610-372-4657

[www.co.berkscd.com](http://www.co.berkscd.com)

## Mission Statement

The Berks County Conservation District is dedicated to the encouragement and education in the wise stewardship of soil and water, so that present and future generations in Berks County and surrounding watersheds may have healthy land on which to live and work, and clean water for drinking and recreation.

## Programs

### Erosion and Sediment Control

- PA Chapter 102 Erosion and Sediment Control Program compliance
- PA Chapter 105 Waterway Encroachment Permit Review and Processing
- National Pollution Discharge Elimination System (NPDES) Permit Review and Processing
- Dirt and Gravel Roads Program Administration

### Agriculture

- Conservation Planning Assistance
- PA Act 38 Nutrient Management Plan Review and Approval
- Chesapeake Bay Program Administration

- United States Department of Agriculture (USDA) – Natural Resources Conservation Service (NRCS) PL-566 Watershed Program Assistance

### Watershed

- Stream Improvement and Pollution Prevention Projects Support
- Watershed Associations Support
- Technical Support for Municipal Environmental Advisory Councils
- Environmental Education Through the Coastal Zone Non-Point Pollution Program

### Education

- Environmental Education for Local Schools and Organizations
- Coordination and Sponsorship for Envirothon and Don Hartman Conservation Leadership School
- Scholarship Sponsor via Annual Tree Seedling Sale and Conservation District Banquet

### Entomology

- West Nile Virus Program Administration



## *Direct Connection to Your Local Government*

### **Cooperative Extension**

**Agricultural Center, Suite 110**

**1238 County Welfare Road, Leesport, PA 19533**

An extension of Pennsylvania State University's College of Agriculture Sciences  
Provides research-based informal educational programs to the public, including:  
Increasing agricultural profitability  
Nutrition and health and weight control  
Food preparation, safety and preservation  
Youth development through 4-H  
Consumer issues  
Water quality  
Strengthening community leadership  
Home and commercial horticulture  
Overall program is determined by the local Board of Directors,  
Penn State Specialists, and a professional staff lead by the Extension Director

**610-378-1327**

[berks.extension.psu.edu](http://berks.extension.psu.edu)

### **USDA Natural Resources Conservation Service (NRCS)**

**Agricultural Center, Suite 220**

**1238 County Road, Leesport, PA 19533**

**610-372-4655**

[www.nrcs.usda.gov](http://www.nrcs.usda.gov)

### **Berks County Field Office**

**610-372-4655 ext. 3**

Technical agency of Federal Government who works closely with Farm Service Agency, Berks County Conservation District and Agriculture Land Preservation Department  
Assists farmers with the development of conservation plans  
Assists farmers with the implementation of conservation practices  
Contracts Federal Government Farm Bill programs providing cost share assistance to farmers and other private landowners.  
Provides education and outreach in the area of soils, soil mapping, and land capabilities

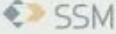


## I-78 INDUSTRIAL PARK AT BETHEL

Bethel, Pennsylvania

**PARK SUMMARY**

Gross Site Area:	323.17 Acres
Total Building Area:	2,745,099 SF





# Business Development



Exclusively Represented by



The I-78 Industrial Park @ Bethel is a 323 acre warehouse/distribution center that is being developed by the Berks County Industrial Development Authority (BCIDA). The BCIDA has owned the 323 acre property since September 24, 2004. The property is located near exit 13 which is the Bethel interchange for 501 and Interstate 78. Over the past five years, the BCIDA has spent over \$1 million in engineering and legal fees for pre-development costs. In a few weeks (approximately April 2010) the site will be fully entitled (all permitting will be approved and final plan approval will be received and the plan recorded). The permitting will make the site “ready to go” or “shovel ready” (start of construction within sixty days). The approved plans will accommodate the construction of 2.75 million square feet of warehouse distribution space. The land will be subdivided into 3 lots that will accommodate buildings of the following size: Lot #1 – 1,002,000 sf; Lot #2 – 1,035,154 sf; and Lot #3 – 707,945. These, of course, can be further subdivided to accommodate smaller building sizes. Attached is a plan for the property.

Full development of the site has the potential to create from 800 to 1,000 full time permanent jobs. Those jobs will go to residents of Berks, Schuylkill, Lebanon and Dauphin counties. Hundreds more of short term con-

struction jobs will be created in completing site improvements and building construction. Based on an estimate of assessed valuation for land and buildings, \$2.2 million in new annual real estate tax revenue would be produced for the three taxing bodies (Tulpehocken School District, Bethel Township and Berks County). A complete fiscal impact statement has not been prepared but significant state taxes and non-real estate taxes can also be expected.

The next phase of the project will be to begin the construction of the following infrastructure: Phase I Access Road; On-Site Fire Protection System; Sanitary Sewer System; Route 501 Improvements; and Electric Service to the Site

If you live in the eastern part of the County you should be enjoying new road improvements at 422 and Perkio-men Avenue. You might also have shopped at the new \$75M, 500,000 square foot Exeter Commons shopping center. Maybe, you have one of its 800 jobs. The Center won for its developers, Goldenberg and Ironwood Property an award from the Mid Atlantic Real Estate Journal. The traffic design by Traffic Planning and Design has won for TPD and Exeter Township the 2009 Road and Bridge Safety Improvement Award. Not asking for any awards but jobs, infrastructure, and tax base were the Berks County Commissioners, Berks County Industrial

# Berks County

## SERVICES DIRECTORY



Development Authority, PA Department of Community and Economic Development, PennDOT, Senator Mike O'Pake, Exeter

Township Board of Supervisors, and the Exeter School Board, who worked tirelessly to make the financing and development work possible. Both the road project and the center were completed this year.

The BCIDA made substantial progress on their research park last year. Since September 12, 2006, it has had under agreement 187 acres of land located at the Reading Regional Airport. The land is owned by the Reading Regional Airport Authority (RRAA). For the past 18 months the property has been proceeding through the FAA release process so that the land can be declared non-aviation land. A legal subdivision plan of the property is also making its way through the Bern Township planning approval process. It is expected that both will conclude with approvals by June 30, 2010 with settlement occurring shortly thereafter.

If a build-out of laboratory and office space were to occur the site could accommodate up to 850,000 sf. Increased assessed valuation from buildings and land is estimated to be \$195 million which would provide approximately \$5 million per year to the local taxing bodies. An early estimate of the number of direct jobs that would be produced is 2000, many of which will be high-paying. Each core job in a science park creates an additional 2.57 jobs according to the Battelle Institute for a total employment impact of 5000 jobs.

The next step for the project will be to complete a detailed market analysis, feasibility study and engineering work.

In June of 2009, an initial planning group composed of the Berks County Industrial Development Authority, Berks County Planning Commission, Berks County Workforce Investment Board, Berks Economic Partnership, City of Reading, Greater Berks Development Fund, Greater Reading Chamber of Business and Industry and the Greater Reading Convention and Visitors Bureau

began meeting to formulate the Greater Reading Competitive Economic Development Action Plan. The group hired as its consultant, Erik R. Pages of EntreWorks Consulting. Five key areas of focus have been selected. They are: Entrepreneurship and Innovation; Workforce Development; Quality of Place; Sites and Infrastructure; and Clusters Revisited. The plan is short term and more of a bridging effort that will lead to a complete revision of the county's current economic development strategy some time in the future. The group expects to issue the plan in April 2010.

*Jeremy Fogel, Principal at Ironwood Property Group;*  
*Kathy Foster, Investment Real Estate Manager at Cabelas;*  
*Judy Romig - Vice Chairwoman of the Tilden Township Board of Supervisors;*  
*Mark Scott - Chairman-Berks County Commissioners*



In the northern park of the county a \$75 million shopping center anchored by a Wal-Mart Supercenter and a Lowe's broke ground. Ironwood Property Group LP, is building a 400,000-square-foot project on 63 acres in Tilden Township along U.S. Route 61 and near Interstate 78. The mall, to be known as Tilden Ridge, is scheduled to open in fall 2010. It has been in the planning-and-design phases for five years.

A key part of the project is Tilden Ridge's close proximity to a Cabela's, a 250,000-square-foot store selling gear for hunting, fishing, camping and the outdoors. Cabela's attracts 6 million shoppers a year, according to Historic Hamburg.

"We are very excited to have Tilden Ridge as our next-door neighbor," said Kathy Foster, investment real estate manager at Cabela's. "Our Hamburg store continues to be the No. 1 store of our 30 retail stores ever since it opened in 2003. The addition of Tilden Ridge will attract even more people to the area, complementing our store by offering more goods and services to the community."

The County Planning Commission, Tilden Township and the BCIDA played important roles in making the project a reality.

# Berks County

## SERVICES DIRECTORY



### Berks County Industrial Development Authority

Services Center – 14th Floor

**610-478-6330**

The Berks County Industrial Development Authority (BCIDA) was created May 7, 1969 by the County of Berks in compliance with the Pennsylvania Industrial and Commercial Development Authority Law of August 13, 1967 for the purpose of promoting and developing commercial, industrial and manufacturing enterprises and encouraging employment within the County of Berks. The Authority is authorized to issue Industrial Development Bonds (IDB's) to manufacturing companies for qualified capital projects. A five-member Board, appointed by the County Commissioners for staggered terms, governs the BCIDA. The County Commissioners have given the BCIDA the additional responsibility of developing brownfields. This action follows a recommendation in the Industrial Site Assessment, and is a key activity in the implementation of the County's economic development strategy. The BCIDA meets publicly once a month.

#### Objective:

Berks County Industrial Development Authority provides a variety of services to assist in the creation and retention of employment opportunities. BCIDA has authorization over financing options and provides technical assistance to developers, industries, and other economic development organizations.

#### Goals:

- **Retention & Strengthening of Existing Businesses**
- **Improved Utilization & Development of Local Infrastructure**
- **Creation of Investment, Employment & Wealth in the Community**
- **Recruitment of New Business**
- **Workforce Development**



### Community Development

Services Center - 14th Floor

[www.co.berks.pa.us](http://www.co.berks.pa.us)

**610-478-6325**

The Community Development Office administers the following federal, state, and local programs directed towards housing and community development.

Affordable Housing Program (AHP) *Approximately \$750,000 per year.*

Community Development Block Grant (CDBG) Program *Approximately \$2,700,000 per year.*

Emergency Shelter Grants (ESG) Program *Approximately \$120,000 per year.*

Home Investment Partnerships (HOME) Program. *Approximately \$700,000 per year.*

## Direct Connection to Your Local Government



201 Penn Street, Suite 502, Reading, PA 19603

**610-376-4237**

[www.GreaterReading.com](http://www.GreaterReading.com)

Berks Economic Partnership's (BEP) formal mission is to attract, retain, and grow business by vigorously promoting, fostering, and coordinating economic development in the Greater Reading region.

BEP has been very fortunate to receive significant financial support from the County of Berks, and is also very grateful to have received sizable Private Sector support as well.

According to Jon Scott, President and CEO of BEP, the individuals and organizations involved with community and economic development in the Greater Reading region are working together in a positive and collaborative fashion. We have come together to speak with one voice

in terms of prioritizing overall community and economic development projects, and that has had a positive impact on Berks County receiving significant funding from both Harrisburg and Washington, DC.

Additionally, BEP continues to spend extensive time and energy touting the competitive advantages of doing business in the Greater Reading region to the outside world. It is BEP that has done a significant amount of the positioning for Berks County as a very positive geographic option for new business expansion and growth as well as working with local companies to assist them with their existing expansion needs.



201 Penn Street, Suite 501, Reading, PA 19601

**610-376-6766**

**Fax 610-376-4135**

The Greater Reading Chamber of Commerce & Industry is leader in business assistance. They connect businesses to resources; provide marketing and networking opportunities, and training to develop the skills of our local workforce.

### Municipal Authority

PO Box 1298, Reading, PA 19603

Formerly the Hospital Authority, this board provides both tax-exempt and taxable financing to all eligible institutions such as hospitals, nursing homes, universities and colleges

**610-376-4000 ext. 223**



## *23rd Judicial District of Pennsylvania*

Pennsylvania's judicial branch of government is organized into a unified system headed by the Chief Justice of the Pennsylvania Supreme Court and assisted by the State Court Administrator of Pennsylvania. The Pennsylvania Supreme Court, Superior Court and Commonwealth Court are the appellate courts to the trial courts, which are organized as Courts of Common Pleas in 60 judicial districts across the Commonwealth. Our minor judiciary is comprised of Magisterial District Justice courts organized by magisterial districts across the county. Berks County's Court of Common Pleas, Magisterial District Justice courts, and court services departments make up the 23rd Judicial District of Pennsylvania.

The President Judge of the Berks County Court of Common Pleas is the head of the 23rd Judicial District and is directly assisted by Administrative Judges of the Family, Civil, Criminal, Juvenile and Orphans Courts and the Court Administrator of Berks County. A Board of Judges meets regularly to review issues and establish administrative policies and procedures for the courts.





## Common Pleas Court Judges

**President Judge Jeffrey L. Schmehl**

**Judge Scott D. Keller**

**Judge Linda K.M. Ludgate**

**Judge Peter W. Schmehl**

**Judge Jeffrey K. Sprecher**

**Judge Stephen B. Lieberman**

**Judge Scott E. Lash**

**Judge Mary Ann Campbell**

**Judge Thomas G. Parisi**

**Judge James M. Bucci**

**Judge Paul M. Yatron**

**Judge John A. Boccabella**

**Judge Timothy J. Rowley**

**Senior Judge Thomas J. Eshelman**

**Senior Judge Albert A. Stallone**

**Senior Judge Arthur E. Grim**

### Court Services Court Information

**Services Center 4th Floor, Court Administration**  
Information and referrals

**610-478-6402**

[www.co.berkscourts.pa.us](http://www.co.berkscourts.pa.us)

### Common Pleas Court Judges Courthouse - 7th Floor, District Court Administrator

**610-478-6208**

### 23rd Judicial District Administration Courthouse – 7th Floor – District Court Administrator

District Court Administrator and Deputy Court Administrator  
Strategic planning  
Berks County Executive Branch Chief Liaison  
Court Open Records Office

Executive and resource management services  
Project/initiative facilitation  
Administrative Office of Pennsylvania Courts Liaison

**610-478-6208**

### Family Court Administration

**610-478-6208 ext. 5770**

**Services Center – 7th Floor, Family Court Administration**

[www.co.berks.pa.us/familycourt](http://www.co.berks.pa.us/familycourt)

Unified Family Court Administration, Caseload Management  
Child custody, child support hearings  
Family Law Mediation Coordination  
Custody/Support Masters Supervision  
Family/Civil Court Calendar

Dependency Master Supervision  
Dependency Parent's Attorney Supervision  
Detention Master Supervision  
Guardian ad Litem Supervision  
Protection From Abuse Office Supervision

# Berks County

## SERVICES DIRECTORY



### Criminal/Civil Court Administration

**610-478- 6208**

#### Services Center – 4th Floor, Court Administration

Criminal Court/Civil Court Information, Caseload Management  
Civil Arbitrations Program Administration  
Common Pleas Court Daily Schedule Coordination

### Jury Administration

**610-478-6402**

#### Services Center – 4th Floor, Court Administration

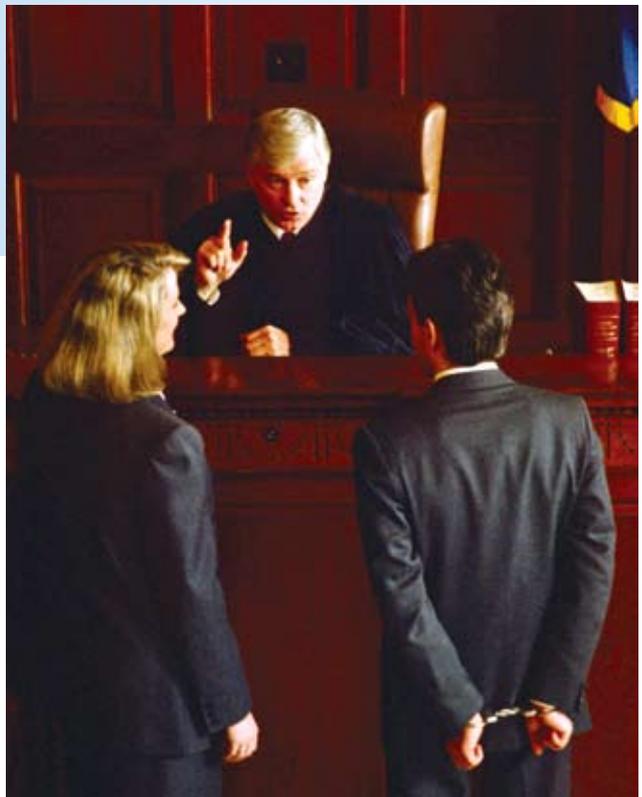
Requirements, Summons, Recall, Reception, Orientation and Trial Support

### Magisterial District Judge System/ Special Courts Administration

**610-478-6456**

#### Courthouse - 1st Floor, Reading Central Court

Magisterial District Judge Court Administration  
Reading Central Court Administration  
Berks County Central Arraignment Court  
(Night Court) Administration  
Administrative Office of Pennsylvania Courts  
Special Courts Liaison



## *Direct Connection to Your Local Government*

### **Magisterial Districts**

Magisterial District 23-0-01 (Central Arraignment Court - Night Court) .....	<b>610-478-6456</b>
Magisterial District 23-0-02 (Reading Central Court - City Preliminary Hearings) .....	<b>610-478-6456</b>
Magisterial District 23-1-01 (M.D.J. Ann L. Young) .....	<b>610-678-6721</b>
Magisterial District 23-1-02 (M.D.J. Michael J. Leonardziak) .....	<b>610-374-9288</b>
Magisterial District 23-1-03 (M.D.J. Wally Scott) .....	<b>610-378-5101</b>
Magisterial District 23-1-04 (M.D.J. Thomas H. Xavios) .....	<b>610-373-4424</b>
Magisterial District 23-1-05 (M.D.J. Alvin B. Robinson) .....	<b>610-373-2127</b>
Magisterial District 23-1-06 (M.D.J. Dean R. Patton) .....	<b>610-929-4440</b>
Magisterial District 23-2-01 (M.D.J. Stuart D. Kennedy) .....	<b>610-375-7101</b>
Magisterial District 23-2-02 (M.D.J. Timothy M. Dougherty) .....	<b>610-374-7721</b>
Magisterial District 23-2-03 (M.D.J. Phyllis J. Kowalski) .....	<b>610-779-5137</b>
Magisterial District 23-2-04 (M.D.J. Nicholas M. Bentz) .....	<b>610-777-3885</b>
Magisterial District 23-3-01 (M.D.J. David E. Glass) .....	<b>610-582-8615</b>
Magisterial District 23-3-02 (M.D.J. Michael G. Hartman) .....	<b>610-367-2357</b>
Magisterial District 23-3-03 (M.D.J. Victor M. Frederick, IV) .....	<b>610-987-3344</b>
Magisterial District 23-3-04 (M.D.J. Gail M. Greth) .....	<b>610-944-7202</b>
Magisterial District 23-3-05 (M.D.J. Thomas M. Gauby, Sr.) .....	<b>610-916-4496</b>
Magisterial District 23-3-06 (M.D.J. Kim L. Bagenstose) .....	<b>610-562-4364</b>
Magisterial District 23-3-07 (M.D.J. Andrea J. Book) .....	<b>610-488-6224</b>
Magisterial District 23-3-09 (M.D.J. Deborah P. Lachina) .....	<b>610-478-3291</b>



## Adult Probation and Parole

**610-478-3400**

### Services Center - 7th Floor, Adult Probation

Court-Ordered Probation Plan Supervision  
Alcohol Safe Driving Programs Administration  
Restrictive Intermediate Punishment Plan Supervision  
Pennsylvania Board of Probation and Parole Liaison

Court-Ordered Parole Plan Supervision  
DUI, Addictions and Mental Health Treatment Courts Liaison  
Court-Ordered Community Service Supervision

## Juvenile Probation / Juvenile Court

**610-478-3200**

### Services Center – 10th Floor, Juvenile Probation

Juvenile Court Administration  
Juvenile Offender Supervision  
Competency Development Program Coordination  
Community Youth Aid Panel Programming  
Operation Night Light Participant

Juvenile Court Victim/Witness Services  
Balanced and Restorative Justice Programming  
School-Based Probation Services  
Magisterial District Judge Alternative Sanction Program  
Juvenile Justice Agency Liaison

## Domestic Relations

**610-478-2900**

### Services Center - 6th Floor

[www.drs.berks.pa.us](http://www.drs.berks.pa.us)

Child/Family Support Order Establishment, Modification, Enforcement  
Child Support Enforcement Court Liaison  
Paternity Establishment  
Berks County Sheriff's Department Liaison for Domestic Relations Fugitives  
Domestic Relations Association of Pennsylvania Liaison

## Court Interpreters

**610-478-6208**

### Services Center 4th Floor, Court Administration

Foreign Language Simultaneous Interpretation  
Deaf and Hard of Hearing Services/Americans with Disabilities Act Liaison  
Freelance and Contracted Language Services Agency Liaison  
Court Interpreter/Administrative Interpreter  
Qualification Services  
Written Product Translation  
Administrative Office of Pennsylvania Courts  
Interpretation/Translation Liaison

## *Direct Connection to Your Local Government*

### Court Reporters

**610-478-6467**

#### **Courthouse – 14th Floor, Court Reporters**

Courtroom Stenographic Services

Evidence Control and Storage

Pennsylvania Court Reporters Association Liaison

Transcript Production

Videoconference Schedule Coordination

### Law Library

**610-478-3370**

#### **Courthouse - 10th Floor, Law Library**

Pennsylvania Judicial Code-directed judiciary library services

Public Accessible, Sole Public Source in Berks County for Legal Research

### Protection From Abuse

**610-478-6208 ext 5701 or 5702**

#### **Services Center - 1st Floor**

Domestic Violence Protection Requests/Petitions

[www.co.berks.pa.us/familycourt](http://www.co.berks.pa.us/familycourt)

Protection Order Coordination



**BERKS WOMEN IN CRISIS**  
SAFETY - LIFE - HOPE

*English Hotline* **610-372-9540**

*Español Hotline* **610-372-7463**

### Clerk of Courts

#### **James P. Troutman**

**610-478-6550**

#### **Courthouse - 4th Floor**

[www.co.berks.pa.us](http://www.co.berks.pa.us)

Prepares and maintains the records for the Criminal Division of the Court of Common Pleas

Collects fines and costs for criminal convictions of Court of Common Pleas

Maintains road dockets and Liquor Control Board appeals

Maintains the road docket for all municipal subdivisions

Prepares all commitments for defendants taken into custody

Provide courtroom clerks for judges of the criminal division

### Prothonotary

#### **Marianne R. Sutton**

**610-478-6970**

#### **Courthouse - 2nd Floor**

[www.co.berks.pa.us](http://www.co.berks.pa.us)

Chief Clerk of the Civil Division of the Court of Common Pleas

Handles Family Court filings (Protection from Abuse, divorces and custody matters)

Chief Notary for County of Berks in civil cases

Records judgments and liens (Local, State and Federal)

Distributes immigration information

Records and maintains records for all civil cases

Agent for application of passports

Prothonotary archives





**Solid Waste Authority and Recycling Coordinator 610-478-6362**

**Services Center, 14th Floor**

[www.co.berks.pa.us/swa](http://www.co.berks.pa.us/swa)

*The Berks County Solid Waste Authority was established by the Berks County Commissioners on August 19, 1992.*

*The Authority is responsible for the development and implementation of the County Solid Waste Management Plan.*

*The County Solid Waste Management Plan is required to be revised every 10 years and meet the following requirements:*

Ensure adequate disposal capacity for county-generated waste for a period of ten years.

Evaluate the county's recycling program and achieve the statewide goal of 35% recycling.

Provide assistance to municipalities.

Develop and administer collection programs for special wastes.

## **2010 Collection Schedule:**

### **Household Hazardous Waste:**

**April 10, 2010**

Exeter Township Municipal Building

**October 16, 2010**

FirstEnergy Stadium - Reading

### **Electronic Waste:**

**April 16 & 17, 2010**

Exeter Township Municipal Building

**September 24 & 25, 2010**

FirstEnergy Stadium – Reading

### **Pharmaceutical Waste:**

**April 24, 2010**

Exeter Township Municipal Building

**October 2, 2010**

FirstEnergy Stadium

### **Tire Collection & Paper Shredding:**

**May 1, 2010**

Exeter Township Municipal Building

**October 9, 2010**

FirstEnergy Stadium - Reading

The Authority operates a full-time recycling center at 1316 Hill Top Road, Leesport. The facility accepts Cardboard, mixed paper, aluminum and tin cans, plastic bottles and containers and glass jars and bottles. The facility is open 7 days a week, 24 hours a day. In addition, the Authority operates twelve recycling centers that move location each week. On the next page is the 2010 schedule for this program. These facilities accept mixed paper, aluminum and tin cans, plastic bottles and containers and glass jars and bottles.

## Direct Connection to Your Local Government

### RURAL RECYCLING SCHEDULE FOR 2010

Recycling Containers are available at the following locations from Wednesday through Sunday.  
The dates listed below are the first day that the containers are available.

#### Boyertown/ Hereford/ Topton

January 27  
February 24  
March 24  
April 21  
May 19  
June 16  
July 14  
August 11  
September 8  
October 6,  
November 3  
December 1  
December 29

#### Greenwich/ Richmond/ Albany

January 6  
February 3  
March 3  
March 31  
April 28  
May 26  
June 23  
July 21  
August 18  
September 15  
October 13  
November 10  
December 8

#### Windsor/ Centre/ Tulpehocken

January 13  
February 10  
March 10  
April 7  
May 5  
June 2  
June 30  
July 28  
August 25  
September 22  
October 20  
November 17  
December 15

#### Bethel/ Upper Tulpehocken

January 20  
February 17  
March 17  
April 14  
May 12  
June 9  
July 7  
August 4  
September 1  
September 29  
October 27  
November 24  
December 22

### RECYCLING DROP-OFF LOCATIONS:

Boyertown	Borough Garage	Rear of South Reading Ave.
Topton	Borough Park	West Barkley and South Cherry St.
Hereford	Township Building	3131 Seisholtzville Rd.
Richmond	Township Building	11 Kehl Dr. off of S. R. 662
Greenwich	Township Garage	775 Old Rt. 22
Albany	Township Building	2451 S.R. 143
Windsor	Township Building	Haas Rd.
Centre	Township Building	Bucks Hill Rd.
Bethel	Township Garage	81 Klahr Rd.
U. Tulpehocken	Township Building	6501 Old Rt. 22
Tulpehocken	Township Building	22 Rehrersburg Rd.

Contact the Berks County Solid Waste Authority for more information:  
610-478-6362 / [swa@countyofberks.com](mailto:swa@countyofberks.com)



## *Human Services*

### Office of Aging

Services Center - 8th Floor

**610-478-6500**

[www.berksaging.org](http://www.berksaging.org)

Established in 1974 under provision of the Older Americans Act

Develops and administers county-wide community support system for older citizens including the following:

In-home services alternatives to institutional placement that include personal care, assistive

Socialization, recreational and educational programs

Information and referral

Housing assistance

Home-delivered meals

Specialized transportation

Nursing home assistance

Benefit programs

Senior Centers

Protection from abuse & exploitation

Counseling

Legal services

Assessment / Care management

Ombudsman

Congregate meals

Family caregiver support

Volunteer services

Adult day services

Insurance counseling

Employment services

Foster Grandparent program



## BARTA

(Berks Area Regional Transportation Authority)

11th & Exeter Streets, Reading, PA 19604

Operates Public Transit System

Funded by a combination of fares and federal, state and county contributions

**610-921-0601**

[www.bartabus.com](http://www.bartabus.com)

## BARTA Special Services

Provides specialized transportation to those who are unable to use the fixed route buses

**610-921-2361**

## Berks County Home - Berks Heim

1011 Berks Road, Leesport, PA 19533

Licensed by the Pennsylvania Department of Health and certified by both Medicare and Medicaid

Accepting applications for private pay, Medicare, and Medicaid eligible residents

Berks Heim is governed by the Board of County Commissioners and managed by a full-time licensed Nursing

Home Administrator and Director of Nursing

**610-376-4841**

[www.berksheim.com](http://www.berksheim.com)

*Berks Heim is an elderly community providing long-term care services with an emphasis on quality care. We have an individualized approach to healthcare and all staff are dedicated to provide for the social, emotional, and physical well-being of our residents.*

## Berks Heim - Yesterday and Today

The history of Berks Heim extends back to a time when communities had the need for a place where the local citizenry could go to during times of need due to circumstances that threatened their ability to survive in a day and age where support services were either provided by family and friends or didn't exist at all. The year was 1824 when Berks County like many other counties began to address the needs of people who were unable to take care of their needs because of conditions that ranged from sickness to poverty, mental illness to personal disaster. Often times temporary in nature, people needed a safe place to live until they could rebuild their lives, their homes or

## *Direct Connection to Your Local Government*

find a living arrangement that suited their needs. The residents of this agrarian community that was first located in the Shillington area consisted at times of young families who may have been displaced by a fire in their homes, a spouse that might have been seriously injured or killed in an accident at work or on the farm, transients they called hobo's, the chronically ill who had no one able or willing to attend to them and, of course, the indigent.

Originally known as the "Alms House" or Poor House, this community was embraced by those who had the immediate need to seek refuge and assistance, but at the same time it also became the scourge of those who feared living with the stigma of having been associated with residing there. The Alms House existed and evolved for many years until September of 1952 when, after much fanfare, the existing Board of County Commissioner's introduced a brand new state of the art facility located in Bern Township which was designed to take care of the needs of two basically different population groups, one being those who actually had a need for physical care and the other for those who were unable to take care of themselves on their own in the community who needed a place to live.

To change the stigma of the Alms House / Poor House moniker the county sponsored a contest in the local school districts to rename this new building. The intent was warranted and well intended when the announcement was made and the name was changed to Berks County Home - Berks Heim or just Berks Heim, but the reputation remained. It wasn't until after the enactment of Medicare in 1965 and the promulgation of an industry providing oversight and regulation that nursing homes began a journey that has resulted in the transformation that we all know today.

Berks Heim continued to grow over those years and with the addition of the Annex in 1975 became the second largest nursing home in Pennsylvania with a licensed capacity of 799 beds. The quality of care steadily improved as did the training of the staff and the legal requirements to provide care. Little by little there became alternatives to long-term care and commencing in May of 1998 Berks Heim began yet another transformation focusing on higher acuity residents. It was determined that there indeed existed a need to construct a "New" Berks Heim to accommodate all of the requirements for

care of a totally different kind of resident population than had existed before. Acknowledging that there were now other options for those needing some personal assistance but not necessarily at the level of long-term care, Berks Heim started downsizing in anticipation of its new building project eventually lowering the capacity of the facility to 420 licensed dually certified skilled beds.

It was a beautiful fall day on the 1st of October 2005, when all of the residents of Berks Heim started their migration from their home of over 53 years to the brand new building, located on the North Campus adjacent to the former Main and Annex buildings, to start a new beginning in the third generation in the ongoing evolution of our Berks County Home - Berks Heim.

Today Berks Heim is no longer the choice of last resort, but in fact is a wonderfully modern, well equipped nursing facility providing quality care to 420 residents. Provisions of the new building include a dementia unit designed with the intent to service the needs of those residents who exhibit challenging behaviors and who are unable to meaningfully fully participate in the programs as offered on a typical nursing unit or neighborhood as we prefer to call it. Residents are able to participate in a wide variety of activities, experience the ambiance of a Beauty and Barber Shop, called the Berk-Shear, just as they had enjoyed throughout their lifetime in their communities, all the while having their individual needs attended to by a professional care team.

Of course, experience has demonstrated to us over all of these years that providing care will continue to change as we adjust to new expectations brought forth by new generations, as well as ever changing regulations and creative reimbursement.

The Berks Heim that we know is actually comprised of 21 individual departments that represent 500 employees working in such diverse careers as Nursing, Dietary, Maintenance, and Laundry, as well as Human Resources and the Business Office, just to mention a few. The professional staff include, but are not limited to, RN's, LPN's and a licensed Nursing Home Administrator.

Financially Berks Heim endeavors to be self sustaining and has an operating budget approximating \$35,000,000 which is funded by a revenue base provided primarily by Medicaid, Private Pay and Medicare. These payor sources represent funds provided by either the individual resident



or the subsidy source that they qualify for. Medicaid is always the payor of last resort, although it does represent the largest majority of reimbursement received by Berks Heim and these dollars are provided through the Department of Public Welfare, funded by a 55 % Federal / 45 % State split. Medicare is funded by Federal monies and, of course the Private Pay portion comes directly from

residents. Frequently residents, during the course of their stay, may qualify at different times for each of the available funding sources, each resident / applicant's financial circumstance is reviewed individually and regularly, as their eligibility may be subject to change, based upon acuity and financial resources.

### Council on Chemical Abuse

601 Penn Street, 6th Floor, Reading, PA 19601

610-376-8669

[www.councilonchemicalabuse.org](http://www.councilonchemicalabuse.org)

Plans, coordinates and monitors all drug and alcohol programming supported by public monies

Provides prevention and intervention services

Provides funding for treatment services through contracted arrangements with licensed providers

Resource center, including library and videos, open to the public

Tobacco cessation and in-school prevention activities

The Council on Chemical Abuse is a private, nonprofit 501(c)(3) corporation that was formed in 1972 and has a contractual agreement with the County to serve as the Single County Authority (SCA) for drug and alcohol services in Berks County. As the SCA, the Council on Chemical Abuse administers and manages publicly funded prevention, intervention, and treatment services to the Berks County community. Our volunteer board of directors oversees and directs all aspects of the Council's activities.

The Council on Chemical Abuse also provides leadership in the development of policies and programs that prevent the onset of illegal alcohol and drug use, and tobacco use. Prevention programs to both adults and youth focus on a clear message of drug-free, alcohol-free, and tobacco-free living. The Council staff works with all public and parochial schools in Berks County offering evidence-based, age appropriate educational curriculum and peer mediation/conflict resolution training services. The Council also supports youth intervention services by coordinating the Underage Drinking Program of Berks County and providing funding and technical assistance to support Student Assistance Program Services.

Addiction treatment services are contracted through the Council to licensed facilities that provide services ranging from hospital based services to community based residential and outpatient services. All treatment services begin with a comprehensive assessment to determine the most appropriate service to best address the addicted individual's needs. Treatment provides an opportunity to stop destruction caused by addiction and enter long term recovery. For individuals with unstable living arrangements and in the early stage of recovery, the Council funds several transitional houses where clients can live in a drug free environment to stabilize/enhance their recovery. To monitor treatment progress, individuals are typically required to undergo random urine testing. All clients that enter treatment services are offered HIV risk-reduction counseling as well as HIV testing services.

As the addiction is being addressed through treatment, intensive case-management is provided to help with other life areas (i.e. housing, medical, employment, educational, etc.) that many times interfere with the person's long term recovery. Such services are offered to any client entering public funded treatment. The Council works in tandem with numerous county human service agencies to help break the cycle of addiction that many times is the driving reason why people are on agency caseloads.

## *Direct Connection to Your Local Government*

The Council's tobacco prevention efforts concentrate on educating the public, training youth advocates, and partnering with local law enforcement departments to conduct enforcement of current tobacco regulations.

### **Future Plans**

The Council's future plans include continuing efforts to increase prevention opportunities to prevent the onset of addiction as well as increase treatment capacity for those individuals suffering from addiction. Both areas of increase are predicted on examination of the cost effectiveness of current approaches and our ability to secure an expanded base of financial support so the individuals in need of treatment are not turned away.

### **Children & Youth Services**

#### **Services Center - 11th Floor**

Services include:  
Adoption  
In-Home Services  
Investigation of Child  
Maltreatment  
Out-of-Home  
Placement  
Truancy  
Foster Care

**610-478-6700**

[www.berkscys.org](http://www.berkscys.org)





Berks County Children and Youth Services is assigned to protect children, up to eighteen years of age, from abuse and neglect. The staff investigate all reports of child maltreatment in Berks County. For families at risk of future abuse or neglect, services and monitoring are implemented to ensure child safety and allow the children to remain in their homes. For some cases, placement outside the family's home is warranted. When this happens, the parents participate in services to allow the children's safe return. For situations in which a safe return is not able to occur, the Berks County Children and Youth Services staff requests that the Court terminate parental rights. A permanent adoptive situation is located, often within the child's family and/or community.

Berks County Children and Youth Services is mandated to provide care for children who must be moved to out-of-home placement. The agency maintains a group of foster parents to assist in caring for these children. These valued families must be able to work not only with the child, but also with the court, the family of origin, county caseworkers and variety of agency personnel.

There are several requirements that a foster parent must satisfy, and you should be familiar with them before taking on the responsibility of caring for a foster child.



## **The Foster Parent applicants must meet certain minimum requirements:**

*Be at least 21 years of age*

*Pass a medical examination that states that he and/or she is physically able to care for children and be free from communicable disease*

*Pass screening requirements related to child abuse and criminal history clearances*

*Completion of an intensive home study*

*Attendance at a variety of training related to foster care issues*

*The county children and youth agency must make an assessment of each person's foster parent capacity. The agency will consider the following when assessing each applicant:*

*The ability to provide care, nurturance and supervision for the child*

*A demonstrated stable and emotional adjustment*

*Ties with family, friends and the community*

*Ability to work with natural families*

The agency also will consider other matters such as each person's attitude toward his or her own children, towards parent/child relationships in general, how the applicant can meet the special needs of children, and how many children are suitable for the home environment. (Foster homes are limited to a total of six children, both foster and natural, under the age of 18 yrs.) Foster parents cannot use physical discipline; children must be directed by praise and encouragement.

## Direct Connection to Your Local Government

### Human Services/Grants Coordinator

#### Services Center - 13th Floor

*Administers Human Service Grants including:*

Human Service Development Fund

Medical Assistance Transportation

Family Center/Fatherhood

Subcontracts to provide rental assistance to the homeless and/or near-homeless and funding for adult services not covered under MH/MR, Aging, D&A

Works with other Human Services providers/agencies to eliminate duplication of services within the County

*See Human Service website for additional grant information [www.co.berks.pa.us](http://www.co.berks.pa.us)*

**610-478-6194**

[www.co.berks.pa.us](http://www.co.berks.pa.us)

Homeless Assistance Program

Temporary Emergency Food Assistance

### Mental Health/Mental Retardation

**E-mail: [mhmr@countyofberks.com](mailto:mhmr@countyofberks.com)**

**Services Center- 15th Floor**

**610-478-3271**

**Fax: 610-478-4980**

**After Hours Emergency: 610-236-0530**

Provides quality care as well as the delivery of efficient public services and supports for individuals with mental illness and mental retardation so that they can increase their opportunities and abilities to lead lives of dignity and independence. Acknowledging that recovery is an ongoing process, MH/MR is committed to promoting personal growth, choice, and inclusion of consumers in their community.

#### **Authority:**

Established by the Mental Health/Mental Retardation Act of 1966 MH Procedures Act of 1976.

#### **Berks County MH/MR Program:**

Subcontracts with Service Access and Management to provide mental health and mental retardation services for individuals eligible for services.

Provides Administrative oversight of the contract with SAM to ensure: individuals with serious mental illness or mental retardation receive services and provides fiscal oversight for funds allocated by the Office of Mental Retardation and the Office of Mental Health and Substance Abuse Services.

Additional information can be found under the MH/MR Program on the county website at [www.co.berks.pa.us](http://www.co.berks.pa.us) or Service Access and Management's website at [www.sam-inc.org](http://www.sam-inc.org). Contact SAM at 610-236-0530.

#### **Berks County MH/MR Health Choices Program:**

Subcontracts with Community Care Behavioral Health to provide mental health and drug and alcohol services for individuals eligible for benefits under the Medicaid Program.

Provides administrative oversight of the contract with Community Care to ensure that there is an adequate provider delivery network and services are accessible, there is fiscal accountability for the program, there is continuous quality improvement and all unexpended funds are reinvested back into the behavioral health system.

Additional information can be found under the MH/MR Program on the county website at [www.co.berks.pa.us](http://www.co.berks.pa.us) or Community Care's website at [www.ccbh.com](http://www.ccbh.com).

Contact CCBH at 1-866-292-7886 for assistance with locating a provider.



## Pennsylvania CareerLink

BERKS COUNTY

PA CareerLink® Berks County

Berks County Workforce Investment Board

**610-988-1300**

[www.bccl.org](http://www.bccl.org)

**501 Crescent Avenue, Reading PA 19605**

County of Berks staff who are involved in workforce development-related activities are split into two separate and distinct operations – those who are included as part of a multi-partner organization called PA CareerLink® Berks County and those who staff and support the Berks County Workforce Investment Board (WIB).

### PA CareerLink® Berks County

PA CareerLink® is the brand name used to identify PA's one-stop workforce development centers. Locally, a variety of public and private workforce development organizations joined to form PA CareerLink® Berks County.

For businesses: screening and referral of applicants to employer specifications; information on hiring incentives such as tax credits and new-hire training programs; specialized recruitment, including management of large recruitment campaigns; WorkKeys® Functional and Personal Skill Assessments for applicants and incumbent workers; WorkKeys® Profiling to better assess skill needs of specific jobs; statewide @ [www.cwds.state.pa.us](http://www.cwds.state.pa.us).

For individuals: public resource room with internet accessible computers for workforce development activities; job search and resume preparation assistance; job search related workshops; acquisition of the WorkKeys® Career Readiness Certificates; access to training opportunities through On-the-Job Training (OJT) or Individual Training Accounts (ITA) for eligible individuals for whom training is a viable part of their individualized employment plan.

PA CareerLink® is open to the public from 8:30 a.m. to 4:30 pm. on Monday, Tuesday, Thursday and Friday and from 10:30 a.m. to 4:30 p.m. Wednesdays.

### Berks County Workforce Investment Board (WIB)

The purpose of the Berks County Workforce Investment Board is to identify the long-term, strategic workforce development needs of the community; propose strategies to meet those needs; set priorities; build partnerships to align resources in support of those strategies; test specific initiatives to advance those ends, and measure and evaluate results.

WIB staff normal working hours are 8:00 a.m. to 5:00 p.m.

### Future Changes and Budget Considerations

This will be a critical year for workforce development with the possibility of reauthorization and/or major changes in Federal legislation, the prospect of a new administration in Harrisburg and both Federal and State budget problems. The infusion of additional money through the "Recovery Act" will be gone by summer of 2010. It is likely unemployment will remain high at least through 2010 and by spring of 2011 we could be facing a budget crisis.

## Direct Connection to Your Local Government

### Reading Area Community College 10 South Second Street, Reading, PA 19602

**610-372-4721**

[www.racc.edu](http://www.racc.edu)

Two-year accredited college funded by Government  
Over 30 career and college credit transfer programs  
Offer customer-designed seminars for businesses and industry  
Coordinates financing and grant funding for county related waste management programs

### Veterans Affairs, Department of 1243 County Welfare Road, Leesport, PA 19533

**610-378-5601**

[www.co.berks.pa.us](http://www.co.berks.pa.us)

*The office assists the Veterans of Berks County, their dependents, widows, and orphans with a comprehensive array of federal, state, and local government benefit programs.*

Obtaining Military Records/Awards, Discharges and Service Medical Records

Claim filing with the Veterans Administration (Phila. Regional Office)

- Service Connected Disabilities, Pensions, Dependency & Indemnity Compensation.
- Appeal Hearings with the Board of Veterans Appeals • Burial Allowance Benefits

Claim filing with the Commonwealth of Pennsylvania

- Veterans' Emergency Assistance Blind and Paralyzed Pensions
- Tax Exemption and other benefits gratuities/grants and bonuses the Commonwealth provides

Claim filing with the County of Berks

- Burial Allowance Benefits • Cemetery Headstone Allowance • Cemetery Flag Holder

### Be sure to view our Hall of Heroes at [www.berksheroes.com](http://www.berksheroes.com)

This site permanently honors the sacrifice of the brave men and women of Berks County who died defending our liberty and freedom.

The Hall of Heroes exists as an enduring tribute where their sacrifices are remembered and forever recognized.





## Redevelopment Authority

**610-478-6325**

### Services Center - 14th Floor

Administers programs directed at rehabilitation in redevelopment areas within local municipalities by acquiring private property for private reuse  
Participates in tax increment financing projects

## City of Reading Housing Authority

**610-775-4813**

### 400 Hancock Boulevard, Reading, PA 19611

[www.racc.edu/SocialService](http://www.racc.edu/SocialService)

Administers Section 8 and public housing assistance to low-income families, the elderly and the disabled in the City of Reading

## Berks County Housing Authority

**610-370-0822**

### 1803 Butter Lane, Mt. Penn, PA 19606-1100

[www.racc.edu/SocialService](http://www.racc.edu/SocialService)

Owns and manages over 200 public housing units in eight developments in the County for low income non-elderly, elderly and disabled families  
Manages the Inglis Cottages in Berks County Development for disabled families  
Manages the Tarsus Manor Apartments in Fleetwood for elderly families  
Administers the Housing Choice Voucher Program (Section 8) for low income non-elderly, elderly and disabled families in the County.



**Berks Connections/Pretrial Services  
(formerly Prison Society)**

**Courthouse 16th Floor**

**Hours: Office Hours - 8:30 a.m. to 4:00 p.m.**

*Pretrial Services staff on call 24 hours a day, 365 days a year*

**610-478-6920**

**E-Mail: [info@BerksConnections.org](mailto:info@BerksConnections.org)  
[www.BerksConnections.org](http://www.BerksConnections.org)**

*Founded in 1975, Berks Connections / Pretrial Services (or "BCPS") is a 501 c-3 non-profit corporation providing programming and services to individuals and families involved in the local Berks County justice system.*

**Agency Mission Statement:**

- To assist adult prisoners, former prisoners, probationers, parolees and delinquent juveniles in rehabilitating themselves and in making a proper readjustment to society;
- To assist and to answer the needs of dependent and delinquent juveniles;
- To show a constructive concern for the criminal justice system and the juvenile justice system in Berks County;
- To show a constructive concern for the prison system and juvenile detention and placement systems in Berks County; and

- To act as the Berks County bail agency as long as designated as such by the Berks County Court of Common Pleas.

BCPS operates via two programming units: BCPS/ BerksConnections and BCPS/Pretrial Services:

***BCPS/BerksConnections Programs:***

The BCPS Reentry Resource Center provides information, assistance and referrals to ex-offenders reentering our community from the Berks County Jail System and state and federal correctional facilities.

Successful reentry begins prior to release with programs at the Berks County Jail that include Ready to Succeed employment workshops held in collaboration with CareerLink, one-to-one mentoring, fellowship events with community volunteers, educational mentoring, and conducting intensive needs assessment



interviews that identify specific post-release needs to connect offenders with community-based programs and services.

The FUNdamentals program provides educational, self-esteem building and fun activities and programs for youth detained at the Berks County Youth Center.

Families and children of inmates detained at the Berks County Jail are aided by programs such as Mother's Voice that connects children at home with their mother in jail, seasonal gift drives and holiday meals delivered to families, and the Family & Friends support group that meets twice each month.

### *BCPS/Pretrial Services Programs:*

BCPS Pretrial Officers conduct post-arrest interviews of criminal defendants and provide verified assessment reports to assist the Courts in making informed pretrial release decisions.

BCPS provides supervision of pretrial-status defendants released by the Courts on bail: improving justice system efficiency, reducing prison overcrowding and saving tax dollars by working to ensure that defendants appear in court and comply with release conditions.

BCPS provides staffing and support for County diversionary programs such as Treatment Courts and Intermediate Punishment (IPP) programs, and leads the Mental Illness Intensive Supervised Release (MIISR) Team that works to provide appropriate treatment/supervision release plans for inmates at the Berks County Jail.

BCPS administers the County's Community Release (5% Cash Bail) program as Court-appointed Bail Agency.

### *Key Program Statistics:*

- Pretrial Services program supervised over 1,000 pretrial-status defendants in 2009, saving over 109,000 "jail bed days" at the Berks County Jail
- Court Appearance rates for defendants under BCPS/Pretrial Services supervision were above 98% in 2009 (appearance rates average below 78% nationwide)
- BCPS interviewed over 2,300 defendants in 2009 and provided over 1,300 assessment reports to the Courts relating to pretrial release decisions
- The Reentry Resource Center at BCPS/BerksConnections completed 387 individual needs assessment interviews in 2009 for ex-offenders returning to communities in Berks County and provided over 1,900 referrals and assistance in key areas such as employment, housing and immediate needs such as obtaining a proper ID, transportation and clothing
- 213 inmates at the Berks County Jail received in-depth post-release needs assessment interviews in 2009
- 30 inmates graduated from the Ready to Succeed employment workshops at the Jail conducted by BCPS and Berks County CareerLink in 2009

## Direct Connection to Your Local Government

### Berks County Jail System

1287 County Welfare Road, Leesport, PA 19533

Responsible for care, management, and rehabilitation of legally incarcerated adults

610-208-4800

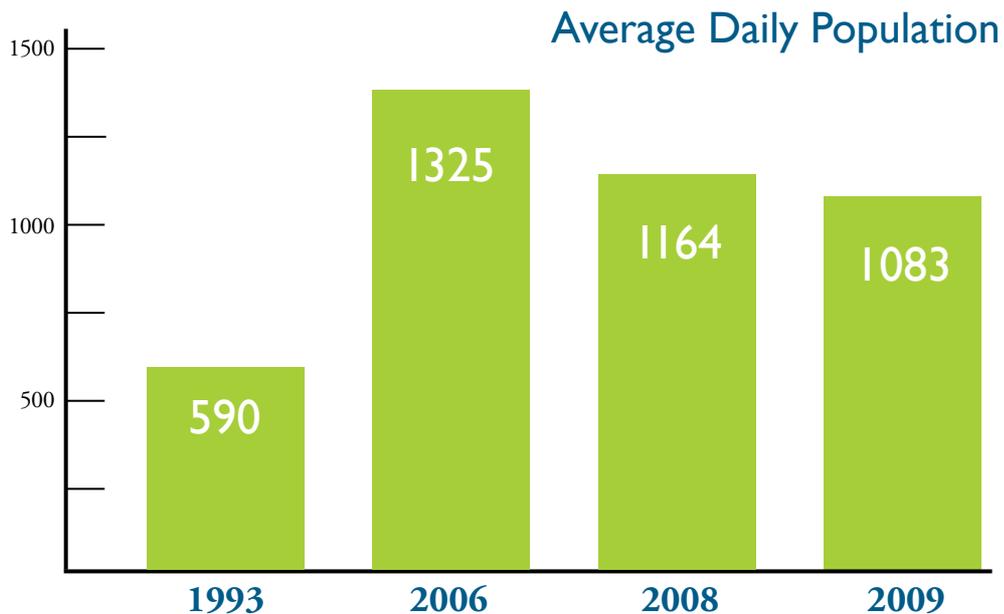
[www.co.berks.pa.us](http://www.co.berks.pa.us)

The Berks County Jail System is intended to establish a secure institutional environment that serves to provide protection and safety for the citizens, staff and the legally incarcerated of Berks County, while meeting the standards established for this purpose by the American Correctional Association and

Commonwealth of Pennsylvania. This will be accomplished through the use of a cost-effective organization and procedures that provide for security, social restoration and (re)habilitation in the jail environment.

### Current Jail Stats

The Berks County Prison was originally designed to house 288 MALE inmates. 200 prisoners were transferred to the jail on 1/21/32. The Prison was expanded in 1993 to house 790 inmates





Newly opened in 2010 and the first of its kind in PA!

## Community Reentry Center

1040 Berks Road, Leesport, PA 19533

Responsible for care, management, rehabilitation, and community reintegration of legally incarcerated adults deemed appropriate for a community corrections setting.

**610-208-4800**

[www.co.berks.pa.us](http://www.co.berks.pa.us)

### Our Mission:

The Berks County Community Reentry Center is dedicated to improving the quality of our community through effective and innovative services that instill pro-social behavior, healthy life choices, and personal accountability, thereby reducing recidivism and its financial burden on the County.

### Our Vision:

The Berks County Community Reentry Center will, without exception, deliver superior services with the highest level of integrity and professionalism thereby making a noticeable difference in the lives of our residents, positively affecting the well-being and safety of our community.

### Our Values:

We believe....

- That positive change is possible & probable, given the access to appropriate resources.

- That such change begins internally.
- That delivery of services should be done in an honest, direct, ethical, consistent, open-minded and supportive atmosphere.
- That responses to behaviors must be immediate, consistent, individualized, fair and equitable.
- In balancing the concern for community safety with the needs of our residents.
- That all people are equal & diverse, each possessing intrinsic worth.
- That individuals deserve personal attention, support, empowerment and recognition.
- In fostering a challenging environment that allows for personal growth, exploration and strength.
- In being proactive participants in our community

Newly opened in 2010 and the first of its kind

## Coroner's Office – New Location in the Old Berks Heim Building

Coroner

**Dennis J. Hess**

1273 County Welfare Road, Leesport, PA 19533

**610-478-3280**

[www.countyofberks.com](http://www.countyofberks.com)

The Office of the Coroner serves as an independent investigator in all death investigations and shall determine the identity of the deceased and notify the next of kin.

The Coroner's Department is also responsible to investigate and determine the cause and manner of unnatural and unexplained deaths occurring within Berks County.

## District Attorney

**John T. Adams**

Services Center - 5th Floor [da@countyofberks.com](mailto:da@countyofberks.com)

**610-478-6000**

[www.co.berks.pa.us/da](http://www.co.berks.pa.us/da)

The District Attorney's Office reviews, investigates, deters, and objectively prosecutes all violations in order to protect the rights and ensure the safety of the citizens of Berks County, Pennsylvania.

## *Direct Connection to Your Local Government*

### **Prosecution**

The goal of the Berks County District Attorney's office is to review, investigate, deter, and objectively prosecute all criminal violations occurring in Berks County.

The office also cooperates with all local, state and federal authorities in the regional effort to aggressively prosecute and combat crime in Berks County.

### **Detectives**

#### **Chief County Detective**

**Michael J. Gombar**

**Services Center - 15th Floor**

**610-478-7171**

**[detectives@countyofberks.com](mailto:detectives@countyofberks.com)**

It is the goal of the Berks County Detectives to investigate and successfully prosecute offenders for violations of the criminal statutes of Pennsylvania. The Berks County Detectives are a branch of the Berks County District Attorney's Office. The Detectives work closely with police officers from local, state and federal law enforcement agencies. The majority of the Berks County Detectives are seasoned veterans with a vast amount of police experience and expertise, which they acquired from specialized schools and training. These Detectives offer their specialized services to those departments that do not have the expertise and the resources to successfully investigate various complex crimes. Specifically, the Detective Unit concentrates their efforts towards five investigative disciplines:

- 1. Narcotics Investigations**
- 2. Child Abuse Investigations**
- 3. Financial Investigations**
- 4. Crimes Against the Elderly Investigations**
- 5. Forensic Services**



Additionally, the Detectives have implemented several new programs to accomplish the goals of District Attorney. For example, they have established the Bad Check Program, the Precious Metals Enforcement and created a county wide Drug Task Force. Also, the Detectives support local law enforcement by operating the Berks County DUI Processing Center.

# Berks County

## SERVICES DIRECTORY



### Department of Emergency Services

**Direct Link Technology Center**  
2561 Bernville Rd., Reading, PA 19605

**610- 374-4800**

**Fax: 610- 374-8865**

**[www.berksdes.com](http://www.berksdes.com)**

The newly formed Berks County Department of Emergency Services was created in 2008 when the 9-1-1 and Communications Center was merged with the Emergency Management Agency. The Commissioners of Berks County finalized the consolidation in 2009.

The merger permitted the pooling of resources from both departments to provide improved and more efficient service to the residents of Berks County.

In December 2008, the Department of Emergency Services relocated to a new facility in the DirectLink Technology Center in Bern Township.

The Department of Emergency Services provides three distinct services to the residents of Berks County.

### 9-1-1 and Communications Center

**Emergency: 9-1-1**

**Non-emergency: 610- 655-4911**

The Berks County Department of Emergency Services' 9-1-1 and Communications Center answers 9-1-1 calls and other calls for service for more than 400,000 Berks County residents, and provides emergency communications for over 150 police, fire, and EMS agencies throughout the county.

The communications center is staffed 24 hours a day, 7 days a week, 365 days a year to provide communication services to all emergency service organizations in Berks County. With an authorized complement of 52 full-time Telecommunicators and 26 part-time telecommunicators, these individuals serve the county residents with the utmost professionalism and experience.

The 9-1-1 and Communications Center also provides public outreach to community groups and organizations desiring more information on the county's Enhanced 9-1-1 system.



## *Direct Connection to Your Local Government*

### Emergency Management & Special Operations

**610- 374-4800**

The Berks County Emergency Services Department judiciously plans, assigns and coordinates all available resources in an integrated program of prevention, mitigation, response, and recovery for emergencies of any kind for the County of Berks. The department, and its associated programs, represents insurance by coming to the aid of the County of Berks and its citizens when disaster strikes. The department strives to reduce the county's liability for hazards that may strike.

The Berks County Department of Emergency Services serves the citizens of Berks County by taking an active and managerial role in the four phases of emergency management:

#### *Mitigation*

Includes any activities that prevent a disaster, reduce the chance of a disaster happening, or reduce the damaging effects of unavoidable disasters.

#### *Preparedness*

Includes plans or preparations made to save lives or property, help the response, and to coordinate rescue service operations.

#### *Response*

Includes actions taken to save lives and prevent property damage and to preserve the environment during emergencies or disasters. The response phase involves the implementation of action plans.

#### *Recovery*

Includes actions that assist a community to return to a sense of normalcy following a disaster.

These four phases overlap, comprising a cyclical process of emergency management.

The Berks County Special Operations Group (SOG) is the operational emergency management arm of the Berks County Department of Emergency Services. The SOG facilitates professional and efficient response to incidents involving hazardous materials at locations within the borders of Berks County, the East Central Pennsylvania Counter-Terrorism Task Force, and any other location when requested by the Commonwealth of Pennsylvania Emergency Management Agency (PEMA). The SOG works in conjunction with the local emergency response community to protect the safety of emergency responders and the public from releases of toxic/hazardous substances, whether the release is accidental or intentional.



### Fire Training Center

**610- 378-5509**

The Berks County Fire Training Center, located at 895 Morgantown Rd. in Reading is a state-of-the-art training facility designed to provide the emergency responders of Berks County with current, topical and safe training at a cost that will encourage attendance by those individuals. The majority of emergency responders in Berks County are volunteers.



*Sheriff*  
**Eric Weaknecht**  
Courthouse - 3rd Floor

**610-478-6240**  
[www.co.berks.pa.us/sheriff](http://www.co.berks.pa.us/sheriff)

**Sheriff's General Offices:**

*Real Estate Division*  
*Firearms Division*  
*Warrants Division*  
*Warrants Hotline*

**610-478-6240 ext. 3209**  
**610-478-6240 ext. 3207**  
**610-478-6240 ext. 3250**  
**610-478-6390**

### *Duties of the Sheriff*

- Enforces all orders of the Berks County Court of Common Pleas and provides security for all court related functions.
- Transports prisoners to and from county, state and federal institutions for court appearances.
- Enforces the Pennsylvania Crimes Code and Motor Vehicle Code.
- Operates the county Central Booking Center.
- Executes warrants of arrest and extradites fugitives from justice.
- Assists other law-enforcement agencies in Berks County in activities such as the Berks County Drug Task Force, Operation Nightlight, DUI Enforcement Checkpoints, crowd control, traffic control and security for community events.
- Conduct levies and sales of personal property and real estate.
- Issues Pennsylvania License to Carry Firearms and License to Sell Firearms.

**Public Defender**  
**Prisoner Help Line**  
Courthouse - 12th Floor

**610-478-6650**  
**610-478-6651**  
[www.co.berks.pa.us](http://www.co.berks.pa.us)

*Under the Public Defender Act this office:*

- Represents indigent persons charged with crimes
- Represents indigent persons charged with juvenile delinquency
- Represents indigent persons subject to mental health commitment proceedings.

## Direct Connection to Your Local Government

### Youth Center

1261 County Road, Leesport, PA 19533

610-396-0310

[www.co.berks.pa.us](http://www.co.berks.pa.us)

The Berks County Youth Center provides residents a safe, secure environment that promotes personal accountability, competency development, and community outreach programs that offer opportunities for positive change. All programs are licensed under the Pennsylvania Department of Public Welfare. The Youth Center operates the following programs:

### Juvenile Detention

Detention is a 48 bed secure program for young males and females detained by the Juvenile Courts. The program offers community protection while affording the youth a means to continue education and build competency development through integrated program services.

### Residential (P.R.E.P.) Priorities, Responsibilities, Enhancement Program

P.R.E.P. is a 25 bed residential program for young males and females placed by the Juvenile Courts. The program offers youth a means to continue education, participate in community service work, restitution projects, obtain (or maintain) employment, and strengthen family values through integrating program services with juvenile probation resources and community partnerships.



### Residential - Shelter Care

Shelter Care is a 16 bed residential program for young males and females placed by the Juvenile Courts or Children and Youth Services. The program offers youth a means to continue education, work on competency development, and strengthen family values through integrating program services and community partnerships.

### Residential - Family Shelter

Family Shelter is an 84 bed residential program contracted by the Department of Homeland Security/Immigration and Customs Enforcement. The program offers families a means to continue education and strengthen family values through integrating program services and community partnerships while awaiting the outcome of their immigration hearings.





The Berks County Parks and Recreation Department operates and maintains nearly 1,000 acres of park land and open space for the citizens of Berks County and our many visitors. Facilities include the recent addition of the Antietam Lake property with numerous trails and fishing opportunities as well as the Allegheny Aqueduct, Beidler House and Mill, Leesport Lockhouse, Kaercher Creek Park with lodge, lake and boat launch area, Youth Recreation Facility sports complex, Camp Joy and Hunsicker's Grove,

The 5 mile Tulpehocken Creek Valley Park is a linear greenway trail that includes the Union Canal Bicycle and Walking Trail and starts at Stonecliffe Park and Skate Park and continues north to connect the Berks Leisure Area, Gring's Mill Recreation Area, Berks County Heritage Center which includes the C. Howard Hiester Canal Center, Gruber Wagon Works (National Historic Landmark) and Wertz's (Red) Covered Bridge, Redbridge Recreation Area, and north to an additional 2 mile Connector Trail with Blue Marsh Lake. The Tulpehocken Creek Valley Park is a very popular trail connector and is enjoyed year round by walkers, bicyclists and anglers.

In addition to operating and maintaining these parks, The Berks County Parks and Recreation Department offers many recreational, interpretive and educational programs throughout the year for park users of all ages. In addition to educational programs, the department also offers several special events such

as Kite Day, Fishing Rodeo, Triple "B" Competition, Fiddle Festival, Heritage Festival and a month long Holiday Lights display and program. For up to date recreation programs and park information, please visit [www.countyofberks.com/parks](http://www.countyofberks.com/parks).



# Berks County

## SERVICES DIRECTORY



### Parks and Recreation

[www.countyofberks.com/parks](http://www.countyofberks.com/parks)

#### *Gring's Mill (Administration)*

2083 Tulpehocken Road, Wyomissing PA 19610

**610-372-8939**

#### *Heritage Center (Interpretive Staff)*

2201 Tulpehocken Road, Wyomissing, PA 19610

**610-374-8839**

#### *Berks Leisure Area (Recreation Staff)*

1901 Tulpehocken Road, Wyomissing, PA 19610

**610-374-2944**



### Greater Reading Convention and Visitors Bureau

GoggleWorks Center for the Arts, 201

Washington Street, Reading, PA 19601

**610-375-4085**

[www.readingberkspa.com](http://www.readingberkspa.com)

The Greater Reading Convention & Visitors Bureau is the official source of tourist information about Berks County:

Responds to over 35,000 inquiries annually

Produce and distribute 290,000 official visitor guides and receive over

270,000 unique website visitors each year

Participates in trade shows, sales missions, press conferences, trade publications and the Internet to provide the most in-depth information about what's available in Berks County to the greatest number of people

#### **Mission:**

To positively impact the economy of Berks County and Pennsylvania by increasing travel and tourism business.

# Berks County

## SERVICES DIRECTORY



### Berks County Government Building Locations

*Four primary locations of County Government offices:*

#### Berks County Services Center

633 Court Street  
Reading, PA 19601

#### Berks County Courthouse

6th & Court Street  
Reading, PA 19601

#### Berks County Fire Training Center

895 Morgantown Road  
Reading, PA 19607  
**610-378-5509**



*Berks Heim*

#### County Welfare Tract

*located in Bern Township along County Road.*

The tract consists of approximately 800 acres, making it the largest property owned and maintained by Berks County. William Essick donated this land in three parcels to the County in 1928 in memory of his wife, Susan. Approximately 450 acres of the tract are in agricultural use. The remaining are divided among the various public facilities and includes:

#### Agricultural Center

1238 County Road  
Leesport, PA 19533



*Ag Center*

#### Berks County Youth Center

1261 County Road, Leesport, PA 19533  
**610- 396-0310**



*Berks County Youth Center*

#### Berks Heim

1101 Berks Road, Leesport, PA 19533  
**610-376-4841**

#### Berks County Prison

1287 County Road, Leesport, PA 19533  
**610-208-4800**

## Direct Connection to Your Local Government

### Frequently Asked Questions

Information for all county and court related departments may be found on our web site - [www.co.berks.pa.us](http://www.co.berks.pa.us)

#### Where can I register to vote?

Election Services - **610- 478-6490**

#### Where can I request an absentee ballot?

Election Services - **610- 478-6490**

#### Who do I call to see if I have Jury Duty tomorrow?

After 5:00 p.m. on the day prior to your service, you can telephone Jury Services at **610-478-6400**. Long distance callers may telephone **1-800-848-2080**. You can also access this information via the internet at [www.berksjury.com](http://www.berksjury.com).

#### Where do I pay my Real Estate taxes?

For current School, Municipal and County taxes, check with the City, Township or Borough in which you reside for the phone number of your Tax Collector; For payment of delinquent taxes - Berks County Tax Claim Bureau - 2nd Floor, Government Services Building - **610- 478-6625**

#### Where can I get Court hearing information?

Go to the web site - [ujportal.pacourts.us](http://ujportal.pacourts.us), then select E services and go to public web docket sheets.

#### Where can I get information regarding current Birth Certificates?

PA Department of Health, Vital Statistics - (724) **656-3100**, if you have internet connection try [www.health.state.pa.us/vitalrecords](http://www.health.state.pa.us/vitalrecords) and for faster service be sure to have your credit card number.

#### Where are the old birth and death certificates (prior to 1906), deeds, marriage licenses and naturalizations stored?

Old Marriage Licenses - Marriage License Application/Records - **610- 478-6617**  
Old Naturalizations / Prothonotary's Office **610- 478-6970**  
Old Birth Records & Old Death Records / Register of Wills **610- 478-6600**  
Old Deed Records / Recorder of Deeds **610- 478-3380**

#### Where can I obtain Naturalization Papers?

US Immigration and Naturalization Service - **1-800-375-5283** or **1-800-870-3676** and on the web at [www.uscis.gov](http://www.uscis.gov)

#### Where can I get a passport?

Prothonotary's Office - **610- 478-6970**

#### Where can I apply for a marriage license?

Register of Wills - Marriage License Applications/Records **610- 478-6617**

#### Where are estates and wills filed?

Register of Wills - **610- 478-6600**

#### Where can I get a copy of my mortgage or deed?

Recorder of Deeds - **610- 478-3380**

#### Where can I locate the owner of a property?

Assessment Office - **610- 478-6262** and/or Recorder of Deeds - **610- 478-3380** or go on line for a property records search at [www.co.berks.pa.us/parcel](http://www.co.berks.pa.us/parcel)

#### Where can I get information regarding Agricultural Conservation Easements?

Agricultural Preservation Center - **610- 378-1844** or Ag Center

#### How can I find out about the Clean & Green program?

Assessment office - **610- 478-6262**

#### Where can I get a map of a municipality?

Mapping - **610- 478-3360**

#### Where are adoptions processed?

Orphan's Court/Register of Wills - **610- 478-6600**

*Where do I apply to become a foster parent?*

Children and Youth Services - **610- 478-6700**

*Where do I complain about child neglect or abuse?*

Children and Youth Services - **610- 478-6700**

*Where do I apply for Protection from Abuse and Restraining Orders?*

Protection from Abuse Office (*1st floor Services Center*)  
**610- 478-6208 x5701** or **610- 478-6208 x5702**

*Where can I apply for Child Support and Alimony?*

Domestic Relations - **610- 478-2900**

*Where can I get vocational training and job search assistance?*

Berks County Career Link Employment & Training Center - **610- 988-1300**.

*Where can I find out if there are job openings at the County?*

Human Resources **610- 478-6118** or go on-line **www.co.berks.pa.us**

*Where can I apply for a hunting, fishing, or dog license?*

Treasurer's Office - **610- 478-6640**

*Where do I pay fines and costs in criminal case?*

Clerk of Courts (*also known as Central Collection Bureau*) 4th Floor Berks County Courthouse - **610- 478-6550**

*Where are criminal records (also fines, costs and restitution records) filed?*

Clerk of Courts Office - **610- 478-6550**

*Where can I obtain a transcript of a court case?*

Court Reporters - **610- 478-6467**

*Where can I apply for a Public Defender?*

Public Defender's Office - **610- 478-6650**

*Where are liens and judgments filed?*

Prothonotary's Office - **610- 478-6970**

*Where do I file a Civil Suit?*

All Civil Suits get filed in the Prothonotary's Office **610- 478-6970**

*Where can I obtain assistance from Human Service agencies?*

Human Services Grants Coordinator - **610- 478-6194**. Also a detailed directory of Human Service Agencies can be found on our web site at: **www.co.berks.pa.us** click on the right side drop down box for departments and then on Human Services

*Where can I find out about home delivered meals for seniors?*

Office of Aging - **610- 478-6500**

*Where do I record my military separation and DD214 Documents?*

Recorder of Deeds - **610- 478-3380**

*When is transportation available to the Lebanon Veteran's Hospital?*

Call Veteran's Affairs Office to schedule 2 weeks in advance for non-emergencies **610- 378-5601 X 8152**

*How do I qualify for Veterans Real Estate Tax Exemption status?*

Call Veteran's Affairs Office - **610-378-5601 x8154**

*How do I get information on Veterans death benefits?*

Call Veteran's Affairs Office - **610-378-5601 x8153**

*Who handles the bids and proposals and informal purchases for the County Departments?*

Berks County Purchasing Manager - **610- 478-6168**

*Where can I park when I come to the Courthouse?*

Reed and Court Street or Poplar and Walnut Street lots are closest. There is limited metered parking on Court Street.

*How do I obtain a concealed weapon permit?*

Sheriff's Dept. - Firearms Division **610-478-6240 x3207**

*Where can I get forms and instructions to file for custody or visitation?*

Law Library - **610-478-3370**

# Berks County

## SERVICES DIRECTORY



## Municipalities

### **ALBANY TOWNSHIP**

2451 Route 143  
Kempton, PA 19529  
610-756-3973 Fax: 610-756-6452  
E-mail: jaab24@ptd.net

### **ALSACE TOWNSHIP**

65 Woodside Avenue  
Temple, PA 19560  
610-929-5324 Fax: 610-921-0977  
E-mail: alsacetwp@comcast.net

### **AMITY TOWNSHIP**

2004 Weavertown Road  
Douglassville, PA 19518  
610-689-6000 Fax: 610-689-9870  
E-mail: jsowers@amitytownship.com

### **BALLY BOROUGH**

425 Chestnut Street, P.O. Box 217  
Bally, PA 19503  
610-845-2351 Fax: 610-845-2023  
E-mail: bally@comcast.net

### **BECHTELSTOWN BOROUGH**

Bechtelsville Borough, Box 295  
Bechtelsville, PA 19505  
610-3678100 Fax: 610-3672167

### **BERN TOWNSHIP**

1069 Old Bernville Road  
Reading, PA 19605  
610-9262267 Fax: 610-9269028  
E-mail: ddejesus@bern.berksco.org

### **BERNVILLE BOROUGH**

P.O. Box 40  
Bernville, PA 19506  
610-488-1591 Fax: 610-488-6425  
E-mail: bernvilleboro@comcast.net

### **BETHEL TOWNSHIP**

P.O. Box 24  
Bethel, PA 19507  
717-933-8813 Fax: 717-933-4642

### **BIRDSBORO BOROUGH**

202 East Main Street  
Birdsboro, PA 19508  
610-582-6030 Fax: 610-582-6039  
E-mail: Kwillman@birdsboro.berksco.org

### **BOYERTOWN BOROUGH**

100 South Washington Street  
Boyertown, PA 19512  
610-369-3031

### **BRECKNOCK TOWNSHIP**

889 Alleghenyville Road  
Mohnton, PA 19540  
717-445-6683 Fax: 717-445-6922  
E-mail: dmartin@brecknock.berksco.org

### **CAERNARVON TOWNSHIP**

3226 Main Street, P.O. Box 294  
Morgantown, PA 19543  
610-286-1010 Fax: 610-286-1001

### **CENTERPORT BOROUGH**

P.O. Box 248  
Centerport, PA 19516  
610-916-5832 Fax: 610-916-5841  
E-mail: centerportboro@comcast.net

### **CENTRE TOWNSHIP**

449 Bucks Hill Road  
Mohrsville, PA 19541  
610-926-8833 Fax: 610-926-8832

## **COLEBROOKDALE TOWNSHIP**

765 West Philadelphia Avenue  
Boyertown, PA 19512  
610-369-1362 Fax: 610-367-7538  
E-mail: [jdisante@colebrookdale.berksco.org](mailto:jdisante@colebrookdale.berksco.org)

## **CUMRU TOWNSHIP**

1775 Welsh Road  
Mohnton, PA 19540  
610-777-1343 Fax: 610-777-0850  
E-mail: [bocandpc@cumrutownship.org](mailto:bocandpc@cumrutownship.org)

## **DISTRICT TOWNSHIP**

202 Weil Road  
Boyertown, PA 19512  
610-845-7595 Fax: 610-845-7596  
E-mail: [districttownship@dejazzd.com](mailto:districttownship@dejazzd.com)

## **DOUGLASS TOWNSHIP**

1068 Douglass Drive  
Boyertown, PA 19512  
610-367-8500 Fax: 610-367-0360  
E-mail: [dougberks@comcast.net](mailto:dougberks@comcast.net)

## **EARL TOWNSHIP**

19 Schoolhouse Road  
Boyertown, PA 19512  
610-367-9673 Fax: 610-367-0322  
E-mail: [earltownship@comcast.net](mailto:earltownship@comcast.net)

## **EXETER TOWNSHIP**

4975 DeMoss Road  
Reading, PA 19606  
610-779-5660 Fax: 610-779-5950  
E-mail: [tbingaman@exetertownship.com](mailto:tbingaman@exetertownship.com)

## **FLEETWOOD BOROUGH**

110 West Arch Street, Suite 104  
Fleetwood, PA 19522  
610-944-8220 Fax: 610-944-9054  
E-mail: [fleetwoodboro@fleetwood.berksco.org](mailto:fleetwoodboro@fleetwood.berksco.org)

## **GREENWICH TOWNSHIP**

775 Old Route 22  
Lenhartsville, PA 19534  
610-756-6707 Fax: 610-756-6099

## **HAMBURG BOROUGH**

61 North Third Street  
Hamburg, PA 19526  
610-5627821 Fax: 610-5628461  
E-mail: [borohmbg@comcast.net](mailto:borohmbg@comcast.net)

## **HEIDELBERG TOWNSHIP**

P.O. Box 241  
Robesonia, PA 19551  
610-693-3197

## **HEREFORD TOWNSHIP**

P.O. Box 225  
Hereford, PA 18056  
610-845-2929 Fax: 610-845-0616  
E-mail: [pwhite@herefordtownship.org](mailto:pwhite@herefordtownship.org)

## **JEFFERSON TOWNSHIP**

5 Solly Lane, PO Box 339  
Bernville, PA 18506  
610-488-7047 Fax: 610-488-0562  
E-mail: [jtmbc@comcast.net](mailto:jtmbc@comcast.net)

## **KENHORST BOROUGH**

339 South Kenhorst Blvd.  
Kenhorst, PA 19607  
610-777-7327 Fax: 610-777-8980  
E-mail: [becker.kenhorst@comcast.net](mailto:becker.kenhorst@comcast.net)

## **KUTZTOWN BOROUGH**

45 Railroad Street  
Kutztown, PA 19530  
610-683-6131 Fax: 610-683-6729  
E-mail: [bbray@kutztownboro.org](mailto:bbray@kutztownboro.org)

## **LAURELDALE BOROUGH**

3406 Kutztown Road  
Laureldale, PA 19605  
610-929-8700 Fax: 610-929-4272  
E-mail: [abeakley@laureldaleboro.org](mailto:abeakley@laureldaleboro.org)

## **LEESPORT BOROUGH**

PO Box 710  
Leesport, PA 19533  
610-926-2115 Fax: 610-916-3055

## **LENHARTSVILLE BOROUGH**

PO Box 238  
Lenhartsville, PA 19534  
610-376-1531 Fax: 610-376-0857

## **LONGSWAMP TOWNSHIP**

341 Woodland Road  
Hamburg, PA 19526  
610-682-7388 Fax: 610-682-9067  
E-mail: jbons@ptd.net

## **LOWER ALSACE TOWNSHIP**

1200 Carsonia Avenue  
Reading, PA 19606  
610-779-6400 Fax: 610-370-0797

## **LOWER HEIDELBERG TOWNSHIP**

720 Brownsville Road  
Sinking Spring, PA 19608  
610-678-3393 Fax: 610-678-6626  
E-mail: khain@lowerhbtwp.org

## **LYONS BOROUGH**

P.O. Box 230  
Lyon Station, PA 19536  
610-682-4730 Fax: 610-682-0733  
E-mail: borough19536@yahoo.com

## **MAIDENCREEK TOWNSHIP**

P.O. Box 319  
Blandon, PA 19510  
610-926-4920 Fax: 610-926-6314  
E-mail: maidentwp@aol.com

## **MARION TOWNSHIP**

420 Water Street  
Stouchsburg, PA 19567  
610-589-2860 Fax: 610-589-5312

## **MAXATAWNY TOWNSHIP**

127 Quarry Road, Suite 1  
Kutztown, PA 19530  
610-683-6518 Fax: 610-683-3518  
E-mail: kaps@maxatawny.net

## **MOHNTON BOROUGH**

21 North O'Neil Street  
Mohnton, PA 19540  
610-775-0660 Fax: 610-775-4419

## **MT PENN BOROUGH**

John A. Becker Muni. Building, 200 North 25th  
Street  
Reading, PA 19606  
610-779-5151 Fax: 610-779-5221  
E-mail: mtpennborough@comcast.net

## **MUHLENBERG TOWNSHIP**

5401 Leesport Avenue  
Temple, PA 19560  
610-929-4727 Fax: 610-921-3764  
E-mail: jzettlemoyer@muhlenbergtp.com

## **NEW MORGAN BOROUGH**

5735 Morgantown Road  
Morgantown, PA 19543  
610-286-9666 Fax: 610-286-9955  
E-mail: cwilliams@newmorganborough.org

## **NORTH HEIDELBERG TOWNSHIP**

North Heidelberg Township  
928 Charming Forge Road  
Robesonia, PA 19551  
610-488-1619 Fax: 610-488-9738  
E-mail: nheidelbergtp@comcast.net

## **OLEY TOWNSHIP**

PO Box 19  
Oley, PA 19547  
610-987-3423 Fax: 610-987-9010  
E-mail: oleytownship@hotmail.com

## **ONTELAUNEE TOWNSHIP**

35 Ontelaunee Drive  
Reading, PA 19605  
610-9264240 Fax: 610-9265476  
E-mail: ontel@epix.net

## **PENN TOWNSHIP**

P.O. Box 130, 840 North Garfield Road  
Bernville, PA 19506  
610-488-1160 Fax: 610-488-0611  
E-mail: pennntp@comcast.net

## **PERRY TOWNSHIP**

680 Moselem Springs Road  
Shoemakersville, PA 19555  
610-562-2133 Fax: 610-562-9739

## **PIKE TOWNSHIP**

810 Hill Church Road  
Boyertown, PA 19512  
610-987-6023 Fax: 610-987-0116

## **READING, CITY OF**

City Hall, 815 Washington St.  
Reading, PA 19601  
610-655-6000  
E-mail: mayor@readingpa.org

## **RICHMOND TOWNSHIP**

P.O. Box 474  
Fleetwood, PA 19522  
610-944-0348 Fax: 610-944-6461  
E-mail: richtwp@ptd.net

## **ROBESON TOWNSHIP**

2689 Main Street  
Birdsboro, PA 19508  
610-582-4636 Fax: 610-582-0032

## **ROBESONIA BOROUGH**

P.O. Box 191  
Robesonia, PA 19551  
610-6933474 Fax: 610-6935799  
E-mail: lstolz@robesonia.berksco.org

## **ROCKLAND TOWNSHIP**

P.O. Box 149  
Bowers, PA 19511  
610-682-6311 Fax: 610-682-4717

## **RUSCOMBMANOR TOWNSHIP**

204 Oak Lane  
Fleetwood, PA 19522  
610-944-7242 Fax: 610-944-7265  
E-mail: ruscotwp@ptd.net

## **SHILLINGTON BOROUGH**

P.O. Box 247, 2 E. Lancaster Avenue  
Shillington, PA 19607  
610-777-1338 Fax: 610-777-6172  
E-mail: jan@shillingtonboro.net

## **SHOEMAKERSVILLE BOROUGH**

115 East 9th Street  
Shoemakersville, PA 19555  
610-562-8030 Fax: 610-562-4950  
E-mail: shoeyboro@comcast.net

## **SINKING SPRING BOROUGH**

3940 Penn Avenue  
Sinking Spring, PA 19608  
610-678-4903 Fax: 610-678-5802  
E-mail: rshade@sinkingspring.berksco.org

## **SOUTH HEIDELBERG TOWNSHIP**

68A North Galen Hall Road  
Wernersville, PA 19565  
610-678-9652 Fax: 610-678-9411  
E-mail: rseaman@sheidtwp.org

## **SPRING TOWNSHIP**

2850 WINDMILL ROAD, Cornwall Terrace  
Reading, PA 19608  
610-678-5393 Fax: 610-678-4571

## **ST. LAWRENCE BOROUGH**

3540 St. Lawrence Avenue  
Reading, PA 19606  
610-779-1430 Fax: 610-779-9148  
E-mail: stlawrence.boro@verizon.net

## **STRAUSSTOWN BOROUGH**

P.O. Box 325  
Strausstown, PA 19559  
610-488-6187 Fax: 610-488-7371  
E-mail: strausstown@comcast.net

## **TILDEN TOWNSHIP**

874 Hex Highway  
Hamburg, PA 19526  
610-562-7410 Fax: 610-562-5490  
E-mail: [tildentwp@comcast.net](mailto:tildentwp@comcast.net)

## **TOPTON BOROUGH**

205 South Callowhill Street  
Topton, PA 19562  
610-6822541

## **TULPEHOCKEN TOWNSHIP**

P.O. Box 272  
Rehrrsburg, PA 19550  
717-933-5747 Fax: 717-933-4593  
E-mail: [tulpytwp@comcast.net](mailto:tulpytwp@comcast.net)

## **UNION TOWNSHIP**

1445 East Main Street  
Douglassville, PA 19518  
610-582-3769 Fax: 610-582-4737  
E-mail: [unionberks@dejazzd.com](mailto:unionberks@dejazzd.com)

## **UPPER BERN TOWNSHIP**

25 North Fifth Street, PO Box 185  
Shartlesville, PA 19554  
610-488-1191 Fax: 610-488-0444  
E-mail: [upperberntownship@yahoo.com](mailto:upperberntownship@yahoo.com)

## **UPPER TULPEHOCKEN TOWNSHIP**

6501 Old Route 22  
Bernville, PA 19506  
610-488-7170 Fax: 610-488-6394

## **WASHINGTON TOWNSHIP**

120 Barto Road, P O Box 52  
Barto, PA 19504  
610-845-7760 Fax: 610-845-8499

## **WERNERSVILLE BOROUGH**

100 North Reber Street, P.O. Box 167  
Wernersville, PA 19565  
610-678-1486 Fax: 610-678-5983

## **WEST READING BOROUGH**

Borough of West Reading, 500 Chestnut Street  
West Reading, PA 19611  
610-374-8273 Fax: 610-374-8419  
E-mail: [gtindall@westreadingborough.org](mailto:gtindall@westreadingborough.org)

## **WINDSOR TOWNSHIP**

730 Monument Road  
Hamburg, PA 19526  
610-562-3769 Fax: 610-562-9685  
E-mail: [clong1019@aol.com](mailto:clong1019@aol.com)

## **WOMELSDORF BOROUGH**

101 West High Street  
Womelsdorf, PA 19567  
610-589-4470 Fax: 610-589-5344  
E-mail: [womelsdorfborough@comcast.net](mailto:womelsdorfborough@comcast.net)

## **WYOMISSING BORO**

Borough Hall, 22 Reading Boulevard  
Wyomissing, PA 19610  
610-376-7481 Fax: 610-376-8470  
E-mail: [mheim@wyopd.org](mailto:mheim@wyopd.org)

# School Districts

## **ANTIETAM**

100 Antietam Road  
Reading, PA 19606  
610-779-0554 Fax: 610-779-4424  
[www.antietamsd.org](http://www.antietamsd.org)

## **BOYERTOWN**

911 Montgomery Avenue  
Boyertown, PA 19512  
610-367-6031 Fax: 610-369-7620  
[www.boyertownasd.org](http://www.boyertownasd.org)

## **BRANDYWINE HEIGHTS**

200 W. Weis Street  
Topton, PA 19562  
610-682-5100 Fax: 610-682-5136  
[www.bhasd.k12.pa.us](http://www.bhasd.k12.pa.us)

## **CONRAD WEISER**

44 Big Spring Road  
Robesonia, PA 19551  
610-693-8545 Fax: 610-693-8586  
[www.conradweiser.org](http://www.conradweiser.org)

## **DANIEL BOONE**

Matthew Brooke Building, Suite 200  
321 N. Furnace Street  
P.O. Box 490  
Birdsboro, PA 19508  
610-582-6140 Fax: 610-582-0059  
[www.dboone.k12.pa.us](http://www.dboone.k12.pa.us)

## **EXETER TOWNSHIP**

3650 Perkiomen Avenue  
Reading, PA 19606  
610-779-0700 Fax: 610-779-7104

## **FLEETWOOD**

801 N. Richmond Street  
Fleetwood, PA 19522  
610-944-8111 Fax: 610-944-9408  
[www.fleetwoodasd.k12.pa.us/](http://www.fleetwoodasd.k12.pa.us/)

## **GOVERNOR MIFFLIN**

10 S. Waverly Street  
Shillington, PA 19607  
610-775-1461 Fax: 610-775-6586  
[www.governormifflinsd.org](http://www.governormifflinsd.org)

## **HAMBURG**

Windsor Street  
Hamburg, PA 19526-0401  
610-562-2241 Fax: 610-562-2634  
[www.hasdhawks.org](http://www.hasdhawks.org)

## **KUTZTOWN**

50 Trexler Avenue  
Kutztown, PA 19530  
610-683-7361 Fax: 610-683-7230  
[www.kasd.org](http://www.kasd.org)

## **MUHLENBERG**

801 Bellevue Avenue  
Laureldale, PA 19605-1799  
610-921-8000 Fax: 610-921-8076  
[www.muhsdk12.org](http://www.muhsdk12.org)

## **OLEY**

17 Jefferson Street  
Oley, PA 19547  
610-987-4100  
[www.oleyvalleysd.org](http://www.oleyvalleysd.org)

## **READING AREA**

800 Washington Street  
Reading, PA 19601-3691  
610-371-5611 Fax: 610-371-5971  
[www.readingsd.org](http://www.readingsd.org)

## **SCHUYLKILL VALLEY**

929 Lakeshore Drive  
Leesport, PA 19533-8631  
610-916-0957 Fax: 610-926-3960  
[www.schuykillvalley.org](http://www.schuykillvalley.org)

## **TULPEHOCKEN**

27 Rehrersburg Road  
Bethel, PA 19507  
717-933-4611 Fax: 717-933-9724  
[www.tulpehocken.org](http://www.tulpehocken.org)

## **TWIN VALLEY**

4851 N. Twin Valley Road  
Elverson, PA 19520-9310  
Superintendent's Office: 610-286-8611  
Business Office: 610-286-8652  
Fax: 610-286-8608  
[www.tvsd.org](http://www.tvsd.org)

## **WILSON**

2601 Grandview Boulevard  
West Lawn, PA 19609-1324  
610-670-0180 Fax: 610-670-9101  
[www.wilson.k12.pa.us](http://www.wilson.k12.pa.us)

## **WYOMISSING**

630 Evans Avenue  
Wyomissing, PA 19610-2636  
610-374-0739 Fax: 610-374-0948  
[www.wyoarea.org](http://www.wyoarea.org)

## Colleges & Universities

**Albright**  
COLLEGE

13th and Bern Streets  
P.O. BOX 15234  
Reading, PA 19612-5234  
610-921-2381

**Alvernia**

Bernardine Street  
Reading, PA 19607  
1-888-ALVERNIA

**KUTZTOWN**  
UNIVERSITY

P.O. Box 730  
Kutztown, PA 19530  
610-683-4000  
[www.kutztown.edu](http://www.kutztown.edu)

**PENNSTATE**  
 Berks

Tulpehocken Road  
P.O. Box 7009  
Reading, PA 19610  
610-396-6000

**RACC**  
READING AREA COMMUNITY COLLEGE

Ten South Second Street  
P.O. Box 1706  
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