

Chester County Commissioners
Sunshine Agenda – March 30, 2021



DISCLAIMER

The Sunshine Meeting is a working session of the Board of Commissioners. No deliberation, decisions, or voting takes place at this meeting. The information presented in this Sunshine agenda serves as the basis for the Commissioners' meeting which is held at a different time and is posted on our website. The agenda presented as the Sunshine agenda is subject to change for the Commissioners' meeting. This agenda may change prior to the start of the Sunshine meeting, or may be revised for the Commissioners' meeting.



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 SUNSHINE MEETING

March 30, 2021

1. CALL MEETING TO ORDER
2. ANNOUNCEMENTS
 - Corrective Action Plan
 - Executive Session – The Board of Commissioners met in Executive Session on Thursday, March 11, 2021, to discuss personnel and legal matters.
3. MINUTES OF THE PREVIOUS MEETING
4. PUBLIC COMMENT ON AGENDA
5. OLD BUSINESS – There are no items of old business.
6. NEW BUSINESS
 - a. Authorities, Boards, and Commissions
It is recommended that the Board of Commissioners approve the attached appointments
 - b. Resolution 08-21
Resolution of the Chester County Commissioners authorizing the exoneration of certain county taxes
 - c. Grant Sharing Agreement
Agreement between the County of Chester, the County of Berks, and the County of Schuylkill regarding Pennsylvania's Phase III Watershed Implementation Plan
 - d. Contracts
 - e. Grants
7. FINANCIAL MATTERS
 - a. Finance Agenda
8. PUBLIC COMMENT
9. ADJOURNMENT

Corrective Action Plan

Recommendations

Focus Area: Procurement

1. Centralization of Procurement Services (M-A)
2. Develop comprehensive purchasing policy, including comprehensive ethics provisions (M-B), (C-1a)
3. Require due diligence on new service vendors and all new vendors supplying complex or technical goods (M-C)
4. Purchase Orders (M-D)
 - a. Regular review of all terms and conditions on purchase orders by Solicitor's Office (M-Da)
 - b. More efficient and automated and electronic system to ensure terms and conditions are delivered with each purchase order (M-Db)
5. Contracts (M-E)
 - a. Regular review of standard contract by Solicitor's Office (M-Ea)
 - b. No contract should go out without review by the Solicitor's Office (M-Ea)
 - c. Clear instruction about whether a purchase should be by Contract or by Purchase Order (M-Eb)
6. Revisions to procurement policy needs to be posted on external and internal websites (M-F)
7. Consider Responsible Contractor provision in procurement policy (M-G)
8. Revisions to procurement policy needs to include emergency procurements (M-H)
9. Consider e-bid software system with Emergency contract templates (C-1ai)

Focus Area: Continuity of Operations

1. Clear understanding about "essential" employees (M-Ia)
2. Procurement department should be essential when emergency procurement of goods and services are taking place (M-Ib)

Focus Area: Emergency Operations

1. Written policy and clear procedures about how to integrate and coordinate work of Health and Emergency Services with clearly defined roles and reporting structure. (M-Ja), (C-1), (C-4)
2. The policy should define who has decision-making authority in certain situations. (M-Ja)
3. Based on length of emergency action, develop processes to include timeframe to conduct reconciliation of inventory levels to ensure proper documentation is being maintained. (C-1b), (C-3)
 - a. Create CARES Committee to include Finance, Procurement, Solicitor's Office, and Controller's Office to scrutinize emergency procurements. (C-3a)
 - b. Provide training for ease of mobilization. (C-3b)
4. Recruit, and provide advanced training to, members of countywide staff to assist and be easily mobilized. (C-1c)

5. Implement inventory software management system. (C-2)
6. Boost infrastructure related to receipt, distribution, and security of large quantities of product, including PPE. (C-2a)
7. Designate a liaison to work with third-party vendors, following up with organizations in receipt of product to determine any concerns or additional needs. (C-6)

Focus Area: Staffing

1. Consider making the Public Health Physician a full-time physician. (M-Ka)

Focus Area: General Government Operations

1. Consider instituting a comprehensive Countywide Ethics policy. (M-L)
2. Review Delaware County inter-governmental assistance contract terms regarding purchases made on behalf of both populations. (C-5)

Action Steps and Timelines

1. Conduct a Procurement organizational assessment, policy and procedure review/re-write/training, and technology assessment.
Status: RFP for consultant has been issued; contract on the agenda for consideration
Start Date: 01/22/2021
Expected Duration: 22 weeks
Addresses: Procurement 1, 2, 3, 4a, 4b, 5a, 5b, 5c, 6, 7, 8, 9; Continuity of Operations 2
Person/Office Responsible: County Administrator
2. Solicitor Office Review of Purchase Order Terms & Conditions and Contract Templates
Status: Initial review complete. Regular reviews will be incorporated into updates policies and procedures.
Start Date: 01/22/2021
Expected Duration: Initial review complete; regular reviews ongoing
Addresses: Procurement 4a, 5a
Person/Office Responsible: Solicitor
3. Solicitor's Office will review all contracts prior to them being approved
Status:
Start Date:
Expected Duration: Ongoing
Addresses: Procurement 5b
Person/Office Responsible: Solicitor

4. Review and update existing Continuity of Operations Plan; provide training to all employees
 - Status: Update currently in progress*
 - Start Date: 01/25/2021*
 - Expected Duration: 45 days for review, 120 days to complete training – may be impacted by Pandemic response operations*
 - Addresses: Continuity of Operations 1, 2*
 - Person/Office Responsible: Department of Emergency Services Emergency Management Group*

5. Review and update existing Medical Countermeasures Plan; provide training to all Emergency Operations Center and Health Operations Center staff
 - Status:*
 - Expected Start Date:*
 - Expected Duration:*
 - Addresses: Emergency Operations 1, 2*
 - Person/Office Responsible: Health Department Public Health Emergency Preparedness Group*

6. Institute an Integrated Preparedness Plan (formerly the Multi-Year Training and Exercise Plan) that addresses Continuity of Operations Plans and Medical Countermeasures Plan
 - Status: Draft 2021-2023 plan is in progress*
 - Expected Start Date: Draft to be completed 03/01/2021*
 - Expected Duration: 60 days of draft review -> revisions -> final*
 - Addresses: Continuity of Operations 1; Emergency Operations 1, 2*
 - Person/Office Responsible: Department of Emergency Services Training & Exercise Coordinator*

7. Develop audit plans during times of emergency; train on such
 - Status: Scope and Approach have been developed. Specific procedures are established and implemented on a case by case basis.*
 - Expected Start Date: 3/1/2021*
 - Expected Duration: On going due to unknown emergencies which may arise*
 - Addresses: Emergency Operations 3, 3b*
 - Person/Office Responsible: Controller's Office Internal Audit Group*

8. Create Emergency Procurement Review Committee
 - Status: Policy and Procedures will be developed as part of #1*
 - Start Date: 02/01/2021*
 - Expected Duration: 20 weeks*
 - Addresses: Emergency Operations 3a*
 - Person/Office Responsible: County Administrator*

9. Review Emergency Operations Plan and Medical Countermeasures Plan, adjust organizational structure as necessary, identify staffing gaps

Status:

Expected Start Date: 03/01/2021 – may be impacted by Pandemic Response Operations

Expected Duration: 45 days – may be impacted by Pandemic Response Operations

Addresses: Emergency Operations 4

Person/Office Responsible: Department of Emergency Services Emergency Management Group

10. Implement inventory management software

Status: Purchase complete, install and configuration are in progress

Expected Start Date: 01/11/2021

Expected Duration: 60 days

Addresses: Emergency Operations 5

Person/Office Responsible: Department of Emergency Services Emergency Management Group

11. Develop Commodity Management Plan

Status: A Resource Management and Logistics Annex and a Stockpile Annex have been completed in late 2020 [note: these two annexes may cover the intent of this ask, more discussions are needed]

Expected Start Date:

Expected Duration:

Addresses: Emergency Operations 6

Person/Office Responsible: Department of Emergency Services Emergency Management Group

12. Follow-up with organizations who received Antibody test kits and retrieve kits they still have

Status: Complete

Expected Start Date: 02/16/2021

Expected Duration: N/A

Addresses: Emergency Operations 7

Person/Office Responsible: Department of Emergency Services

13. Reclassify Public Health Physician from Part-time to Full-Time

Status: Complete

Start Date: 02/04/2021

Expected Duration: N/A

Addresses: Staffing 1

Person/Office Responsible: Salary Board

14. Implement Countywide Ethics Policy

Status: Complete

Start Date: 12/10/2020

Expected Duration: N/A

Addresses: General Government 1

Person/Office Responsible: Commissioners

15. Review Delaware County Intergovernmental agreement

Status:

Expected Start Date:

Expected Duration:

Addresses: General Government 2

Person/Office Responsible: Solicitor

WORKING DOCUMENT



THE COUNTY OF CHESTER



COMMISSIONERS
Marian D. Moskowitz
Josh Maxwell
Michelle Kichline

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313 W. Market Street, Suite 6202
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COMMISSIONERS' MEETING MINUTES

March 11, 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 March 11, 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 Tuesday, March 9, 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 18, 2021. Commissioner Kichline seconded the motion. After a roll call vote, all Commissioners voted yes and unanimously approved the minutes from the February 18, 2021 Commissioners' Meeting.

MINUTES APPROVED

4. PUBLIC COMMENT ON AGENDA

There was no public comment on agenda items.

PUBLIC COMMENT

5. OLD BUSINESS

OLD BUSINESS

a. Bid Rejection

Commissioner Kichline made a motion to approve the bid rejection, which was seconded by Commissioner Maxwell. After a roll call vote, all Commissioners voted yes to reject the following bids:

Bid Rejection

Pest Control Services, Bid #015101-1378A

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

b. Declaration of Disaster Emergency

Commissioner Maxwell made a motion to approve a resolution authorizing an amendment to extend the December 10, 2020 Declaration of Disaster Emergency. Commissioner Kichline seconded that motion. After a roll call vote, all Commissioners voted yes and unanimously approved extension of the December 10, 2020 Declaration of Disaster Emergency.

Declaration of Disaster Emergency

c. Ethics Policy

Commissioner Kichline made a motion to approve clarifications to the previously adopted County Ethics Policy. Commissioner Maxwell seconded that motion. After a roll call vote, all Commissioners voted yes and unanimously approved the clarifications made to the previously approved County Ethics Policy.

Ethics Policy

6. NEW BUSINESS

NEW BUSINESS

a. Authorities, Boards, and Commissions

ABCs

Commissioner Maxwell made a motion to approve the recommended appointments, which was seconded by Commissioner Kichline. After a roll call vote, all Commissioners voted yes and approved the following appointments:

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

b. Authorization to Bid

Authorization to Bid

Commissioner Kichline made a motion to approve the following Authorization to Bid, which was seconded by Commissioner Maxwell. After a roll call vote, all Commissioners voted yes to approve the following Authorization to Bid:

- **Exton Library Common Area Modifications**

Contracts

c. Contracts

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

Grants

d. 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.

7. PERSONNEL MATTERS

PERSONNEL

a. Human Resources Agenda

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

- Budget Change 22-20
- Budget Change 05-21
- Vouchers as submitted by the Controller

9. PUBLIC COMMENT

There was no public comment.

PUBLIC COMMENT

10. 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 10:07 AM.

ADJOURNMENT



Taken by Taylor Pettit

On behalf of Chief Clerk Robert J. Kagel

COUNTY OF CHESTER

Authorities, Boards and Commissions

March 31, 2021

Chester County Agricultural Development Council

Appoint Tim Ferris for a term ending 12/31/2023

Appoint Cynthia Petrone-Hudock for a term ending 12/31/2023

Chester County Industrial Development Authority

Appoint Representative Dan Williams for a term ending 3/31/2026

Chester County Women's Commission

Reappoint Jennifer Lopez for a term ending 12/31/2023

Reappoint Jacqueln Hickey Rothera for a term ending 12/31/2023

Reappoint Marrea Walker-Smith for a term ending 12/31/2023

**THE COUNTY OF CHESTER
COMMONWEALTH OF PENNSYLVANIA
RESOLUTION No. 08-21**

**RESOLUTION OF THE CHESTER COUNTY COMMISSIONERS AUTHORIZING
THE EXONERATION OF CERTAIN COUNTY TAXES**

WHEREAS, located in the Borough of Phoenixville, Chester County, Pennsylvania, is a property designated as tax parcel 15-8-49 which is subject to accrued County taxes; and

WHEREAS, the Borough of Phoenixville acquired the subject property for use as public space; and

WHEREAS, the Board of Assessment Appeals granted tax-exempt status effective the 2020 school tax year; and

WHEREAS, prior to the parcel being granted tax-exempt status, 2020 County taxes have accrued on this property in the total amount of \$173.87, for which the Borough of Phoenixville is seeking exoneration; and

WHEREAS, there are no outstanding Phoenixville Area School District taxes.

NOW, THEREFORE, BE IT RESOLVED, that in consideration of the foregoing, the County of Chester, at the request of the Borough of Phoenixville, does hereby exonerate the 2020 County taxes and fees, as currently accrued on the aforementioned tax parcel.

THIS RESOLUTION, adopted this ____ day of _____, 2021, by the Board of Chester County Commissioners.

COMMISSIONERS:

Marian D. Moskowitz, Chair

Josh Maxwell, Commissioner

Michelle Kichline, Commissioner

ATTEST:

Robert J. Kagel, Chief Clerk

GRANT SHARING AGREEMENT

AGREEMENT made this ____ day of _____, 2021 by and between COUNTY OF CHESTER, having an address of 313 W. Market Street, Suite 6202, West Chester, Pennsylvania, 19380, COUNTY OF BERKS, having an address of 633 Court Street, Reading, Pennsylvania 19601 and COUNTY OF SCHUYLKILL, having an address of 401 N. Second Street, Pottsville, Pennsylvania 17901.

BACKGROUND

A. Pursuant to Pennsylvania's Phase III Watershed Implementation Plan ("WIP"), counties in Pennsylvania are responsible to develop and implement a Phase III WIP county-wide action plan ("CAP") to achieve specified nutrient and sediment reduction goals established as part of the WIP.

B. Chester County, through the Chester County Conservation District ("CCCD"), will apply to the Pennsylvania Department of Environmental Protection ("DEP") under its Chesapeake Bay Program for a coordinator grant in the amount of \$100,000.00 (the "Grant") from the Community Clean Water Action Program whereby Chester County, through CCCD will be the grantee and plan coordinator, on behalf of Chester, Berks, and Schuylkill Counties (the "Grant Partners").

C. Of the Grant, Chester County ("Grant Signatory") will be allotted \$2,500.00 for its role as coordinator with the remainder of the Grant, or \$32,500.00 each to be allocated to each Grant Partner for purposes of paying a consultant to prepare each Grant Partner's CAP.

NOW, THEREFORE, intending to be legally bound, the parties agree as follows:

1. The Background clauses set forth above are incorporated herein by reference;
2. Chester County, through CCCD, has applied to DEP for the Grant which has been awarded. Within fifteen (15) days of receipt of Grant funds, \$32,500.00 shall be distributed to each Grant Partner for purposes of payment of a consultant.
3. Grant Signatory's Responsibilities. The Grant Signatory shall be responsible for:
 - a. Submission to DEP of the reimbursement request form, certification for payment form(s), and any invoices or back-up for the reimbursement request;
 - b. Submission of required annual reports to DEP on behalf of the Grant Partners;
 - c. Submission to DEP of any budget changes in the original application; and

- d. Assuring that obligations, duties and responsibilities of the Grant are fulfilled.
4. Grant Partners' Responsibilities. The Grant Partners shall be responsible for:
- a. Collecting proof of costs incurred in the development of their respective CAPs, including receipts, invoices, logs of record or other properly certified documents;
 - b. Providing the Grant Signatory with appropriate documentation of reimbursable expenses thirty (30) days before the Grant Signatory will submit them to DEP;
 - c. Submitting their respective annual reports and annual scopes of work to the Grant Signatory thirty (30) days before the Grant Signatory will submit them to DEP;
 - d. Providing notice to the Grant Signatory of any budget change requests, and any supporting information requested by DEP; and
 - e. Assuring that obligations, duties and responsibilities of the Grant are fulfilled.
5. Use of Grant by Grant Partners. Each Grant Partner shall use its portion of the Grant to hire its coordinator to create its individual CAP.
6. General Provisions.
- a. Choice of Law. The laws of the Commonwealth of Pennsylvania shall be used to interpret this Agreement.
 - b. Amendments and Modifications. This Agreement may only be modified in writing.
 - c. Points of Contact.
 - (i) The contact person for this Agreement for Chester County shall be:
Cori Trice
Chester County Conservation District
688 Unionville Road, Suite 200
Kennett Square, PA 19348
Telephone Number: 610-455-1384,
Email: ctrice@chesco.org

- (ii) The contact person for this Agreement for Berks County shall be:
Ashley J. Showers, Assistant Director
Berks County Planning Commission
633 Court Street,
Reading, PA 19601
Telephone Number: 610-478-6316
Email: ashowers@countyofberks.com
 - (iii) The contact person for this Agreement for Schuylkill County shall be:
Jenna St. Clair, District Manager
Schuylkill County Conservation District
1206 AgCenter Drive
Pottsville, PA 17901
Telephone Number: 570-622-3742, Ext 3335,
Email: jstclair@co.schuylkill.pa.us
 - (iv) Any party may change its designated contact person by providing written notice to the other parties.
- d. Effective Date. This Agreement shall become effective and dated on the date of the last signature and shall be in effect until all obligations, duties and responsibilities of the Grant and this Agreement are fulfilled.
 - e. Entire Understanding. This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings exist with regards to this relationship.
 - f. Facilitation. Each Grant Partner shall do any and all things reasonably necessary and appropriate to facilitate implementation of this Agreement.
 - g. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original and shall have the full force and effect as an original but all of which shall constitute one and the same instrument. Any signed copy of this Agreement that is reproduced via facsimile, photocopy or other electronic means shall be as valid and enforceable as an originally signed document for all purposes.

[SIGNATURE PAGES FOLLOW]

ATTEST:

COUNTY OF CHESTER

Chief Clerk

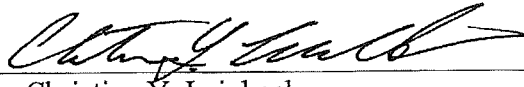
By: _____
Name: _____
Title: _____
Dated: _____

ATTEST:

COUNTY OF BERKS



Chief Clerk

By: 

Name: Christian Y. Leinbach
Title: Chair
Dated: March 11, 2021

ATTEST:

COUNTY OF SCHUYLKILL

Chief Clerk

By: _____
Name: _____
Title: _____
Dated: _____

Managed by Dept of Procurement & General Services
 Report ID: CC_CMMSN_BIP
 Set ID: CCGOV

County of Chester
COMMISSIONERS' CONTRACT AGENDA
DATE: 31-MAR-2021

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 Run Time: 01:09 PM

<u>Location</u>	<u>Type</u>	<u>Amount \$</u>	<u>Term</u>	<u>Description/Funding Percentage</u>
<u>Aging Services</u> Vendor: Surrey Services For Seniors, Inc. Contract ID: 0018920	Amendment	4,940.00	07-01-2020 06-30-2022	Amendment #4: This amendment extends the contract term for an additional one (1) year period and provides Pennsylvania Department of Aging 2020-2021 Senior Community Center Grant funds to meet the needs of the center and their participants during the COVID-19 pandemic. CO: 0% ST: 100% FED: 0%
Vendor: Kennett Area Senior Center Contract ID: 0018923	Amendment	4,940.00	07-01-2020 06-30-2022	Amendment #4: This amendment extends the contract term for an additional one (1) year period and provides Pennsylvania Department of Aging 2020-2021 Senior Community Center Grant funds to meet the needs of the center and their participants during the COVID-19 pandemic. CO: 0% ST: 100% FED: 0%
Vendor: Oxford Senior Center Contract ID: 0018924	Amendment	4,940.00	07-01-2020 06-30-2022	Amendment #4: This amendment extends the contract term for an additional one (1) year period and provides Pennsylvania Department of Aging 2020-2021 Senior Community Center Grant funds to meet the needs of the center and their participants during the COVID-19 pandemic. CO: 0% ST: 100% FED: 0%
Vendor: Phoenixville Area Senior Center Contract ID: 0018925	Amendment	4,940.00	07-01-2020 06-30-2022	Amendment #4: This amendment extends the contract term for an additional one (1) year period and provides Pennsylvania Department of Aging 2020-2021 Senior Community Center Grant funds to meet the needs of the center and their participants during the COVID-19 pandemic. CO: 0% ST: 100% FED: 0%
Vendor: West Chester Area Senior Center Contract ID: 0018926	Amendment	4,940.00	07-01-2020 06-30-2022	Amendment #4: This amendment extends the contract term for an additional one (1) year period and provides Pennsylvania Department of Aging 2020-2021 Senior Community Center Grant funds to meet the needs of the center and their participants during the COVID-19 pandemic. CO: 0% ST: 100% FED: 0%
Vendor: Legal Aid of Southeastern PA Contract ID: 0019387	Amendment	11,500.00	07-01-2020 06-30-2021	Amendment #1: This amendment provides additional funds for the provision of Attorney Consultant Services for low to moderate income individuals sixty years of age and older who do not qualify for Legal Aid Services. CO: 0% ST: 100% FED: 0%
Vendor: Brandywine Valley Active Aging Contract ID: 0020027	Amendment	9,880.00	01-01-2021 06-30-2022	Amendment #1: This amendment extends the contract term for an additional one (1) year period and provides Pennsylvania Department of Aging 2020-2021 Senior Community Center Grant funds to meet the needs of the center and their participants during the COVID-19 pandemic. CO: 0% ST: 100% FED: 0%

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County of Chester
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<u>Location</u>	<u>Type</u>	<u>Amount \$</u>	<u>Term</u>	<u>Description/Funding Percentage</u>
<u>Commissioners</u>				
Vendor: Calyptus Consulting Group, Inc. Contract ID: 0020519	Contract	129,600.00	04-01-2021 12-31-2021	This contract provides for an organizational assessment of the procurement function within the County to include a review of organization structure, operational functions, levels of staffing, policies and procedures, processes, and technology utilization. Included is a current state review, process mapping, future state implementation plan, revised policies and procedures, and training. This contract is a result of the Request for Proposal #2102-03. CO: 100% ST: 0% FED: 0%
<u>Community Development</u>				
Vendor: Unruh, Turner, Burke & Frees, P.C. Contract ID: 0018219	Amendment	30,000.00	01-01-2018 06-30-2021	Amendment #3: This amendment extends the contract term for an additional six (6) month period and provides additional funding for Legal Services for the administration of federal, state and local county funding. The cost associated with this amendment is funded by the Housing Trust Program, Community Development Block Grant, U.S. Department of Housing and Urban Development Home Investment Partnership Program (HOME), Medical Assistance Transportation Program and the Workforce Innovation and Opportunity Act (WIOA). This supports Strategic Business Plan Career and Workforce Development, Home Construction and Community Revitalization activity. CO: 45% ST: 0% FED: 55%
Vendor: Honey Brook Borough Contract ID: 0018639	Amendment	0.00	10-01-2018 12-31-2022	Amendment #1: This amendment extends the contract term for an additional three (3) year period for the Honey Brook Maple Street Improvements Program. The cost associated with this amendment is funded by the Community Revitalization Program. This supports Strategic Business Plan Community Revitalization activity. CO: 100% ST: 0% FED: 0%
Vendor: Educational Data Systems, Inc. Contract ID: 0018878	Amendment	316,991.00	04-01-2019 09-30-2021	Amendment #2: This amendment extends the contract term for an additional three (3) month period and increases funding for Dislocated Workers to receive training and employment services. The cost associated with this amendment is funded by the Pennsylvania Department of Labor and Industry Workforce Innovation and Opportunity Act (WIOA). This supports Strategic Business Plan Career and Workforce Development activity. CO: 0% ST: 0% FED: 100%

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<u>Location</u>	<u>Type</u>	<u>Amount \$</u>	<u>Term</u>	<u>Description/Funding Percentage</u>
<u>Community Development</u> Vendor: Open Hearth, Inc. Contract ID: 0018894	Amendment	150,000.00	04-01-2019 09-30-2021	Amendment #2: This amendment extends the contract term for an additional (3) three month period and renews funding for Dislocated Workers to receive supportive services. The cost associated with this amendment is funded by the Pennsylvania Department of Labor and Industry Workforce Innovation and Opportunity Act (WIOA). This supports Strategic Business Plan Career and Workforce Development activity. CO: 0% ST: 0% FED: 100%
Vendor: Open Hearth, Inc. Contract ID: 0020444	Contract	2,700,000.00	01-01-2021 12-31-2021	This contract provides funding for individuals and families at risk of homelessness to include those suffering financial hardship as a result of the COVID-19 pandemic. The cost associated with this contract is funded by the United States Department of the Treasury Emergency Rental Assistance Program (ERAP). This supports Strategic Business Plan Housing and Community Support Services activity. CO: 0% ST: 0% FED: 100%
Vendor: Housing Partnership of Chester County Contract ID: 0019045	Amendment	6,000.00	02-25-2019 06-30-2021	Amendment #2: This amendment provides additional funding for the Chester County Home Modification Program to provide housing property accessible modifications. The cost associated with this amendment is funded by the Commonwealth of Pennsylvania Keystone Communities Program. This supports Strategic Business Plan Home Construction and Community Revitalization activity. CO: 0% ST: 100% FED: 0%
Vendor: Chester County Economic Develop. Council Contract ID: 0020145	Amendment	0.00	02-17-2021 07-15-2021	Amendment #1: This amendment revises paragraph 8 of the COVID-19 Hospitality Industry Recovery Program (CHIRP) to allow reimbursement for each program application received. CO: 0% ST: 100% FED: 0%
Vendor: Domestic Violence Center of Chester Co. Contract ID: 0020247	Contract	15,000.00	01-01-2021 12-31-2021	This contract renews funding for the Domestic Violence Center's Emergency Shelter Program. The cost associated with this contract is funded by the Community Services Block Grant. This supports Strategic Business Plan Homeless Shelter activity. CO: 0% ST: 0% FED: 100%
Vendor: United Way of Chester County Contract ID: 0020427	Contract	234,377.15	01-01-2021 12-31-2021	This contract renews funding for the Homeless Crisis Response System Coordinated Entry: 211 Call Center. 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%

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<u>Location</u>	<u>Type</u>	<u>Amount \$</u>	<u>Term</u>	<u>Description/Funding Percentage</u>
<u>Community Development</u>				
Vendor: North Star of Chester County Contract ID: 0020441	Contract	22,000.00	01-01-2021 12-31-2021	This contract renews funding for the Homeless Prevention, Rental Assistance and Case Management 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: Chester County Economic Dev. Foundation Contract ID: 0020442	Contract	237,500.00	01-01-2021 06-30-2021	This contract provides implementation funding for the Healthcare Connect Next Generation Industry Partnership. The cost associated with this contract is funded by the Pennsylvania Department of Labor and Industry Workforce Innovation and Opportunities Act (WIOA). This supports Strategic Business Plan Career and Workforce Development activity. CO: 0% ST: 100% FED: 0%
Vendor: Chester County Economic Dev. Foundation Contract ID: 0020446	Contract	237,500.00	01-01-2021 06-30-2021	This contract provides implementation funding for the Innovative Technology Action Group Next Generation Industry Partnership (ITAG) for Employers and Incumbent Workers. The cost associated with this contract is funded by the Pennsylvania Department of Labor and Industry Workforce Innovation and Opportunities Act (WIOA). This supports Strategic Business Plan Career and Workforce Development activity. CO: 0% ST: 100% FED: 0%
Vendor: Chester County Economic Dev. Foundation Contract ID: 0020447	Contract	209,000.00	01-01-2021 06-30-2021	This contract provides implementation funding for the Manufacturing Alliance of Chester/Delaware Counties (MACCDC) Next Generation Industry Partnership. The cost associated with this contract is funded by the Pennsylvania Department of Labor and Industry Workforce Innovation and Opportunities Act (WIOA). This supports Strategic Business Plan Career and Workforce Development activity. CO: 0% ST: 100% FED: 0%
Vendor: Chester County Economic Dev. Foundation Contract ID: 0020448	Contract	209,000.00	01-01-2021 06-30-2021	This contract provides implementation funding for the Smart Energy Initiative Next Generation Industry Partnership. The cost associated with this contract is funded by the Pennsylvania Department of Labor and Industry Workforce Innovation and Opportunities Act (WIOA). This supports Strategic Business Plan Career and Workforce Development activity. CO: 0% ST: 100% FED: 0%

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<u>Location</u>	<u>Type</u>	<u>Amount \$</u>	<u>Term</u>	<u>Description/Funding Percentage</u>
<u>Community Development</u>				
Vendor: Friends Assoc.Care & Protect of Children Contract ID: 0020443	Contract	3,330,120.00	01-01-2021 12-31-2021	This contract provides funding for individuals and families at risk of homelessness to include those suffering financial hardship as a result of the COVID-19 pandemic. The cost associated with this contract is funded by the United States Department of the Treasury Emergency Rental Assistance Program (ERAP). This supports Strategic Business Plan Housing and Community Support Services activity. CO: 0% ST: 0% FED: 100%
Vendor: Handi-Crafters, Inc. Contract ID: 0020445	Contract	50,000.00	01-01-2021 12-31-2021	This contract renews funding for the Independent Living Solutions 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: Oxford Area Neighborhood Services Center Contract ID: 0020449	Contract	20,000.00	01-01-2021 12-31-2021	This contract provides funding for the Emergency Rental and Food Assistance 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: Life Transforming Ministries Contract ID: 0020450	Contract	35,000.00	01-01-2021 12-31-2021	This contract renews funding for the Volunteer Income Tax Assistance 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: Community Volunteers in Medicine Contract ID: 0020461	Contract	50,000.00	01-01-2021 12-31-2021	This contract provides funding for free Healthcare to low income individuals during the COVID-19 pandemic. The cost associated with this contract is provided by the Community Development Block Grant (CDBG-CV) - Care Act 2020. This supports Strategic Business Plan Housing and Community Support Services activity. CO: 0% ST: 0% FED: 100%
<u>Facilities</u>				
Vendor: Procure Technologies Inc. Contract ID: 0018333	Amendment	18,570.00	05-07-2021 05-06-2022	Amendment #3: This amendment extends the contract term for an additional one (1) year period for the Enterprise wide Construction Project Management Software subscription that includes Project Management Essentials, Invoice Management and Financial Management modules. CO: 100% ST: 0% FED: 0%

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<u>Location</u>	<u>Type</u>	<u>Amount \$</u>	<u>Term</u>	<u>Description/Funding Percentage</u>
<u>Finance Department</u>				
Vendor: Francis A. Hall, Inc. Contract ID: 0013784	Amendment	0.00	03-24-2021 06-30-2021	Amendment #4: This amendment for Brokerage/Consultant Services revises the contract language in Section 7 to allow the County to consult with other agencies regarding risk management matters. CO: 100% ST: 0% FED: 0%
Vendor: Dahab Associates, Inc. Contract ID: 0020463	Contract	475,000.00	04-01-2021 03-31-2026	This contract provides Pension Investment Consulting Services as per Request for Proposal #2010-06. This contract is funded by the Chester County Employees' Pension fund. CO: 0% ST: 0% FED: 0%
<u>Human Resources</u>				
Vendor: Maxim Healthcare Staffing Services, Inc. Contract ID: 0020468	Contract	0.00	03-04-2021 03-03-2022	This contract provides Temporary Medical Staffing Services. CO: 100% ST: 0% FED: 0%
<u>MH/IDD</u>				
Vendor: Carelink Community Support Service Contract ID: 0019516	Amendment	0.00	01-01-2021 06-30-2021	Amendment #1: This amendment provides additional funding to support physical site needs for residential programming. CO: 0% ST: 83% FED: 17%
<u>Managed Behavioral Healthcare</u>				
Vendor: Drexel Univ College of Medicine Behavior Contract ID: 0020256	Contract	16,100.00	04-01-2021 12-31-2021	This contract renews HealthChoices Network Training Services for community providers. CO: 0% ST: 100% FED: 0%
Vendor: Human Services, Inc. Contract ID: 0020308	Contract	25,000.00	03-01-2021 12-31-2021	This contract provides for Provider Network Recruitment & Retention. CO: 0% ST: 100% FED: 0%
<u>Open Space Preservation</u>				
Vendor: Stoltzfus, Jonas J. Contract ID: 0020401	Contract	191,520.00	04-01-2021 UNTIL COMPLETE	42.56 acres of farmland in West Nottingham Township owned by Jonas J. and Annie M. Stoltzfus are recommended by the Agricultural Land Preservation Board through the Commonwealth/County Program. The total project cost is \$191,520.00 which is 100% funded by the County. CO: 100% ST: 0% FED: 0%

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<u>Location</u>	<u>Type</u>	<u>Amount \$</u>	<u>Term</u>	<u>Description/Funding Percentage</u>
<u>Open Space Preservation</u>				
Vendor: King, David K. Contract ID: 0020465	Contract	112,392.59	03-31-2021 UNTIL COMPLETE	55.42 acres of farmland in Lower Oxford Township owned by David K. and Katie F. King are recommended by the Agricultural Land Preservation Board through the Commonwealth/County Program. The total project cost is \$204,350.17. The County will pay \$204,350.17 (100%) and be reimbursed by Lower Oxford Township \$91,957.58 (45%) per the Funding Agreement. The actual cost to the County is \$112,392.59 (55%). CO: 55% ST: 0% FED: 0%
Vendor: Morelli Jr., Thomas W Contract ID: 0020466	Contract	230,332.68	03-31-2021 UNTIL COMPLETE	41.90 acres of farmland in East Nantmeal Township owned by Thomas W. Morelli, Jr. are recommended by the Agricultural Land Preservation Board through the Commonwealth/County Program. The total project cost is \$230,332.68 which is 100% funded by the County. CO: 100% ST: 0% FED: 0%
<u>Planning Commission</u>				
Vendor: Willistown Township Contract ID: 0020453	Contract	40,000.00	01-01-2021 12-31-2022	This contract provides for the Vision Partnership Program: Cash Grant Manual - Willistown Township Comprehensive Plan Update. The total project cost is \$82,000.00. County funding is \$40,000.00 (48.781%). Other funding: Municipality \$42,000.00 (51.219%). CO: 48% ST: 0% FED: 0%
<u>Public Health Admin</u>				
Vendor: St. Moritz Security Services, Inc. Contract ID: 0020390	Contract	0.00	04-01-2021 06-30-2021	This contract provides Security Services for six (6) stationary and two (2) mobile COVID-19 vaccination sites. This contract is a result of Request for Quotation #RPD21-01. CO: 0% ST: 0% FED: 100%
Vendor: BMH, LLC Contract ID: 0020462	Contract	0.00	03-01-2021 UNTIL COMPLETE	This Ancillary Provider Services Agreement provides for the Maternal and Child Health Program. This is a revenue contract. CO: 0% ST: 0% FED: 0%
Vendor: YMCA of Greater Brandywine Contract ID: 0020467	Contract	0.00	04-07-2021 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>Solicitors</u>				
Vendor: Ballard Spahr LLP Contract ID: 0020464	Contract	0.00	03-12-2021 UNTIL COMPLETE	This contract provides additional Legal Services as required by the County Solicitor's Office. CO: 100% ST: 0% FED: 0%

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<u>Location</u>	<u>Type</u>	<u>Amount \$</u>	<u>Term</u>	<u>Description/Funding Percentage</u>
Youth Center				
Vendor: Wyoming County	Contract	0.00	07-01-2020	This contract provides bed space rental for Wyoming County Children and Youth Services at the Chester County Youth Center. This is a revenue contract.
Contract ID: 0020440			06-30-2021	
				CO: 0% ST: 0% FED: 0%

Number of Contracts: **43**

Grants Agenda

March 31, 2021

DEPARTMENT / FUND	AWARD	TERM	DESCRIPTION
<u>Adult Probation, Parole, and Pretrial Services</u>			
Administrative Office of Pennsylvania Courts Application - Renewal	\$ 9,996.00	04/01/2021 03/31/2022	Problem Solving Courts Grant-Mental Health Court No New Positions - No County Match State Funding = \$9,996.00
Administrative Office of Pennsylvania Courts Application - Renewal	\$ 9,999.00	04/01/2021 03/31/2022	Problem Solving Courts Grant-Veterans Court No New Positions - No County Match State Funding = \$9,999.00
Administrative Office of Pennsylvania Courts Application - Renewal	\$ 10,000.00	04/01/2021 03/31/2022	Problem Solving Courts Grant- Drug Court No New Positions - No County Match State Funding = \$10,000.00
Administrative Office of Pennsylvania Courts Application - Renewal	\$ 9,981.00	04/01/2021 03/31/2022	Problem Solving Courts Grant- Recovery Court No New Positions - No County Match State Funding = \$9,981.00
Pennsylvania Board of Probation and Parole Contract / Award - Renewal 001-221000-344751-00000000-2210002	\$ -	07/01/2020 06/30/2022	State Offender Supervision Fund Agreement- FY2020-FY2021 Renewal No New Positions - No County Match
<u>Community Development</u>			
Pennsylvania Department of Labor and Industry Contract / Award - New 116-490000-332212-48300400-4900005-FY2020	\$ 250,000.00	07/01/2019 06/30/2021	Industry Partnerships: Healthcare Connect (HCC) No New Positions - No County Match State Funding = \$250,000.00
Pennsylvania Department of Labor and Industry Contract / Award - New 116-490000-332212-48300300-4900005-FY2020	\$ 250,000.00	07/01/2018 06/30/2021	Industry Partnerships: The Innovative Technology Action Group (ITAG) No New Positions - No County Match State Funding = \$250,000.00
Pennsylvania Department of Labor and Industry Contract / Award - New 116-490000-332212-48400002-4900005-FY2020	\$ 220,000.00	07/01/2019 06/30/2021	Industry Partnerships: Manufacturing Alliance of Chester and Delaware Counties (MACC/DC) No New Positions - No County Match State Funding = \$220,000.00

**Grants Agenda
March 31, 2021**

DEPARTMENT / FUND	AWARD	TERM	DESCRIPTION
Pennsylvania Department of Labor and Industry Contract / Award - New 116-490000-332212-48300600-4900005-FY2020	\$ 220,000.00	07/01/2019 06/30/2021	Industry Partnerships: Smart Energy Initiative of Southeastern PA (SEI) No New Positions - No County Match State Funding = \$220,000.00
Pennsylvania Department of Labor and Industry Contract / Award - New 116-490000-331212-47200000-4900005-FY2020	\$ 282,212.70	07/01/2020 06/30/2023	Rapid Response Additional Assistance (RRAA) No New Positions - No County Match Federal Funding = \$282,212.70
<u>Finance</u>			
Pennsylvania Counties Risk Pool (PCoRP) Contract / Award - New 001-XXXXXX-369200-00000000-XXXXXX	\$ 20,000.00	06/01/2020 06/01/2021	Security Camera Enhancements No New Positions - No County Match Local Funding = \$20,000.00
<u>Public Health</u>			
Pennsylvania Department of Environmental Protection Contract / Award - Renewal 001-478000-332235-15400200-4780001-FY2021	\$ 112,288.00	01/01/2021 12/31/2021	Mosquito-Borne Disease Control Grant No New Positions - No County Match State Funding = \$112,288.00
Pennsylvania Department of Health Contract / Award - Renewal 001-478000-331207-15200000-4780003-FY2021	\$ 243,754.00	07/01/2021 06/30/2022	Title V - Maternal & Infant Home Visiting Program No New Positions - No County Match Federal Funding = \$243,754.00
<u>Planning</u>			
Pennsylvania Department of Conservation and Natural Resources Application - New	\$ 70,000.00	01/01/2022 12/31/2024	Countywide Trails Master Plan No New Positions - In-Kind County Match = \$70,000.00 State Funding = \$70,000.00
<u>Water Resources Authority</u>			
Pennsylvania Department of Conservation and Natural Resources Application - New	\$ 80,000.00	07/01/2021 06/30/2023	Chester County Rivers Conservation Plan Update No New Positions - In-Kind County Match = \$261,607.51 Other - Volunteer Services = \$22,500.00 State Funding = \$80,000.00

COUNTY OF CHESTER

Finance Agenda

Commissioners' Meeting, March 31, 2021

1. Budget Change 23-20
2. Budget Change 06-21
3. 2021 Salary Increase
4. Purchase of 313 West Market Street
5. Vouchers as submitted by the Controller

**2020
Budget Amendment
BC - 23
March 31, 2021**

Date	Department Name	Fund	Org	Account	Project	Activity	Bud Ref	Amount	Account Description	Change to Budget
31-Dec-2020	Emergency Services	001	251300	331231	00000019	2510003		\$ (20,200,000)	Fed-Penn Emerg Management Agency	Net Change (\$20,200,000)
	Emergency Services	001	251300	420000	00000019	2510003		\$ (20,200,000)	Materials & Services	

To align CARES budget with actual revenue and expenditures.

**2021
Budget Amendment
BC - 06
March 31, 2021**

Date	Department Name	Fund	Org	Account	Project	Activity	Bud Ref	Amount	Account Description	Change to Budget
31-Mar-2021	Public Health	001	478000	331207	15601000	4780006	FY2020	\$ 18,578	Federal-Health	Net Change + \$19,713
	Public Health	001	478000	331207	15601000	4780006	FY2021	\$ 1,135	Federal-Health	
	Public Health	001	478120	420000	15601000	4780006	FY2020	\$ 18,578	Materials and Services	
	Public Health	001	478120	420000	15601000	4780006	FY2021	\$ 1,135	Materials and Services	
To budget the Childhood Lead Poisoning Prevention Grant.										
31-Mar-2021	Non-Departmental	001	000000	331231	00000019	0000001		\$ (250,000)	Fed-Penn Emerg Management Agency	Net Change (\$250,000)
	Non-Departmental	001	902100	442000	00000019	9021001		\$ (250,000)	Materials and Services	
To decrease available balance of carryover CARES funding. See DCD increase below.										
31-Mar-2021	Community Development	116	490000	331231	00000019	4900001		\$ 250,000	Fed-Penn Emerg Management Agency	Net Change + \$250,000
	Community Development	116	491100	420000	00000019	4900001		\$ 250,000	Materials and Services	
To align revenue and expenditure budget for anticipated Coronavirus transactions.										
05-Mar-2021	Drug and Alcohol	144	450044	331207	65008400	4514001	FY2020	\$ 280,875	Federal-Health	Net Change + \$280,875
	Drug and Alcohol	144	454205	439740	65008400	4514001	FY2020	\$ 140,496	Provider Services	
	Drug and Alcohol	144	454205	490001	65008400	4514001	FY2020	\$ 8,173	Transfer to General	
	Drug and Alcohol	144	454205	490116	65008400	4514001	FY2020	\$ 89,341	Transfer to DCD	
	Drug and Alcohol	144	454208	439740	65008400	4514001	FY2020	\$ 30,260	Provider Services	
	Drug and Alcohol	144	453144	439300	65008400	4514001	FY2020	\$ 12,605	Training	
To budget the State Opioid Response Grant.										
31-Mar-2021	Capital Improvement Fund	357	085300	445000	80340116	3570001		\$ 130,785	To Individuals	No Net Change
	Capital Improvement Fund	357	085300	475110	80300200	3570001	FY2021	\$ (130,785)	Land Development Rights	
To budget the Agricultural Conservation Easement purchase, Commonwealth Program, for David K. and Katie F. King, installment payment one of five.										
31-Mar-2021	Capital Improvement Fund	357	085300	475110	80340118	3570001		\$ 230,333	Land Development Rights	No Net Change
	Capital Improvement Fund	357	085300	475110	80300200	3570001	FY2021	\$ (230,333)	Land Development Rights	
To budget the Agricultural Conservation Easement purchase, Commonwealth Program, for Thomas W. Morelli, Jr.										
31-Mar-2021	Capital Improvement Fund	357	085300	442000	80330136	3570001		\$ 181,200	To Organizations	No Net Change
	Capital Improvement Fund	357	085300	475110	80300200	3570001	FY2021	\$ (181,200)	Land Development Rights	
To budget a Preservation Partnership Program grant to Natural Lands Trust for land acquisition to provide Brandywine Creek access.										