



THE COUNTY OF CHESTER



COMMISSIONERS
Marian D. Moskowitz
Josh Maxwell
Michelle Kichline

OFFICE OF THE COMMISSIONERS
313 W. Market Street, Suite 6202
P.O. Box 2748
West Chester, PA 19380-0991
(610) 344-6100

AGENDA **COMMISSIONERS' MEETING**

March 11, 2021

- 1. CALL MEETING TO ORDER**
- 2. ANNOUNCEMENTS**
 - Executive Session – The Board of Commissioners met in Executive Session on Tuesday, March 9, 2021 to discuss personnel and legal matters.
- 3. MINUTES OF THE PREVIOUS MEETING**
- 4. PUBLIC COMMENT ON AGENDA**
- 5. OLD BUSINESS**
 - a. **Bid Rejection**
It is recommended by the Department of Procurement and General Services that the Board of Commissioners reject the attached bids.
 - b. **Declaration of Disaster Emergency**
Resolution of the Chester County Commissioners authorizing an amendment to extend the December 10, 2020 Declaration of Disaster Emergency
 - c. **Ethics Policy**
It is recommended that the Board of Commissioners adopt the attached clarifications to the previously approved County Ethics Policy.
- 6. NEW BUSINESS**
 - a. **Authorities, Boards, and Commissions**
It is recommended that the Board of Commissioners approve the attached appointments.
 - b. **Authorization to Bid**
It is recommended by the Department of Procurement and General Services that the Board of Commissioners approve the attached authorization to bid.
 - c. **Contracts**
 - d. **Grants**
- 7. PERSONNEL MATTERS**
 - a. **Human Resources Agenda**

8. FINANCIAL MATTERS

a. Finance Agenda

9. PUBLIC COMMENT

10. ADJOURNMENT



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COMMISSIONERS' MEETING MINUTES

February 18, 2021

1. CALL MEETING TO ORDER

The public meeting of the Chester County Board of Commissioners was called to order at 10:00 AM on February 18, 2021 via webinar by the Chair of the Board of Commissioners, Marian D. Moskowitz. Commissioner Josh Maxwell and Commissioner Michelle Kichline were also present.

CALL TO ORDER

2. ANNOUNCEMENTS

Chair Moskowitz announced that the Board of Commissioners met in Executive Session on Wednesday, February 17, 2021 to discuss personnel and legal matters.

ANNOUNCEMENTS

3. MINUTES OF PREVIOUS MEETING

Commissioner Maxwell made a motion to approve the minutes from the last meeting on February 4, 2021. Commissioner Kichline seconded the motion. After a roll call vote, all Commissioners voted yes and unanimously approved the minutes from the February 4, 2021 Commissioners' Meeting.

MINUTES APPROVED

4. PUBLIC COMMENT ON AGENDA

Heather McCreary and Beth Rosica raised concerns about the Health Department's COVID-19 guidance in relation to schools. Chair Moskowitz asked that comments be held until the Public Comment section at the end of the meeting.

PUBLIC COMMENT

5. OLD BUSINESS

There were no items of old business.

OLD BUSINESS

6. NEW BUSINESS

NEW BUSINESS

a. Resolution 04-21

Commissioner Kichline made a motion to approve Resolution 04-21 approving an agreement with the Chester County Water Resources Authority for the transfer of a property known as the Rice Farm. Commissioner Maxwell seconded the motion. After a roll call vote, all Commissioners voted yes and unanimously approved Resolution 04-21.

Resolution 04-21

b. Resolution 05-21

Commissioner Maxwell made a motion to approve Resolution 05-21 authorizing the EPA Green Power Partnership Agreement. Commissioner Kichline seconded the motion. After a roll call vote, all Commissioners voted yes and unanimously approved Resolution 05-21.

Resolution 05-21

c. **Resolution 06-21**

Commissioner Kichline made a motion to approve Resolution 06-21 to support the naming of an unnamed 1.9-mile-long tributary of the West Branch of Big Elk Creek in Lower Oxford Township and the Borough of Oxford in Chester County as Black Walnut Creek. Commissioner Maxwell seconded the motion. After a roll call vote, all Commissioners voted yes and unanimously approved Resolution 06-21.

Resolution 06-21

d. **Intergovernmental Transfer Agreement**

Commissioner Kichline made a motion to approve an Intergovernmental Agreement between the counties of Bucks, Chester, Delaware, Montgomery, and Philadelphia for a Southeast Pennsylvania Regional Household Hazardous Waste Education, Collection and Management Program. Commissioner Maxwell seconded the motion. After a roll call vote, all Commissioners voted yes and unanimously approved the Intergovernmental Transfer Agreement.

Intergovernmental Transfer Agreement

e. **Memorandum of Understanding**

Commissioner Maxwell made a motion to approve a Memorandum of Understanding between the City of Philadelphia and SEPA Regional Partners. Commissioner Kichline seconded the motion. After a roll call vote, all Commissioners voted yes and unanimously approved the Memorandum of Understanding.

Memorandum of Understanding

f. **Contracts**

Commissioner Maxwell made a motion to approve the Contracts Agenda. Commissioner Kichline seconded the motion. A roll call vote was conducted. Chair Moskowitz abstained from voting on a contract with the Chester County Economic Development Council, and on a contract with West Chester University. Other than these two contracts, all Commissioners voted yes and approved the Contracts agenda.

Contracts

g. **Grants**

Commissioner Kichline made a motion to approve the Grants Agenda. Commissioner Maxwell seconded the motion. After a roll call vote, all Commissioners voted yes and unanimously approved the Grants Agenda.

Grants

7. PERSONNEL MATTERS

PERSONNEL

a. **Human Resources Agenda**

Commissioner Kichline made a motion to approve the Human Resources Agenda. Commissioner Maxwell seconded the motion. After a roll call vote, all Commissioners voted yes and unanimously approved the Human Resources Agenda.

8. FINANCIAL MATTERS

FINANCE

a. Finance Agenda

Commissioner Maxwell made a motion to approve the Finance Agenda. Commissioner Kichline seconded the motion. After a roll call vote, all Commissioners voted yes and unanimously approved the Finance Agenda with the following items:

- Budget Change 21-20
- Budget Change 04-21
- Vouchers as submitted by the Controller

9. PUBLIC COMMENT

PUBLIC COMMENT

Beth Rosica, Heather McCreary, Suzie Smith, Rachel Langan, Kathy DiMarino, and Stacey Whomsley all expressed concerns about the Health Department's guidance in relation to the COVID-19 situation and schools reopening.

Stacey Whomsley expressed that she is an employee of Pfizer, and clarified that no pediatric vaccine for COVID-19 is available at this time.

There was no further public comment.

10. ADJOURNMENT

ADJOURNMENT

The meeting was adjourned following a motion made by Commissioner Maxwell, which was seconded by Commissioner Kichline. After a roll call vote, all Commissioners unanimously approved the motion to adjourn the meeting. Meeting adjourned at 10:24 AM.



Taken by Taylor Pettit

On behalf of Chief Clerk Robert J. Kagel

Commissioners Agenda 03/11/2021

Bid Rejection:

The Department of Procurement and General Services recommends to the Board of Commissioners the following Bids for Pest Control Services be rejected.

Pest Control Services, Bid #015101-1378A:

Western Pest Services	\$ 16,760.00	*
Tri County Pest Services	\$ 27,837.50	**

* Non-responsive

** Over budget

**RESOLUTION OF THE CHESTER COUNTY
COMMISSIONERS
AUTHORIZING AN AMENDMENT TO
Extend the December 10, 2020 Declaration of Disaster Emergency**

WHEREAS, on March 13, 2020 and continued by extension until it was rescinded formally on June 23, 2020, the Chester County Commissioners, by Resolution, effected and approved a Declaration of Disaster Emergency pursuant to the Pennsylvania Emergency Management Services Code, 35 Pa C.S. §§ 7101, et seq. (“Emergency Code”) in response to the significant, increased health, emergency and safety concerns presented by the 2019 coronavirus (“COVID-19”); and

WHEREAS, on December 10, 2020 the Chester County Commissioners, by Resolution, effected and approved a new Declaration of Disaster Emergency pursuant to the Pennsylvania Emergency Management Services Code, 35 Pa C.S. §§ 7101, et seq. (“Emergency Code”) in response to the significant, increased health, emergency and safety concerns presented by the 2019 coronavirus (“COVID-19”); and

WHEREAS, on December 10, 2020 Declaration of Disaster Emergency in response to the significant, increased health, emergency and safety concerns presented by the 2019 coronavirus (“COVID-19”) is set to expire on March 10, 2021 unless formally extended by the Chester County Commissioners; and

WHEREAS, nationwide, the COVID-19 pandemic has caused the loss of over 500,000 lives – more than 700 of which are from Chester County – and endangered the health, safety and welfare of a substantial number of residents as well as substantial public health, medical, and emergency response burdens; and

WHEREAS, continued immediate proactive emergency management measures are still required to mitigate and reduce the severity of this COVID-19 public health emergency for purposes of protecting the health, safety and welfare of residents in Chester County; and

WHEREAS, the Chester County Commissioners find that the current consequences of the COVID-19 pandemic still meet the qualifications of the Emergency Code, 35 Pa C.S. § 7501. *Friends of Danny DeVito v. Wolf*, 227 A.3d 872, 887–89 (Pa. 2020); and

WHEREAS, proactive emergency management measures are required for a duration of an additional ninety (90) days from the effective date, which duration is consented to by the Chester County Commissioners pursuant to Section 7501(b) of the Emergency Code, 35 Pa C.S. § 7501(b), unless and until amended or rescinded by the Chester County Commissioners.

NOW, THEREFORE, BE IT RESOLVED, we, the undersigned Board of Commissioners of the County of Chester, pursuant to the provisions of Section 7501 of the Emergency Code, 35 Pa C.S. § 7501, do hereby amend the December 10, 2020 Disaster Declaration to extend it for an additional 90 days from the date of this Resolution; and

FURTHER, the effect of this extended Declaration of Local Disaster Emergency is continue to activate the response and recovery aspects of any and all applicable local emergency management plans and to authorize the furnishing of aid and assistance thereunder; and

FURTHER, we direct the Director, Chester County Department of Emergency Services, working in close coordination with the Director, Chester County Health Department, to continue to coordinate the activities of emergency response; to take all appropriate action needed to alleviate the effects of this emergency; to aid in the restoration of essential public services; to include the employment of temporary workers, the rental of necessary equipment, and to enter into such contracts and agreements as may be necessary to meet the emergency, all without regard to the time-consuming procedures and formalities normally prescribed by law, as well as to take other necessary steps to aid in the prevention, preparedness, and recovery as deemed necessary to continue to respond to this disaster emergency; and

FURTHER, this extended Declaration of Local Disaster Emergency shall be given prompt and general publicity as required by Section 7501 of the Emergency Code, 35 Pa C.S. § 7501; and

FURTHER, the effect of this Declaration of Local Disaster Emergency shall remain in full force until June 9, 2021 unless amended or revoked by the Chester County Commissioners; and

DECLARED this 11th day of March, 2021.

COMMISSIONERS:

Marian D. Moskowitz, Chair

Josh Maxwell, Commissioner

Michelle Kichline, Commissioner

ATTEST:

Robert J. Kagel, Chief Clerk

**COUNTY OF CHESTER
EMPLOYEE CODE OF ETHICS**

I. STATEMENT OF PURPOSE

This Employee Code of Ethics (the “Code”) is intended to set forth, and govern, the ethical conduct of all individuals employed by Chester County (the “County”). In addition to the provisions of this Code, all employees and elected officials are subject to and are expected to adhere to and be familiar with the Pennsylvania Public Official and Employee Ethics Act; 65 P.S. §§ 1101, et seq.

II. GENERAL PROVISIONS

- A. Reference to Chester County or the “County” herein shall not include the Judicial Branch or the elected Row Officers. Each Row Office operates independently and has the right to adopt its own policies, including this Code or its own Ethics Policy or Code of Conduct.
1. If Row Officers do not adopt this Code or their own Ethics Policy or Code of Conduct, Row Officers and their employees must adhere to the Pennsylvania Public Official and Employee Ethics Act; 65 P.S. §§ 1101, et seq.
 2. Judicial Branch employees must adhere to the Supreme Court of Pennsylvania’s Code of Conduct for Employees of the Unified Judicial System and/or other orders issued by the President Judge.
- B. This Code of Ethics applies to employees over which the Board of Commissioners has supervisory authority, including the Board of Commissioners and all persons they appoint to authorities, boards, and commissions.
- C. The County Administrator shall be responsible for communicating to all employees the provisions of this Code of Ethics, which may be done through intermediaries such as Department heads or their deputies should the County Administrator determine it appropriate. These provisions will be covered as part of the orientation provided to all new and current employees and shall be included in the Chester County Employee Handbook.
- D. As a condition of initial and continuing continued employment with the County, each person shall sign a statement to the effect they have received a copy of this Code, understands its contents, and agrees to abide by established policies.
- E. From time to time, the County Administrator may require additional training and/or orientation on issues related to ethics. Each employee shall be required to participate in any such additional training and/or orientation.

- F. Each employee of the County is charged with knowledge of this Code of Ethics and is expected to follow its mandates and intent. Should any employee of the County have reason to doubt the applicability of any provision to their position, it is the duty of that person to seek clarification from their Department Head.
- G. Current or former employees may request an advisory opinion for interpretation of this Code relating to a specific situation. They must make this request for their own affairs and should submit the request in writing, with sufficient details to allow for the Director of Human Resources and County Solicitor to provide clarification on the situation.
- H. The Commissioners may subsequently modify all or part of this Code at their sole discretion.

III. CONFLICTS OF INTEREST: ACTUAL & POTENTIAL

- A. An actual conflict of interest is defined as the receipt of some personal benefit in exchange for the employee doing their job or in an effort to influence the employee's performance of their job. Employees shall not engage in behavior that creates an actual conflict of interest.
- B. Employees must take all necessary steps to avoid potential conflicts of interest or the appearance of impropriety. A potential conflict of interest arises when an employee has the opportunity to exploit their employment for their personal benefit or when circumstances exist that create the impression that an employee is misusing or abusing their position. Recognizing that certain potential conflicts of interest may arise, all such potential conflicts of interests must be reported to the Director of Human Resources immediately upon discovery.
- C. Specific types of conduct create unacceptable actual or potential conflicts of interest. This conduct is prohibited. It includes, but is not limited to, the following behavior by County employees:
 - 1. Engaging in outside employment which might, in any way, interfere with or be in conflict with their duties as employees of the County (if an employee is uncertain, they should consult with their Department Head and/or the Director of Human Resources);
 - 2. Engaging directly or indirectly in any business transaction or private arrangement for profit which arises from or is based upon the employee's official position or authority;
 - 3. Soliciting or receiving any benefit resulting in personal gain to the employee (excluding County remuneration) or someone on their behalf, the receipt of which influences, or would be reasonably likely to influence, the performance of that employee's job within the County;

4. Representing or acting as an agent for any private interest, whether for compensation or not, in any transaction in which the County has a direct and substantial interest and which could be reasonably expected to result in a conflict between a private interest of the employee and their official public responsibility;
5. Engaging in any personal business transaction which would be reasonably likely to negatively influence the performance of that employee's job within the County; or
6. Acting in violation of state and/or federal law, including but not limited to the Pennsylvania Public Official and Employee Ethics Act; 65 P.S. §§ 1101, et seq.

IV. POLITICAL ACTIVITY

- A. Employees of the County may participate in an individual capacity in political activities (such as campaigning, solicitation, fundraising, or poll watching) on their own personal time, but only to the extent that such participation does not conflict or interfere with the performance of their duties and provided that such participation does not conflict with any applicable law, statute, regulation, management directive or other order. For the purpose of this policy, personal time excludes any time during an employee's working hours. Lunch breaks do not constitute working hours. Employees may engage in political activity at any time during an employee's working hours by using accrued time off benefits or taking an approved, qualified leave of absence. However, with the exception of a sitting County elected official, to the extent a County employee participates in any form of political activity on their own personal time, such employee shall not use their County seal/title or other County identification in connection with such activities.
- B. Employees of the County are prohibited from participating in any political activities during the employee's working hours, and are prohibited from using County supplies, stationery, equipment, uniforms, and all other County resources in connection with any political activity. Moreover, with the exception of a sitting County elected official, County employees are prohibited from using any information which is not already public record, and obtained by them as a result of their employment with the County in connection with any political activity.
- C. Employees of the County are prohibited from participating in any political activities on any property owned or leased by Chester County, except for those areas which are considered public spaces and which are generally open to members of the public.
- D. No employee shall solicit or be solicited for political contributions as a condition of current or future employment or with the intent of receiving a personal favor or other benefit related to their County employment.

- E. With the exception of a sitting County elected official, an employee of the County who is a candidate for any public office to which remuneration is or is not provided must notify their Department Head and the Director of Human Resources in writing within one business day after any general public announcement of the candidacy or the filing of appropriate documents, whichever is earlier.
- F. With the exception of a sitting County elected official, an employee of the County may not accept appointment to another governmental position without first notifying their Department Head and the Director of Human Resources in writing at least one week before any general public announcement of the appointment. Included in these positions are appointments to state and local offices which may have no set term and which are uncompensated and advisory, but which are nonetheless charged with a governmental purpose. The Director of Human Resources, in consultation with the County Solicitor, will issue a written determination for the employee as to whether the appointment presents a conflict of interest.
- G. No County employee at any time shall be compelled, whether directly or indirectly, to perform political activity of any kind, whether on County time or personal time.
- H. An employee of the County may participate in charitable, religious, and any other public service volunteer work without limitation, subject to the other requirements of this Code.
- I. No employee may be given a benefit in their job in exchange for the performance of a political task.
- J. With the exception of a sitting elected official, employees must abide the Hatch Act, 5 U.S.C. §1501, *et seq.*, and are prohibited from becoming a candidate for partisan elective office if the salary of their position is paid completely, directly or indirectly, by loans or grants made by the United States or Federal agency. The Hatch Act of 1939 precludes certain political activities by local employees “who are principally employed in connection with programs financed in whole or in part by loans or grants made by the United States or a federal agency.” For specific information about the requirements of this Act, please visit the Federal Office of Special Counsel’s website at www.osc.gov or consult with the Director of Human Resources and the County Solicitor.

V. GIFTS

- A. No employee shall accept gifts, gratuities, favors, loans, or any other item(s) from:
 - 1. A person or business having a financial relationship with the County;
 - 2. A person or business whose operations or activities are regulated or inspected by the County;

3. A principal and/or attorney in proceedings in which the County is an adverse party; or
 4. Any person or business where the performance or non-performance of any official duty may be influenced or affected.
- B. Gifts motivated solely by a family relationship or personal friendship may be accepted and are not prohibited by this Code. For the purposes of this Code, family is defined as spouse, child, brother, sister, parent, grandparent, grandchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepson, stepdaughter, uncle, aunt, niece, nephew, and first cousin.
- C. Food and perishable items of nominal value may be accepted. Nominal value is considered \$100 or less.
- D. Those items intended to memorialize community events, special award presentations, unique occasions and other public appearances (i.e., plaques, medals, t-shirts, flowers, candy, baked goods and other perishable items) are assumed to have nominal value and therefore may be accepted.
- E. If an employee is uncertain whether a gift offered from a member of the public is acceptable or considered of nominal value, the gift may be conditionally accepted, and the Director of Human Resources or County Solicitor shall be consulted as soon as practical regarding whether the gift may be kept, given to charity, or returned to the giver.

VI. MISUSE OF PERSONAL SERVICES AND COUNTY PROPERTY

- A. No employee shall receive, request, encourage, or otherwise allow any other County employee to provide services of a personal nature to them during work hours. However, employees may voluntarily provide services of a personal nature for co-workers on their own personal time.
- B. County materials and equipment are intended to be utilized for official County purposes. Personal usage is allowed only if “de minimus” in nature and reasonable under the totality of circumstances, as determined by the Director of Human Resources or County Solicitor. However, under no circumstances shall any County materials or equipment be utilized for political purposes, even if considered “de minimus” in nature.

VII. CONFIDENTIALITY

- A. All information, no matter how acquired during the course of employment with the County, is deemed strictly confidential unless such information is available to the

public, and is not to be disseminated for any reason unless connected with the performance of an employee's official duties. No County documents shall be removed from the office where the person is employed unless express permission has been granted by the Department Head. No County documents except public records may be copied, including electronic copies, unless express permission has been granted by the Department Head, County Public Information Officer, or County Right-to-Know Officer. Information deemed public should be released in accordance with the County's Right-to-Know policy and/or a Department's policy concerning the release of information. Nothing in this section should be construed as limiting an employee's right to report any concerns to any entity or appropriate authority¹, nor limiting any rights or protections afforded employees under any County policy, regulation, statute, or law for making such report.

VIII. ETHICAL VIOLATIONS – REPORTING / ENFORCEMENT / PENALTIES

A. All employees are under an ethical obligation to disclose any violations of this Code to their immediate supervisor, who shall then report the alleged violation to the Department Head, Director of Human Resources or the County Solicitor.* The obligation to report applies to any alleged violation which is either:

1. Personally witnessed by the employee; or
2. Where the employee has received reliable information that a violation has occurred.

*In instances where an Elected Row Officer chooses to adopt this Ethics Policy as written, said Elected Row Officer should determine where employees of that particular Office shall report any and all ethical violations.

B. Attorneys in supervisory roles must pay special attention to Pennsylvania Rule of Professional Conduct 5.1, infra, Responsibilities of Partners, Managers and Supervisory Lawyers, which holds certain individuals in supervisory positions accountable for the ethical violations of others (See Appendix "A").

C. When a violation of the Code of Ethics is alleged to have occurred, the Director of Human Resources, together with the County Solicitor, shall gather all pertinent information related to any alleged violation, make a determination as to whether a violation of the Code of Ethics has occurred, and report their findings in a written report to the employee alleged to have committed the violation, with a copy to the employee's Department Head and the County Administrator. In the event such

¹ "Appropriate Authority" is defined under the Pennsylvania Whistleblower Law is "[a] Federal, State or local government body, agency or organization having jurisdiction over criminal law enforcement, regulatory violations, professional conduct or ethics, or waste; or a member, officer, agent, representative or supervisory employee of the body, agency or organization. The term includes, but is not limited to, the Office of Inspector General, the Office of Attorney General, the Department of the Auditor General, the Treasury Department, the General Assembly and committees of the General Assembly having the power and duty to investigate criminal law enforcement, regulatory violations, professional conduct or ethics, or waste. See, 43 P.S. §1422.

employee disputes the written report, the employee may request the County Administrator conduct a review of that determination. Such a request shall be made within ten business days of receipt by the employee of the written determination. The County Administrator will issue a written determination of their review. In the event the employee disputes the County Administrator's written determination of the review, said employee may request that the Commissioners conduct a review. Such a request shall be made in writing within five business days of receipt by the employee of the County Administrator's written determination. The Commissioners, by a majority decision, shall issue a written determination which will be provided to the employee as to whether a violation of the Code of Ethics has occurred. The decision of the Board of Commissioners will be final and binding.

*In instances where an Elected Row Officer chooses to adopt this Ethics Policy as written, the Elected Row Officer should determine whether they will gather all of the pertinent information related to the alleged violation and any findings resulting therefrom, or whether they will delegate that responsibility to the Director of Human Resources, together with the County Solicitor, to conduct the investigation and report said findings back in writing to the Elected Row Officer for further handling. The Elected Row Officer should advise the employee of said findings in writing and this decision will be binding on the employee.

- D. When a violation of the Code of Ethics is found to have occurred the disciplinary procedure applicable to that employee shall be followed. Depending on the seriousness of the violation, an employee may be subject to disciplinary action up to and including termination.

IX. SPECIAL RULES FOR ATTORNEYS

Attorneys employed by the County:

- A. Shall not refer to private attorneys any claims or actual cases which involve the County as an actual or potential adverse party, nor advise private attorneys regarding such matters;
- B. Shall conduct themselves in accordance with 204 Pa. Code Chapter 81 (relating to the Rules of Professional Conduct) and, upon termination of County employment, shall carefully adhere to Pennsylvania Rule of Professional Conduct Rule 1.11, infra, Special Conflicts of Interest for Former and Current Government Offices and Employees;
- C. If subject to the Pennsylvania Public Official and Employee Ethics Act; 65 P.S. §§ 1101, et seq., shall follow the provisions of such law and any regulations thereunder;
- D. Shall make timely payment of the annual registration fee to the Pennsylvania Supreme Court as a prerequisite to the practice of law in Pennsylvania and thus a condition of continued employment in the County; and

- E. Shall ensure that they are compliant with the annual requirements of the Pennsylvania Continuing Legal Education Board as a prerequisite to the practice of law in Pennsylvania and thus a condition of continued employment in the County.

X. CONTRACTING/DOING BUSINESS WITH COUNTY

- A. No elected official or employee may enter into a contract with, or do work for, resulting in remuneration, with the County outside their normal scope of employment or elected office.
- B. No former elected official or former employee meeting the criteria set forth in subparagraph (i) below may enter into a contract with, or do work for, the County for a period of 12 months following their separation from service with the County to the extent restricted or prohibited under the Pennsylvania State Ethics Act; 65 P.S. §§ 1101, et seq. This includes acting as a subcontractor for a firm holding or attempting to hold a contract with the County as well as being an employee of a firm holding or attempting to hold a contract with the County. In the event a former elected official or former employee leaves County service to work for a firm holding a contract with or attempting to hold a contract with the County, that former elected official or former employee cannot do work on the County's contract for a period of 12 months following their separation from service with the County. Nothing in this section prohibits the County from rehiring a former elected official or former employee as an employee of the County at any time.

- i. "Former Employee" is defined as an individual formerly employed by the County who was responsible for taking or recommending official action of a non-ministerial nature regarding any or all of the following:
 - a. contracting or procurement;
 - b. administering or monitoring grants or subsidies;
 - c. planning or zoning;
 - d. inspecting, licensing, regulating or auditing any person; or
 - e. any other activity where the official action has an economic impact of greater than a "de minimis" nature on the interests of any person.

COUNTY OF CHESTER

Authorities, Boards and Commissions

March 11, 2021

Chester County Office of Aging Citizens' Advisory Council

Reappoint Mary Sue Boyle for a term ending 3/31/2024

Chester County Drug and Alcohol Advisory Board

Reappoint Elizabeth Dean for a term ending 3/31/2024

Reappoint Norman Pine for a term ending 3/31/2024

Chester County Library Board

Appoint Michael Skay for a term ending 3/31/2024

Appoint Brian Taylor for a term ending 3/31/2024

Commissioners Agenda 03/11/2021

Authorization to Bid:

The Department of Procurement and General Services is requesting Authorization to Bid the following:

- **Exton Library Common Area Modifications**

County of Chester
COMMISSIONERS' CONTRACT AGENDA
DATE: 11-MAR-2021

<u>Location</u>	<u>Type</u>	<u>Amount \$</u>	<u>Term</u>	<u>Description/Funding Percentage</u>
<u>Aging Services</u>				
Vendor: Brandywine Valley Active Aging Contract ID: 0020027	Contract	141,525.00	01-01-2021 06-30-2021	This contract provides funding to support Senior Center Services for the provision of congregate meals, information and assistance, social, recreation and health monitoring services for both the Coatesville Area Senior Center and Downingtown Area Senior Center. CO: 0% ST: 100% FED: 0%
<u>Children Youth and Families</u>				
Vendor: Chester County Intermediate Unit Contract ID: 0018029	Amendment	0.00	02-01-2021 06-30-2021	Amendment #4: This amendment adds the Virtual Attendance Support Program (VASP) and updates the existing Appendices for Behavioral and School Liaison Specialists and Truancy Intervention Services. CO: 20% ST: 75% FED: 5%
<u>Community Development</u>				
Vendor: Rover Community Transportation, Inc. Contract ID: 0015417	Amendment	0.00	04-01-2021 06-30-2021	Amendment #12: This amendment adjusts the allowable hybrid-cost fixed rate to \$45.08 for the period of April 1, 2021 through June, 20 2021. The cost associated with this amendment is funded by the Medical Assistance Transportation Program (MATP). This supports Strategic Business Plan Housing and Community Development activity. CO: 0% ST: 100% FED: 0%
Vendor: Oxford Borough Contract ID: 0020167	Contract	650,000.00	01-01-2021 12-31-2022	This contract provides funding for downtown improvements to roadways, sidewalks, pedestrian safety and multimodal circulation in an area adjacent to the new parking lot, public transportation center and other amenities. The cost associated with this contract is funded by the Community Revitalization Program. This supports Strategic Business Plan Community Revitalization activity. CO: 100% ST: 0% FED: 0%
Vendor: Human Services, Inc. Contract ID: 0020168	Contract	80,000.00	01-01-2021 12-31-2021	This contract renews funding for Emergency Rental Assistance for low or median income families and individuals. The cost associated with this contract is funded by the Housing Trust Program. This supports Strategic Business Plan Housing and Community Support Services activity. CO: 100% ST: 0% FED: 0%
Vendor: Human Services, Inc. Contract ID: 0020242	Contract	50,000.00	01-01-2021 12-31-2021	This contract renews funding for the SSI/SSDI Outreach, Access and Recovery Program (SOAR). The cost associated with this contract is funded by the Community Services Block Grant. This supports Strategic Business Plan Housing and Community Support Services activity. CO: 0% ST: 0% FED: 100%

County of Chester
COMMISSIONERS' CONTRACT AGENDA
DATE: 11-MAR-2021

<u>Location</u>	<u>Type</u>	<u>Amount \$</u>	<u>Term</u>	<u>Description/Funding Percentage</u>
<u>Community Development</u>				
Vendor: Human Services, Inc. Contract ID: 0020254	Contract	21,000.00	01-01-2021 12-31-2021	This contract provides funding for administration of the Continuum of Care (CoC) Safe Haven Program. The cost associated with this contract is funded by the Community Services Block Grant and the Coronavirus AID, Relief, and Economic Security (CARES) Act. This supports Strategic Business Plan Housing and Community Support Services activity. CO: 0% ST: 0% FED: 100%
Vendor: WC Atkinson Memorial Community Contract ID: 0020245	Contract	60,000.00	01-01-2021 12-31-2021	This contract renews funding for the Emergency Shelter Program. The cost associated with this contract is funded by the Community Services Block Grant. This supports Strategic Business Plan Homeless Shelter Services activity. CO: 0% ST: 0% FED: 100%
Vendor: Community, Youth & Women's Alliance Contract ID: 0020246	Contract	165,000.00	01-01-2021 12-31-2021	This contract renews funding for the Emergency Shelter and Case Management Programs. The cost associated with this contract is funded by the Emergency Solutions (HUD) Grant. This supports Strategic Business Plan Homeless Shelter Services activity. CO: 0% ST: 0% FED: 100%
Vendor: Good Samaritan Services Contract ID: 0020248	Contract	25,000.00	01-01-2021 12-31-2021	This contract renews funding for the Emergency Shelter Program. The cost associated with this contract is funded by the Community Services Block Grant. This supports Strategic Business Plan Homeless Shelter Services activity. CO: 0% ST: 0% FED: 100%
Vendor: Housing Authority Of Chester County Contract ID: 0020249	Contract	30,000.00	01-01-2021 12-31-2021	This contract renews funding for the Housing Locator Program. The cost associated with this contract is funded by the Community Services Block Grant. This supports Strategic Business Plan Housing and Community Support Services activity. CO: 0% ST: 0% FED: 100%
Vendor: Housing Authority Of Chester County Contract ID: 0020269	Contract	3,000,000.00	01-01-2021 12-31-2021	This contract provides funding for rental and utility assistance to individuals and families at risk of homelessness. The cost associated with this contract is funded by the United States Department of the Treasury Emergency Rental Assistance Program (EARP). This supports Strategic Business Plan Housing and Community Support Services activity. CO: 0% ST: 0% FED: 100%
Vendor: Kennett Area Community Service Contract ID: 0020250	Contract	50,000.00	01-01-2021 12-31-2021	This contract renews funding for the Homeless Prevention and Diversion Program. The cost associated with this contract is funded by the Community Development Block. This supports Strategic Business Plan Housing and Community Support Services activity. CO: 0% ST: 0% FED: 100%

County of Chester
COMMISSIONERS' CONTRACT AGENDA
DATE: 11-MAR-2021

<u>Location</u>	<u>Type</u>	<u>Amount \$</u>	<u>Term</u>	<u>Description/Funding Percentage</u>
<u>Community Development</u>				
Vendor: Legal Aid of Southeastern PA Contract ID: 0020251	Contract	35,000.00	01-01-2021 12-31-2021	This contract renews funding for the Legal Advocacy and Education to Prevent Homelessness Program. The cost associated with this contract is funded by the Community Development Block Grant. This supports Strategic Business Plan Housing and Community Support Services activity. CO: 0% ST: 0% FED: 100%
Vendor: Open Hearth, Inc. Contract ID: 0020252	Contract	120,000.00	01-01-2021 12-31-2021	This contract renews funding for the Targeted Homeless Resource Coordination Program. The cost associated with this contract is funded by the Community Services Block Grant, the Community Development Block Grant and Mental Health's Health Choices. This supports Strategic Business Plan Housing and Community Support Services activity. CO: 0% ST: 50% FED: 50%
Vendor: Open Hearth, Inc. Contract ID: 0020270	Contract	107,000.00	01-01-2021 12-31-2021	This contract renews funding for the Continuum of Care (CoC) Housing Administration and Housing Stability Case Management Program. The cost associated with this contract is funded by the Community Services Block Grant and the Coronavirus Aid, Relief, and Economic Security (CARES) Act. This supports Strategic Business Plan Housing and Community Support Services activity. CO: 0% ST: 0% FED: 100%
Vendor: Pennsylvania Home of the Sparrow Contract ID: 0020253	Contract	25,000.00	01-01-2021 12-31-2021	This contract renews funding for the Shared Housing Program for homeless and low income individuals and families. The cost associated with this contract is funded by the Community Services Block Grant. This supports Strategic Business Plan Housing and Community Support Services activity. CO: 0% ST: 0% FED: 100%
<u>Controller's Office</u>				
Vendor: Gawthrop Greenwood, PC Contract ID: 0020307	Contract	0.00	03-11-2021 UNTIL COMPLETE	This contract provides Legal Services as required by the Controller's Office. CO: 100% ST: 0% FED: 0%
<u>DCIS</u>				
Vendor: CivicPlus Contract ID: 0013932	Amendment	7,942.17	03-11-2021 OPEN ENDED	Amendment #8: This amendment provides for additional CivicMedia storage and an upgrade to a Platinum Hosting and Security Platform. CO: 100% ST: 0% FED: 0%

County of Chester
COMMISSIONERS' CONTRACT AGENDA
DATE: 11-MAR-2021

<u>Location</u>	<u>Type</u>	<u>Amount \$</u>	<u>Term</u>	<u>Description/Funding Percentage</u>
<u>DCIS</u>				
Vendor: Chesconet Contract ID: 0014831	Amendment	234,495.00	01-01-2021 OPEN ENDED	Amendment #4: This amendment extends the contract term and updates annual pricing for Internet Service Provider (ISP) and Fiber Maintenance Services at all County service locations. CO: 100% ST: 0% FED: 0%
<u>District Attorney</u>				
Vendor: Adams, Ronald Contract ID: 0017652	Amendment	101,951.00	02-22-2021 02-21-2022	Amendment #4: This amendment extends the contract term for an additional one (1) year period for the Training, Prevention and Information-Sharing Systems Program Manager position for the Liberty Mid-Atlantic High Intensity Drug Trafficking Area (LMAHIDTA). CO: 0% ST: 0% FED: 100%
Vendor: Condon, Glenn S. Contract ID: 0017662	Amendment	77,907.00	02-10-2021 02-09-2022	Amendment #4: This amendment extends the contract term for an additional one (1) year period and provides for a base compensation increase of 3% for the Heroin Response Strategy Drug Intelligence Officer for the Liberty Mid-Atlantic High Intensity Drug Trafficking Area (LMAHIDTA). CO: 0% ST: 0% FED: 100%
Vendor: Public Interest Watch Contract ID: 0020231	Contract	51,600.00	02-01-2021 01-31-2022	This contract renews funding for a Prevention Consultant for the Liberty Mid-Atlantic High Intensity Drug Trafficking Area (LMAHIDTA). CO: 0% ST: 0% FED: 100%
<u>Drug and Alcohol Services</u>				
Vendor: Comcast Cable Communications Management Contract Contract ID: 0020241		37,000.00	03-29-2021 06-30-2022	This Contract provides funding for Public Service Announcement (PSA) Advertising Services. CO: 10% ST: 90% FED: 0%
<u>Emergency Services</u>				
Vendor: AeroClave, LLC Contract ID: 0020243	Contract	32,168.56	03-11-2021 04-30-2021	This contract provides for COVID-19 decontamination systems for the Youth Center and Sheriff's Office. CO: 0% ST: 0% FED: 100%
Vendor: Municipal Emergency Services, Inc. Contract ID: 0020244	Contract	41,220.00	03-11-2021 04-30-2021	This contract provides for COVID-19 temperature screening equipment at County buildings. CO: 0% ST: 0% FED: 100%
Vendor: Carahsoft Technology Corporation Contract ID: 0020255	Contract	359,550.00	02-26-2021 02-21-2025	This contract provides software to schedule COVID-19 vaccine appointments. This contract was executed under the Declaration of Disaster Emergency in response to the COVID-19 pandemic. CO: 0% ST: 0% FED: 100%

County of Chester
COMMISSIONERS' CONTRACT AGENDA
DATE: 11-MAR-2021

<u>Location</u>	<u>Type</u>	<u>Amount \$</u>	<u>Term</u>	<u>Description/Funding Percentage</u>
<u>Emergency Services</u>				
Vendor: KOVA, Corp. Contract ID: 0020272	Contract	97,540.06	04-03-2021 04-02-2022	This contract renews Maintenance Services for the existing County voice recorders to support the 9-1-1 Quality Assurance Program as directed by the State. CO: 100% ST: 0% FED: 0%
<u>Facilities</u>				
Vendor: URS Corporation Contract ID: 0016044	Amendment	30,000.00	03-11-2021 UNTIL COMPLETE	Amendment #4: This amendment provides for additional work required for compliance with the National Pollutant Discharge Elimination System (NPDES) MS-4 Permit and the Wastewater Treatment Plant at the Prison. CO: 100% ST: 0% FED: 0%
Vendor: Barbato, Joseph L. Contract ID: 0020277	Contract	6,500.00	03-11-2021 UNTIL COMPLETE	This contract provides for structural engineering analysis and preparation of design drawings to repair the Prison yard wall on "R" Block. CO: 100% ST: 0% FED: 0%
<u>Human Resources</u>				
Vendor: General Healthcare Resources LLC. Contract ID: 0019906	Amendment	0.00	02-23-2021 12-31-2021	Amendment #2: This amendment for Temporary Staffing Services provides for additional positions to the Fee Schedule. CO: 100% ST: 0% FED: 0%
Vendor: PharmPro Staffing Inc. Contract ID: 0020273	Contract	0.00	03-01-2021 12-31-2021	This contract provides Temporary Staffing Services for Pharmacists and Pharmacy Technicians. CO: 100% ST: 0% FED: 0%
Vendor: Cozen O'Connor Contract ID: 0020303	Contract	0.00	03-11-2021 UNTIL COMPLETE	This contract provides Legal Services for labor and employment matters. CO: 100% ST: 0% FED: 0%
<u>Human Services</u>				
Vendor: Access Services, Inc. Contract ID: 0019031	Amendment	10,092.00	03-01-2021 06-30-2021	Amendment #2: This amendment increases funding for addition of the Teen Talk Line that provides call and text support to County youth to support teens before a crisis occurs and allows for a seamless transition to crisis intervention when needed. CO: 0% ST: 100% FED: 0%
<u>MH/IDD</u>				
Vendor: Horizon House, Inc. Contract ID: 0019512	Amendment	0.00	07-01-2020 06-30-2021	Amendment #2: This amendment for Residential Services enhances support for individuals within the program by expanding the staffing complement and reduces funding for the Peer Center Program. This does not change the original contract amount. CO: 0% ST: 100% FED: 0%

County of Chester
COMMISSIONERS' CONTRACT AGENDA
DATE: 11-MAR-2021

<u>Location</u>	<u>Type</u>	<u>Amount \$</u>	<u>Term</u>	<u>Description/Funding Percentage</u>
<u>Managed Behavioral Healthcare</u>				
Vendor: Poplawski, Paul Contract ID: 0019974	Contract	25,000.00	01-01-2021 12-31-2021	This contract renews Provider Network Development Services for the Recovery Oriented System of Care. CO: 0% ST: 100% FED: 0%
<u>Pocopson Home</u>				
Vendor: United Healthcare Insurance Company Contract ID: 0016097	Amendment	0.00	01-01-2020 OPEN ENDED	Amendment #2: This amendment updates the Free Standing Skilled Nursing Facility Medicaid Payment Appendix for the Medicare HMO contract CO: 0% ST: 0% FED: 0%
<u>Prison</u>				
Vendor: PA Department of Transportation Contract ID: 0020271	Contract	0.00	03-11-2021 OPEN ENDED	This contract provides County inmates with a valid Pennsylvania Identification Card, Drivers License or Photo Camera Card prior to release from Prison. The cost associated with this contract is funded by the Inmate Commissary Fund. CO: 0% ST: 0% FED: 0%
<u>Public Health Admin</u>				
Vendor: Kennett Fire Company No. 1 Contract ID: 0020046	Amendment	1,315.00	03-19-2021 04-07-2021	Amendment #1: This amendment extends the Lease Agreement for an additional twenty (20) days for the Health Department to lease office space to conduct Health Services Clinics. CO: 0% ST: 0% FED: 100%
Vendor: YMCA of Greater Brandywine Contract ID: 0020274	Contract	0.00	03-23-2021 UNTIL COMPLETE	This contract provides facility space for a COVID-19 vaccination clinic at no cost to the County. CO: 0% ST: 0% FED: 0%
<u>Sheriff's Office</u>				
Vendor: MacMain, Connell & Leinhauser, LLC Contract ID: 0020276	Contract	0.00	01-01-2021	This Letter of Engagement provides Legal Services as required by the Sheriff's Office. CO: 100% ST: 0% FED: 0%
<u>Solicitors</u>				
Vendor: Manito Abstract Co., Inc. Contract ID: 0015917	Amendment	77,638.36	03-11-2021 OPEN ENDED	Amendment #2: This amendment provides Title Insurance and related services for the property located at 313 W. Market Street. CO: 100% ST: 0% FED: 0%
Vendor: Pietragallo Gordon Alfano Bosick & Contract ID: 0020305	Contract	0.00	03-11-2021 UNTIL COMPLETE	This contract provides additional Legal Services as required by the County Solicitor's Office. CO: 100% ST: 0% FED: 0%

County of Chester
COMMISSIONERS' CONTRACT AGENDA
DATE: 11-MAR-2021

<u>Location</u>	<u>Type</u>	<u>Amount \$</u>	<u>Term</u>	<u>Description/Funding Percentage</u>
<u>Solicitors</u> Vendor: MacElree Harvey, LTD Contract ID: 0020306	Contract	0.00	03-11-2021 UNTIL COMPLETE	This contract provides additional Legal Services as required by the County Solicitor's Office. CO: 100% ST: 0% FED: 0%
<u>Voters Services</u> Vendor: NPC, Inc. Contract ID: 0020275	Contract	600,000.00	03-12-2021 03-11-2023	This contract provides Voter Ballot Printing and Production Services. This contract is a result of the Request for Proposal #2102-04. CO: 100% ST: 0% FED: 0%

Number of Contracts: **45**

**Grants Agenda
March 11, 2021**

DEPARTMENT / FUND	AWARD	TERM	DESCRIPTION
<u>Community Development</u>			
Pennsylvania Department of Labor & Industry Contract / Award - Amendment 116-490000-331212-47500300-4900005-FY2018	\$ 193,286.14 <i>Increase</i>	10/01/2018 09/30/2021	Economic Transition Dislocated Worker National Emergency Grant (ETG) No New Positions - No County Match Federal Funding = \$193,286.14 Revised Total Federal Funding = \$568,286.14
Pennsylvania Department of Labor & Industry Contract / Award - New 116-490000-331212-47500300-4900005-FY2019	\$ 328,104.86	10/01/2018 09/30/2021	Economic Transition Dislocated Worker National Emergency Grant (ETG) No New Positions - No County Match Federal Funding = \$328,104.86
United States Department of the Treasury Contract / Award - New 116-490000-331200-41900000-4900001-FY2021	\$ 15,643,059.70	01/01/2021 12/31/2021	Emergency Rental Assistance No New Positions - No County Match Federal Funding = \$15,643,059.70
United States Department of the Treasury via PA Department of Human Services Contract / Award - New 116-490000-331221-41900421-4900001-FY2021	\$ 18,885,626.18	01/01/2021 12/31/2021	Emergency Rental Assistance No New Positions - No County Match Federal Funding = \$18,885,626.18
Pennsylvania Department of Community & Economic Development Application - New TBD	\$ 300,000.00	04/01/2021 12/31/2022	Keystone Communities Accessible Housing Grant No New Positions - No County Match State Funding = \$300,000.00
Genuardi Family Foundation Application - New TBD	\$ 25,000.00	08/01/2021 06/30/2022	Genuardi Family Foundation Core Grant 2021 No New Positions - No County Match Other Funding = \$25,000.00
<u>District Attorney</u>			
Liberty Mid-Atlantic High Intensity Drug Trafficking Area (LMAHIDTA) Contract / Award - New 001-129000-43700-12600650-1290002	\$ 51,600.00	02/01/2021 01/31/2022	Public Interest Watch Prevention No New Positions - No County Match Federal Funding = \$51,600.00
Liberty Mid-Atlantic High Intensity Drug Trafficking Area (LMAHIDTA) Contract / Award - Renewal 001-129000-331208-12600650-1290002	\$ 101,951.00	02/22/2021 02/21/2022	Training/Prevention & Information Sharing Systems Program Manager No New Positions - No County Match Federal Funding = \$101,951.00
Liberty Mid-Atlantic High Intensity Drug Trafficking Area (LMAHIDTA) Contract / Award - Renewal 001-129000-331208-12600650-1290002	\$ 77,907.00	02/10/2021 02/09/2022	Heroin Response No New Positions - No County Match Federal Funding = \$77,907.00

**Grants Agenda
March 11, 2021**

DEPARTMENT / FUND	AWARD	TERM	DESCRIPTION
<u>Public Health</u>			
Pennsylvania Department of Health Contract / Award - Amendment 001-478000-331207-16300000-4780003-FY2020	\$ 95,836.00 <i>Increase</i>	10/01/2020 09/30/2021	Women, Infants, and Children (WIC) No New Positions - No County Match Federal Funding = \$95,836.00 Revised Total Federal Funding = \$4,221,855.85
Pennsylvania Department of Health Contract / Award - Renewal 001-478000-332207-15300001-4780003-FY2020	\$ 26,794.00	07/01/2021 06/30/2022	Tuberculosis Grant No New Positions - No County Match State Funding = \$26,794.00
Pennsylvania Department of Health Contract / Award - Amendment 001-478000-331207-15601000-4780006	\$ 4,633.47 <i>Increase</i>	07/01/2020 09/29/2021	Childhood Lead Poisoning Prevention No New Positions - No County Match Federal Funding = \$4,633.47 Revised Total Federal Funding = \$41,651.41

COUNTY OF CHESTER
Board of Commissioners Human Resources Agenda
Meeting Date - 03/11/2021Hires and Rehires

1. Employee : Barsoum, Karen
Department : 030000 - Voter Services
Job : 010420 - Director Of Voter Svcs
Salary Grade : D01
Compensation : \$ 93,966.60(A)
Effective Date : 03/29/2021
2. Employee : DiMaio, Michael
Department : 097000 - Veterans' Affairs
Job : 230429 - Veterans' Crt Mentor Prog Crd
Salary Grade :
Compensation : \$ 18.00(H)
Effective Date : 02/22/2021
3. Employee : Drumeler, Daniel L
Department : 251315 - Safety and Security
Job : 041381 - Safety & Security Operator
Salary Grade : N03
Compensation : \$ 35,909.12(A)
Effective Date : 03/15/2021
4. Employee : Emmons, Patty N
Department : 128000 - Coroner
Job : 240783 - SSS III (PT)
Salary Grade :
Compensation : \$ 16.00(H)
Effective Date : 03/15/2021
5. Employee : Fox, Nathan P
Department : 030000 - Voter Services
Job : 040360 - SSS VI
Salary Grade : N06
Compensation : \$ 38,715.04(A)
Effective Date : 03/16/2021
6. Employee : Irvin, Lauryn J
Department : 451145 - Children, Youth and Families
Job : 048560 - County Caseworker II
Salary Grade : T04
Compensation : \$ 34,054.80(A)
Effective Date : 03/15/2021
7. Employee : Keg, Renate Mariel
Department : 065000 - Public Defender
Job : 041120 - SSS III
Salary Grade : N02
Compensation : \$ 29,216.46(A)
Effective Date : 03/15/2021

COUNTY OF CHESTER
Board of Commissioners Human Resources Agenda
Meeting Date - 03/11/2021Hires and Rehires

8. Employee : Kershner, Ann M
Department : 589000 - Libraries P/T
Job : 605190 - Librarian
Salary Grade :
Compensation : \$ 18.00(H)
Effective Date : 03/15/2021
9. Employee : LeVasseur, Nicholas W
Department : 251315 - Safety and Security
Job : 841381 - Safety & Security Operator-PT
Salary Grade :
Compensation : \$ 17.26(H)
Effective Date : 03/15/2021
10. Employee : MacPherson, Melissa E
Department : 055000 - Controller
Job : 801060 - General Clerk
Salary Grade :
Compensation : \$ 11.00(H)
Effective Date : 03/08/2021
11. Employee : Medina, Chantel M
Department : 035100 - Assessment
Job : 040780 - SSS IV
Salary Grade : N03
Compensation : \$ 31,420.48(A)
Effective Date : 03/29/2021
12. Employee : Monte, Joseph M
Department : 589000 - Libraries P/T
Job : 805015 - Van Driver
Salary Grade :
Compensation : \$ 14.24(H)
Effective Date : 03/15/2021
13. Employee : Secaira, Jose Javier
Department : 065000 - Public Defender
Job : 030423 - Attorney I
Salary Grade : L01
Compensation : \$ 51,422.08(A)
Effective Date : 04/05/2021
14. Employee : Turski, Cyndy M
Department : 221000 - Adult Probation
Job : 048784 - Probation Officer I-AP
Salary Grade : U04
Compensation : \$ 42,118.00(A)
Effective Date : 03/29/2021

COUNTY OF CHESTER
Board of Commissioners Human Resources Agenda
Meeting Date - 03/11/2021

Hires and Rehires

- 15. Employee : Washington, Jerronaka Deje'nae
Department : 221000 - Adult Probation
Job : 030499 - Program Resources Navigator
Salary Grade : N06
Compensation : \$ 44,245.76(A)
Effective Date : 04/05/2021

- 16. Employee : Williams, Okema A
Department : 461210 - Pocopson Nursing Care
Job : 041420 - Nurse Aide
Salary Grade : N02
Compensation : \$ 31,303.35(A)
Effective Date : 03/29/2021

- 17. Employee : Wilson, Rebecca L
Department : 478310 - Environmental Health Protection
Job : 020420 - Environmental Hlth Supv
Salary Grade : E05
Compensation : \$ 61,314.24(A)
Effective Date : 04/05/2021

- 18. Employee : Yaramishyn, Samantha Dawn
Department : 451145 - Children, Youth and Families
Job : 048560 - County Caseworker II
Salary Grade : T04
Compensation : \$ 34,054.80(A)
Effective Date : 03/08/2021

COUNTY OF CHESTER
Board of Commissioners Human Resources Agenda
Meeting Date - 03/11/2021

Transfers

19. Employee : High, Glynnis Kate

	<u>Proposed</u>	<u>Current</u>
Department	: 251315 - Safety and Security	251315
Job	: 041381 - Safety & Security Operator	841381
Salary Grade	: N03	
Compensation	: \$ 35,909.12(A)	\$ 17.26(H)
Effective Date	: 05/08/2021	11/07/2020

COUNTY OF CHESTER
Board of Commissioners Human Resources Agenda
Meeting Date - 03/11/2021

Promotions

20.	Employee	:	Acito, Jessica		
			<u>Proposed</u>		<u>Current</u>
	Department	:	129000 - District Attorney		129000
	Job	:	030081 - Attorney II		030423
	Salary Grade	:	L02		L01
	Compensation	:	\$ 60,326.24(A)		\$ 49,922.08(A)
	Effective Date	:	04/10/2021		12/19/2020
21.	Employee	:	Bey-Brown, Finnest V		
			<u>Proposed</u>		<u>Current</u>
	Department	:	451145 - Children, Youth and Families		451145
	Job	:	020582 - Child Abuse Investigation Supv		048563
	Salary Grade	:	E04		T06
	Compensation	:	\$ 52,437.45(A)		\$ 38,177.10(A)
	Effective Date	:	03/13/2021		12/19/2020
22.	Employee	:	Carney, Michael J		
			<u>Proposed</u>		<u>Current</u>
	Department	:	030000 - Voter Services		030000
	Job	:	040095 - Election Supervisor		040509
	Salary Grade	:	N10		N08
	Compensation	:	\$ 53,649.96(A)		\$ 44,071.30(A)
	Effective Date	:	02/27/2021		12/19/2020
23.	Employee	:	Jennings, Jill A		
			<u>Proposed</u>		<u>Current</u>
	Department	:	132000 - Register of Wills/Orphans' Crt		132000
	Job	:	010470 - Deputy Register Of Wills		020870
	Salary Grade	:	E05		E02
	Compensation	:	\$ 53,649.96(A)		\$ 41,059.20(A)
	Effective Date	:	02/27/2021		12/19/2020

COUNTY OF CHESTER
Board of Commissioners Human Resources Agenda
Meeting Date - 03/11/2021

Promotions

24.	Employee	:	Mulrooney, Timothy S	
			<u>Proposed</u>	<u>Current</u>
	Department	:	210000 - Chester County Prison	210000
	Job	:	020490 - Dir Inmate Svcs	020530
	Salary Grade	:	C07	C06
	Compensation	:	\$ 75,064.18(A)	\$ 71,489.70(A)
	Effective Date	:	03/13/2021	12/19/2020
25.	Employee	:	Oxenford, Ryan M	
			<u>Proposed</u>	<u>Current</u>
	Department	:	478310 - Environmental Health Protection	478310
	Job	:	020420 - Environmental Hlth Supv	040061
	Salary Grade	:	E05	N08
	Compensation	:	\$ 61,314.24(A)	\$ 50,668.80(A)
	Effective Date	:	03/13/2021	12/19/2020
26.	Employee	:	Washington, Tresa A	
			<u>Proposed</u>	<u>Current</u>
	Department	:	132000 - Register of Wills/Orphans' Crt	132000
	Job	:	020870 - Clerical Supervisor II	040780
	Salary Grade	:	E02	N03
	Compensation	:	\$ 41,059.20(A)	\$ 37,864.56(A)
	Effective Date	:	02/27/2021	12/19/2020
27.	Employee	:	Williams, Lynnette A	
			<u>Proposed</u>	<u>Current</u>
	Department	:	135000 - Domestic Relations	124101
	Job	:	040510 - SSS V	041150
	Salary Grade	:	N04	N02
	Compensation	:	\$ 34,538.14(A)	\$ 29,216.46(A)
	Effective Date	:	03/27/2021	12/19/2020

COUNTY OF CHESTER
Board of Commissioners Human Resources Agenda
Meeting Date - 03/11/2021End of Employment

28. Employee : Agler, Robert
Department : 478310 - Environmental Health Protection
Job : 040061 - Env Health Specialist
Effective Date : 02/26/2021
29. Employee : Bruce, Clarissa
Department : 097000 - Veterans' Affairs
Job : 041122 - SSS III
Effective Date : 01/27/2021
30. Employee : Corporal, Simone L
Department : 128000 - Coroner
Job : 801060 - General Clerk
Effective Date : 03/12/2021
31. Employee : Craig, Nathaniel M
Department : 251315 - Safety and Security
Job : 041381 - Safety & Security Operator
Effective Date : 02/15/2021
32. Employee : DiVito, Jeffrey J
Department : 133000 - Sheriff
Job : 040950 - Deputy Sheriff I
Effective Date : 03/08/2021
33. Employee : Edwards, Adam R
Department : 251400 - Emerg Svcs - HAZMAT Admin
Job : 241345 - Hazmat Responder
Effective Date : 12/24/2020
34. Employee : Friedman, Stefanie Danielle
Department : 129000 - District Attorney
Job : 030081 - Attorney II
Effective Date : 03/04/2021
35. Employee : Hopkins, Elizabeth Anne
Department : 251320 - ES Fire Services
Job : 030827 - Assist Fire Marshal
Effective Date : 03/13/2021
36. Employee : Jackson, Victoria A
Department : 210000 - Chester County Prison
Job : 040920 - Correctional Officer I
Effective Date : 02/27/2021
37. Employee : Jones, Lindsay M
Department : 461210 - Pocopson Nursing Care
Job : 041420 - Nurse Aide
Effective Date : 02/16/2021

COUNTY OF CHESTER
Board of Commissioners Human Resources Agenda
Meeting Date - 03/11/2021End of Employment

38. Employee : Kargbo, Marian
Department : 465100 - Pocopson Food & Dietary
Job : 041670 - Dietary Aide
Effective Date : 02/23/2021
39. Employee : Kelly-Randolph, Keonna
Department : 461210 - Pocopson Nursing Care
Job : 041420 - Nurse Aide
Effective Date : 03/12/2021
40. Employee : Kowalczyk, Julius J
Department : 210000 - Chester County Prison
Job : 040920 - Correctional Officer I
Effective Date : 02/26/2021
41. Employee : Leonard, Madison A
Department : 065000 - Public Defender
Job : 030423 - Attorney I
Effective Date : 04/03/2021
42. Employee : Matelan, Samantha
Department : 251200 - Public Safety Communications
Job : 040730 - Telecommunicator I
Effective Date : 03/01/2021
43. Employee : O'Keefe, Shannon M
Department : 453205 - Chester County Youth Center
Job : 040650 - Youth Center Officer I
Effective Date : 03/05/2021
44. Employee : Rayford-Roundtree, Deonni S
Department : 210000 - Chester County Prison
Job : 040920 - Correctional Officer I
Effective Date : 02/17/2021
45. Employee : Reed, Jessica S
Department : 451141 - Mental Hlth/Intel & Dev Disabl
Job : 048461 - ID Support Coordinator
Effective Date : 02/23/2021
46. Employee : Reesman, Kyle Scott
Department : 478120 - Population Health
Job : 230435 - Site Commander
Effective Date : 02/13/2021
47. Employee : Romig, Nathan
Department : 251400 - Emerg Svcs - HAZMAT Admin
Job : 241345 - Hazmat Responder
Effective Date : 12/22/2020

COUNTY OF CHESTER
Board of Commissioners Human Resources Agenda
Meeting Date - 03/11/2021

End of Employment

- 48. Employee : Sanville, Deborah A
Department : 131000 - Prothonotary
Job : 803760 - Court Clerk
Effective Date : 02/18/2021

- 49. Employee : Slater, Robyn E
Department : 478120 - Population Health
Job : 020441 - PH Emerg Preparedness Planner
Effective Date : 02/23/2021

- 50. Employee : Zeller, Tina
Department : 491100 - Dept of Community Development
Job : 041122 - SSS III
Effective Date : 02/27/2021

COUNTY OF CHESTER
Board of Commissioners Human Resources Agenda
Meeting Date - 03/11/2021

Retirements

- 51. Employee : Bauernschmidt, Robert G
Department : 467100 - Pocopson Housekeeping
Job : 041710 - Housekeeper
Effective Date : 03/06/2021

- 52. Employee : Hines, Loretta M
Department : 120000 - Court Administration
Job : 040053 - Judicial Secretary
Effective Date : 06/15/2021

- 53. Employee : Kreps, Melvin L
Department : 015000 - Procurement & General Services
Job : 040444 - Press/Binder Operator/Floater
Effective Date : 04/10/2021

- 54. Employee : Ralph, Cynthia F
Department : 461210 - Pocopson Nursing Care
Job : 041420 - Nurse Aide
Effective Date : 03/13/2021

- 55. Employee : Schroeder, Karen A
Department : 124201 - Dist Court15-2-01 Phoenixville
Job : 041150 - D J Clerk I
Effective Date : 03/06/2021

COUNTY OF CHESTER

Finance Agenda

Commissioners' Meeting, March 11, 2021

1. Budget Change 22-20
2. Budget Change 05-21
3. Vouchers as submitted by the Controller

**2020
Budget Amendment
BC - 22
March 11, 2021**

Date	Department Name	Fund	Org	Account	Project	Activity	Bud Ref	Amount	Account Description	Change to Budget
31-Dec-2020	DCIS	001	090300	331231	00000019	0900010		\$ (76,600)	Fed-Penn Emerg Management Agency	Net Decrease (\$76,600)
	DCIS	001	090300	420000	00000019	0900010		\$ (76,600)	Materials & Services	
To roll forward funds for Carashsoft/Concur project - Coronavirus to 2021.										
31-Dec-2020	Non-Departmental	001	902100	442000	00000019	9021001		\$ (22,000,000)	To Organizations	Net Decrease (\$22,000,000)
	Non-Departmental	001	000000	331231	00000019	0000001		\$ (22,000,000)	Fed-Penn Emerg Management Agency	
To roll forward CARES funding into 2021.										

**2021
Budget Amendment
BC-05
March 11, 2021**

Date	Department Name	Fund	Org	Account	Project	Activity	Bud Ref	Amount	Account Description	Change to Budget
11-Mar-2021	DCIS	001	090300	331231	00000019	0900010		\$ 76,600	Fed-Penn Emerg Management Agency	Net Increase +\$76,600
	DCIS	001	090300	420000	00000019	0900010		\$ 76,600	Materials & Services	
To budget roll forward CARES funds for Carahsoft/Concur project from 2020.										
11-Mar-2021	Non-Departmental	001	902100	442000	00000019	9021001		\$ 22,000,000	To Organizations	Net Increase +\$22,000,000
	Non-Departmental	001	000000	331231	00000019	0000001		\$ 22,000,000	Fed-Penn Emerg Management Agency	
To roll forward CARES funding from 2020.										
11-Mar-2021	Public Health	001	478000	331231	00000019	4780006		\$ 359,550	Fed-Penn Emerg Mngement Agency	Net Increase +\$359,550
	Public Health	001	478120	420000	00000019	4780006		\$ 359,550	Materials & Services	
To establish revenue and expenditure budget related to COVID-19										
11-Mar-2021	Public Health	001	478000	331207	16300000	4780003	FY2020	\$ 95,836	Federal-Health	Net Increase +\$95,836
	Public Health	001	478210	420000	16300000	4780003	FY2020	\$ 95,836	Materials and Services	
To align budget with anticipated revenue and expenditures due to additional funding for WIC (Women, Infants, and, Children) Grant.										
11-Mar-2021	Public Health	001	478000	390144	15200000	4780003	FY2020	\$ 8,173	Transfer Fr Drug & Alcohol Fd	Net Increase: +\$8,173
	Public Health	001	478210	420000	15200000	4780003	FY2020	\$ 8,173	Materials and Services	
To align budget with anticipated revenue and expenditures for Title V Maternal Child Health Grant and agreement with Drug & Alcohol.										
11-Mar-2021	Sheriff	001	133000	331231	00000019	13300005		\$ 6,524	Fed-Penn Emerg Management Agency	Net Increase +\$6,524
	Sheriff	001	133000	420000	00000019	13300005		\$ 6,524	Materials and Services	
To roll forward CARES funding from 2020.										
11-Mar-2021	Sheriff	001	133000	475800	80960120	1330007	FY2020	\$ 22,580	Vehicles	Net Increase +\$22,580
	Sheriff	001	902100	499999	00000000	9021001		\$ (22,580)	Unappropriated	
To establish fleet management vehicle one time up-fit costs for new vehicle delivered in January 2021.										
11-Mar-2021	Voter Services	001	030000	331219	10001300	0300003		\$ 291,922	Federal-Dept of State	Net Increase +\$291,922
	Voter Services	001	030000	420000	10001300	0300003		\$ 291,922	Materials and Services	
To budget roll forward of the Election Security Grant from 2020.										
11-Mar-2021	Community Development	116	490000	331224	41900427	4900001	FY2021	\$ 5,946,217	Federal-Community & Econ Dev	Net Increase +\$5,946,217
	Community Development	116	491000	442000	41900427	4900001	FY2021	\$ 5,796,217	Materials and Services	
		116	491200	420000	41900427	4900001	FY2021	\$ 150,000	Materials and Services	
To align budget with the anticipated revenue and expenditures for the COVID-19 Hospitality Industry Recovery Program.										

**2021
Budget Amendment
BC-05
March 11, 2021**

Date	Department Name	Fund	Org	Account	Project	Activity	Bud Ref	Amount	Account Description	Change to Budget
11-Mar-2021	Community Development	116	490000	331212	47500300	49000005	FY2019	\$ 328,105	Federal Labor and Industry	Net Increase +\$328,105
	Community Development	116	492200	420000	47500300	49000005	FY2019	\$ 328,105	Material and Services	
To align budget with the anticipated revenue and expenditures for the FY2019 Economic Transition Grant.										
11-Mar-2021	Community Development	116	490000	331200	41900000	4900001	FY2021	\$ 15,643,060	Federal-Operating	Net Increase +\$15,643,060
	Community Development	116	491000	420000	41900000	4900001	FY2021	\$ 14,860,907	Materials and Services	
	Community Development	116	491100	420000	41900000	4900001	FY2021	\$ 782,153	Materials and Services	
To align budget with the anticipated revenue and expenditures for the Emergency Rental Assistance Program.										
11-Mar-2021	Community Development	116	490000	331221	41900421	4900001	FY2021	\$ 18,885,627	Federal - Public Welfare	Net Increase +\$18,885,627
	Community Development	116	490100	420000	41900421	4900001	FY2021	\$ 17,941,346	Materials and Services	
	Community Development	116	491000	420000	41900421	4900001	FY2021	\$ 944,281	Materials and Services	
To align budget with the anticipated revenue and expenditures for the Emergency Rental Assistance Program.										
11-Mar-2021	Drug and Alcohol	144	450044	331207	65008400	4514001	FY2020	\$ 74,101	Federal-Health	Net Increase +\$74,101
	Drug and Alcohol	144	452144	439740	65008400	4514001	FY2020	\$ 74,101	Provider Services	
To roll forward State Opioid Response (SOR) grant funds to 2021.										
11-Mar-2021	Capital Reserve Fund	301	090100	475400	80200124	3010001		\$ 200,000	Computer Hardware/Software	No Net Change
	Capital Reserve Fund	301	000000	499999	00000000	3010001		\$ (200,000)	Unappropriated	
To roll forward PeopleSoft Tools Upgrade project from 2020.										
11-Mar-2021	Capital Improvement	357	588550	471700	80400020	3570001		\$ 50,000	Land Improvements	No Net Change
	Capital Improvement	357	588700	471700	80400036	3570001		\$ 50,000	Land Improvements	
	Capital Improvement	357	000000	499999	00000000	3570001		\$ (100,000)	Unappropriated	
To budget and roll forward 2020 approved projects to 2021.										
11-Mar-2021	Capital Improvement Fund	357	085300	445000	80340113	3570001		\$ 43,361	To Individuals	No Net Change
	Capital Improvement Fund	357	085300	475110	80300200	3570001	FY2020	\$ (43,361)	Land Development Rights	
To budget the Agricultural Conservation Easement purchase, Commonwealth Program, for John S. Buchanan, installment one of two.										
11-Mar-2021	Capital Improvement Fund	357	085300	475110	80340117	3570001		\$ 191,520	Land Development Rights	No Net Change
	Capital Improvement Fund	357	085300	475110	80300200	3570001	FY2021	\$ (191,520)	Land Development Rights	
To budget the Agricultural Conservation Easement purchase, Commonwealth Program, for Jonas J. and Annie M. Stoltzfus.										