



# 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**

**April 15, 2021**

- 1. CALL MEETING TO ORDER**
- 2. ANNOUNCEMENTS**
  - Executive Session – The Board of Commissioners met in Executive Session on Tuesday, April 13, 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. **Contracts**
  - c. **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

March 31, 2021

### 1. CALL MEETING TO ORDER

The public meeting of the Chester County Board of Commissioners was called to order at 7:02 PM on March 31, 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

Commissioner Maxwell read a proclamation recognizing National Library Week, which was accepted by Joe Sherwood and Marguerite Dube.

### ANNOUNCEMENTS

Chair Moskowitz introduced Jacquelyn Rothera for the recognition of Women's History Month, who presented the "SHEro Award" to Joyce Chester.

Chair Moskowitz announced that the Board of Commissioners met in Executive Session on Tuesday, March 30, 2021 to discuss personnel and legal matters.

### 3. MINUTES OF PREVIOUS MEETING

Commissioner Maxwell made a motion to approve the minutes from the last meeting on March 11, 2021. Commissioner Kichline seconded the motion. After a roll call vote, all Commissioners voted yes and unanimously approved the minutes from the March 11, 2021 Commissioners' Meeting.

### MINUTES APPROVED

### 4. PUBLIC COMMENT ON AGENDA

Jim DiLuzio thanked the Commissioners for their continued support of the library system.

### PUBLIC COMMENT

There was no further public comment on agenda items.

### 5. OLD BUSINESS

There were no items of old business.

### OLD BUSINESS

### 6. NEW BUSINESS

### NEW BUSINESS

#### a. Authorities, Boards, and Commissions

### ABCs

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

#### 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 Jacquelyn Hickey Rothera for a term ending 12/31/2023

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

**b. Resolution 08-21**

Commissioner Maxwell made a motion to approve Resolution 08-21 authorizing the exoneration of certain county taxes. Commissioner Kichline seconded the motion. After a roll call vote, all were in favor and unanimously approved Resolution 08-21.

**Resolution 08-21**

**c. Grant Sharing Agreement**

Commissioner Kichline made a motion to approve a grant sharing agreement between the County of Chester, the County of Berks, and the County of Schuylkill regarding Pennsylvania's Phase III Watershed Implementation plan. Commissioner Maxwell seconded the motion. After a roll call vote, all were in favor and unanimously approved the Grant Sharing Agreement.

**Grant Sharing Agreement**

**d. 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 contracts with the Chester County Economic Development Council and the Chester County Economic Development Foundation. Otherwise, all Commissioners voted yes and approved the Contracts agenda.

**Contracts**

**e. 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 23-20
- Budget Change 06-21
- 2021 Salary Increase
- Purchase of 313 West Marker Street
- Vouchers as submitted by the Controller

## 9. PUBLIC COMMENT

## PUBLIC COMMENT

Jim DiLuzio asked questions about the March 31, 2021 Retirement Board meeting, specifically in regard to a Cost of Living Increase consideration. The County Administrator explained that the decision to implement a Cost of Living Increase will be postponed until October 2021 since it would not take effect until 2022. Mr. DiLuzio was also directed to watch the Retirement Board meeting on chesco.org or to reach out with any further questions.

JoAnn Weinberger thanked the Commissioners for their continued support of the library system, and the libraries for all that they do.

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 7:44 PM.



**Taken by Taylor Pettit**

**On behalf of Chief Clerk Robert J. Kagel**

**COUNTY OF CHESTER**

**Authorities, Boards and Commissions**

**April 15, 2021**

**Chester County Industrial Development Authority**

Appoint Representative Dan Williams for a term ending 12/31/2025\*\*

\*\*This is correcting the term ending date previously approved on March, 31, 2021.

**County of Chester**  
**COMMISSIONERS' CONTRACT AGENDA**  
**DATE: 15-APR-2021**

<u>Location</u>	<u>Type</u>	<u>Amount \$</u>	<u>Term</u>	<u>Description/Funding Percentage</u>
<b><u>Children Youth and Families</u></b>				
Vendor: Deaf-Hearing Communication Centre, Inc. Contract ID: 0017284	Amendment	0.00	01-01-2021 06-30-2022	Amendment #5: This amendment extends the contract term for an additional eighteen (18) month period and updates the payment schedule and policies for Sign Language and Interpretation Services. CO: 20%                    ST: 75%                    FED: 5%
Vendor: Lamb McErlane, PC Contract ID: 0018134	Amendment	0.00	01-01-2021 06-30-2021	Amendment #3: This amendment extends the contract term for an additional six (6) month period for Legal Services in dependency matters. CO: 40%                    ST: 55%                    FED: 5%
<b><u>Community Development</u></b>				
Vendor: West Chester Borough Contract ID: 0019264	Amendment	0.00	01-01-2020 12-31-2023	Amendment #1: This amendment extends the contract term for an additional (2) two year period for installation of upgraded lighting, curb bump-outs, bus shelters and crosswalk improvements on South High Street to enhance pedestrian safety. The cost associated with this amendment is funded by the Community Revitalization Program. This supports Strategic Business Plan Housing and Community Support Services activity. CO: 100%                    ST: 0%                    FED: 0%
Vendor: Housing Partnership of Chester County Contract ID: 0020518	Contract	400,000.00	01-01-2021 12-31-2023	This contract provides funding for the Homebuyer Mortgage Write Down 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: Movement Community Development Corp Contract ID: 0020544	Contract	50,000.00	02-01-2021 01-31-2022	This contract provides funding for the Coatesville Community Resource Navigation 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: Open Hearth, Inc. Contract ID: 0020545	Contract	160,050.00	01-01-2021 12-31-2021	This contract renews funding for the Mental Health Housing Resource Program. The cost associated with this contract is funded by the HealthChoices Reinvestment Program. This supports Strategic Business Plan Housing and Community Support Services activity. CO: 0%                    ST: 100%                    FED: 0%
<b><u>Human Resources</u></b>				
Vendor: General Healthcare Resources LLC. Contract ID: 0019906	Amendment	0.00	04-05-2021 12-31-2021	Amendment #3: This amendment for Temporary Staffing Services adds Paramedic/EMT rates to the Fee Schedule. CO: 100%                    ST: 0%                    FED: 0%

**County of Chester**  
**COMMISSIONERS' CONTRACT AGENDA**  
**DATE: 15-APR-2021**

<u>Location</u>	<u>Type</u>	<u>Amount \$</u>	<u>Term</u>	<u>Description/Funding Percentage</u>
<b><u>Open Space Preservation</u></b>				
Vendor: Natural Lands Trust Contract ID: 0017109	Amendment	0.00	04-22-2021 10-21-2021	Amendment #4: This amendment extends the contract term for an additional (6) month period for the Round 28 Preservation Partnership Program Grant; Kulp Property Conservation Easement with no change in cost. Other funding: 72% Township. CO: 28%                      ST: 0%                      FED: 0%
<b><u>Planning Commission</u></b>				
Vendor: Oxford Borough Contract ID: 0020547	Contract	40,684.00	04-01-2021 03-31-2023	This contract provides for the Vision Partnership Program: County Consulting Manual - Technical Services Contract. The total project cost is \$58,120.00. County funding is \$40,684.00 (70%). Other funding: Municipality \$17,436.00 (30%). CO: 70%                      ST: 0%                      FED: 0%
Vendor: Modena Borough Contract ID: 0020548	Contract	38,752.00	04-01-2021 03-31-2023	This contract provides for the Vision Partnership Program: County Consulting Manual - Technical Services Contract. The total project cost is \$55,360.00. County funding is \$38,752.00 (70%). Other funding: Municipality \$16,608.00 (30%). CO: 70%                      ST: 0%                      FED: 0%
<b><u>Pocopson Home</u></b>				
Vendor: United Healthcare Insurance Company Contract ID: 0020550	Contract	0.00	04-15-2021 OPEN ENDED	This Ancillary Provider Participation Agreement provides for an increase in Skilled Optum billing rates and replaces the current Medicare HMO contract. CO: 0%                      ST: 0%                      FED: 0%
<b><u>Public Health Admin</u></b>				
Vendor: Event Medical Solutions Contract ID: 0019954	Amendment	0.00	04-15-2021 05-11-2022	Amendment #2: This amendment extends the contract term for an additional one (1) year period and provides for a Mobile Vaccination Unit. CO: 0%                      ST: 0%                      FED: 100%
Vendor: Avondale Presbyterian Church Contract ID: 0020546	Contract	0.00	04-15-2021 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%
<b><u>Solicitors</u></b>				
Vendor: McCormick Taylor, Inc. Contract ID: 0019145	Amendment	33,500.00	04-15-2021 OPEN ENDED	Amendment #1: This amendment provides additional funding for Engineering and Technical Support to review information and provide subject matter expertise related to current and future pipeline projects per the revised Fee Schedule. CO: 100%                      ST: 0%                      FED: 0%

**County of Chester**  
**COMMISSIONERS' CONTRACT AGENDA**  
**DATE: 15-APR-2021**

<u>Location</u>	<u>Type</u>	<u>Amount \$</u>	<u>Term</u>	<u>Description/Funding Percentage</u>
<b><u>Solicitors</u></b>				
<b><u>Youth Center</u></b>				
Vendor: Indiana County Contract ID: 0020549	Contract	0.00	07-01-2020 06-30-2021	This contract provides bed space rental for Indiana County Children and Youth Services at the Chester County Youth Center. This is a revenue contract. CO: 0%                      ST: 0%                      FED: 0%
Vendor: County of Lehigh Contract ID: 0020551	Contract	0.00	07-01-2020 06-30-2021	This contract renews bed space rental for Lehigh County Children and Youth Services at the Chester County Youth Center. This is a revenue contract. CO: 0%                      ST: 0%                      FED: 0%

Number of Contracts:                      **16**



**Grants Agenda**  
**April 15, 2021**

DEPARTMENT / FUND	AWARD	TERM	DESCRIPTION
<b><u>Adult Probation, Parole, and Pretrial Services</u></b>			
Pennsylvania Commission on Crime and Delinquency Application - Renewal 001-221000-332225-13100100-2210002-FY2021	\$ 442,821.00	07/01/2021 06/30/2022	Intermediate Punishment Program (State Intermediate Punishment / Drug and Alcohol Restrictive Intermediate Punishment) No New Positions - No County Match State Funding = \$442,821.00
Pennsylvania Commission on Crime and Delinquency Application - Renewal 001-221000-332225-12900000-2210002	\$ 533,144.00	07/01/2020 06/30/2021	County Adult Probation and Parole Grant-in-Aid No New Positions - No County Match State Funding = \$533,144.00
Pennsylvania Commission on Crime and Delinquency Contract / Award - Amendment 144-450044-332281-50400410-4514001-FY2020	\$ (64,946.00) <i>decrease</i>	07/01/2020 06/30/2021	Intermediate Punishment Program No New Positions - No County Match Revised State Funding = \$435,054.00
<b><u>Aging Services</u></b>			
Pennsylvania Department of Aging Contract / Award - Renewal Various	\$ 16,242,840.00	07/01/2021 06/30/2025	Department of Aging Cooperative Grant Agreement No New Positions - No County Match Federal Funding = \$4,198,860.00 State Funding = \$12,043,980.00
<b><u>Public Health</u></b>			
Pennsylvania Department of Health Contract / Award - Amendment 001-478000-331207-16100000-4780006-FY2020	\$ 523,228.10	07/01/2020 06/30/2021 <i>date change</i>	Public Health Emergency Preparedness (PHEP) Grant No New Positions - No County Match Federal Funding = \$523,228.10

COUNTY OF CHESTER  
Board of Commissioners Human Resources Agenda  
Meeting Date - 04/15/2021Hires and Rehires

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1. Employee : Gaskill, Mari L  
Department : 491100 - Dept of Community Development  
Job : 041122 - SSS III  
Salary Grade : N02  
Compensation : \$ 31,303.35(A)  
Effective Date : 04/19/2021
  
2. Employee : McFadden, Katherine H  
Department : 451141 - Mental Hlth/Intel & Dev Disabl  
Job : 048461 - ID Support Coordinator  
Salary Grade : T04  
Compensation : \$ 34,054.80(A)  
Effective Date : 04/12/2021
  
3. Employee : Roman, Paul  
Department : 015000 - Procurement & General Services  
Job : 041532 - Mailroom Clerk II  
Salary Grade : N03  
Compensation : \$ 31,420.48(A)  
Effective Date : 04/19/2021
  
4. Employee : Wallin, Michele  
Department : 589000 - Libraries P/T  
Job : 805010 - Library Page  
Salary Grade :  
Compensation : \$ 8.50(H)  
Effective Date : 04/19/2021
  
5. Employee : Woodward, Roland H  
Department : 131000 - Prothonotary  
Job : 803760 - Court Clerk  
Salary Grade :  
Compensation : \$ 11.00(H)  
Effective Date : 04/26/2021

COUNTY OF CHESTER  
Board of Commissioners Human Resources Agenda  
Meeting Date - 04/15/2021

Transfers

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6. Employee : Greisler,Ronit

	<u>Proposed</u>	<u>Current</u>
Department	: 589100 - Chester County Library	589000
Job	: 041290 - Account Clerk I	805100
Salary Grade	: N02	
Compensation	: \$ 29,216.46(A)	\$ 10.00(H)
Effective Date	: 04/24/2021	04/04/2019

COUNTY OF CHESTER  
Board of Commissioners Human Resources Agenda  
Meeting Date - 04/15/2021

Promotions

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7. Employee : Houston, Sabrea

	<u>Proposed</u>	<u>Current</u>
Department	: 210000 - Chester County Prison	251315
Job	: 040920 - Correctional Officer I	041381
Salary Grade	: CO1	N03
Compensation	: \$ 41,939.04(A)	\$ 35,909.12(A)
Effective Date	: 04/10/2021	12/19/2020

COUNTY OF CHESTER  
Board of Commissioners Human Resources Agenda  
Meeting Date - 04/15/2021End of Employment

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8. Employee : Adriaanse, Katherine E  
Department : 589300 - Henrietta Hankin Library  
Job : 605190 - Librarian  
Effective Date : 04/08/2021
9. Employee : Anderson, Jakob T  
Department : 210000 - Chester County Prison  
Job : 040920 - Correctional Officer I  
Effective Date : 04/18/2021
10. Employee : Boyer, Linda A  
Department : 035100 - Assessment  
Job : 040780 - SSS IV  
Effective Date : 03/21/2021
11. Employee : Brown, Kiana L  
Department : 461210 - Pocopson Nursing Care  
Job : 041420 - Nurse Aide  
Effective Date : 04/09/2021
12. Employee : Cipriano, Michael A  
Department : 120000 - Court Administration  
Job : 030080 - Attorney II  
Effective Date : 04/15/2021
13. Employee : DiMatteo, Angela M  
Department : 461210 - Pocopson Nursing Care  
Job : 040262 - LPN  
Effective Date : 04/22/2021
14. Employee : Downing, Erin Feeney  
Department : 135000 - Domestic Relations  
Job : 020085 - Hearing Officer  
Effective Date : 05/15/2021
15. Employee : Galli, Maria  
Department : 451141 - Mental Hlth/Intel & Dev Disabl  
Job : 048461 - ID Support Coordinator  
Effective Date : 05/01/2021
16. Employee : Greenleaf, Sheena M  
Department : 210000 - Chester County Prison  
Job : 040870 - Account Clerk II  
Effective Date : 04/17/2021
17. Employee : Henken, Dustin T  
Department : 055000 - Controller  
Job : 030852 - Auditor I  
Effective Date : 04/21/2021

COUNTY OF CHESTER  
Board of Commissioners Human Resources Agenda  
Meeting Date - 04/15/2021End of Employment

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18. Employee : Hurlock,Linda L  
Department : 129000 - District Attorney  
Job : 040780 - SSS IV  
Effective Date : 03/31/2021
19. Employee : Martinez Guadarrama,Brenda L  
Department : 461210 - Pocopson Nursing Care  
Job : 041420 - Nurse Aide  
Effective Date : 04/17/2021
20. Employee : Richardson,Alexis D  
Department : 461210 - Pocopson Nursing Care  
Job : 041420 - Nurse Aide  
Effective Date : 04/09/2021
21. Employee : Sanchez,Juan P  
Department : 060000 - Solicitor  
Job : 020080 - Attorney IV  
Effective Date : 04/07/2021
22. Employee : Soutos,Alexander  
Department : 251315 - Safety and Security  
Job : 841381 - Safety & Security Operator-PT  
Effective Date : 04/05/2021
23. Employee : Whiteman,Tammy J  
Department : 251500 - Emergency Medical Services  
Job : 030533 - Adv Life Support Coord  
Effective Date : 04/23/2021

COUNTY OF CHESTER  
Board of Commissioners Human Resources Agenda  
Meeting Date - 04/15/2021

Retirements

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- 24. Employee : Gomez, Eric Edwin  
Department : 210000 - Chester County Prison  
Job : 040920 - Correctional Officer I  
Effective Date : 04/30/2021
  
- 25. Employee : Romero, Sheila  
Department : 451144 - Drug and Alcohol  
Job : 048655 - D&A Case Mgmt Spclst  
Effective Date : 05/08/2021
  
- 26. Employee : Serdich, Andrew P  
Department : 251200 - Public Safety Communications  
Job : 040200 - Telecommunicator III  
Effective Date : 06/08/2021
  
- 27. Employee : Wade, Jill  
Department : 451145 - Children, Youth and Families  
Job : 048560 - County Caseworker II  
Effective Date : 05/08/2021

**COUNTY OF CHESTER**

**Finance Agenda**

**Commissioners' Meeting, April 15, 2021**

1. Budget Change 07-21
2. Vouchers as submitted by the Controller



**2021  
Budget Amendment  
BC - 07  
April 15, 2021**

<b>Date</b>	<b>Department Name</b>	<b>Fund</b>	<b>Org</b>	<b>Account</b>	<b>Project</b>	<b>Activity</b>	<b>Bud Ref</b>	<b>Amount</b>	<b>Account Description</b>	<b>Change to Budget</b>
15-Apr-2021	Emergency Services	001	251300	331200	92000008	2510003	FY2020	\$ (3,342)	Federal - Executive Offices	Net Decrease (\$3,342)
	Emergency Services	001	251300	420000	92000008	2510003	FY2020	\$ (3,342)	Material and Services	
To align budget with anticipated revenue and expenditures for Coronavirus Emergency Supplemental Relief grant										
15-Apr-2021	Non-Departmental	001	000000	331231	00000019	0000001		\$ (8,500,000)	Fed-Penn Emerg Management Agency	Net Decrease (\$8,500,000)
	Non-Departmental	001	902100	442000	00000019	9021001		\$ (8,211,500)	To Organizations	
	Non-Departmental	001	902100	499999	00000000	9021001		\$ (288,500)	Unappropriated	
To realign budget to revised carry forward CARES funding.										
15-Apr-2021	Planning	001	085100	331200	98600565	0851016		\$ (5,000)	Federal - Operating	Net Decrease (\$5,000)
	Planning	001	085100	420000	98600565	0851016		\$ (5,000)	Materials and Services	
To adjust the budget for the PA DCNR Complete Streets Policy grant.										
15-Apr-2021	Youth Center	145	454240	331200	92000008	4517002	FY2020	\$ 3,342	Federal - Executive Offices	Net Increase +\$3,342
	Youth Center	145	454240	425000	92000008	4517002	FY2020	\$ 3,342	Material and Services	
To align budget with anticipated revenue and expenditures for Coronavirus Emergency Supplemental Relief grant.										
15-Apr-2021	Capital Reserve Fund	301	035100	431700	80200111	3010001		\$ 37,347	Other Professional Services	No Net Change
	Capital Reserve Fund	301	000000	499999	00000000	3010001		\$ (37,347)	Unappropriated	
To roll forward budget for Assessment software upgrade (IAS to iasWorld).										
15-Apr-2021	Capital Improvement Fund	357	588700	471700	80400044	3570001		\$ 40,000	Land Improvements	No Net Change
	Capital Improvement Fund	357	000000	499999	00000000	3570001		\$ (40,000)	Unappropriated	
To roll forward budget for Chester Valley Trail Route 100 crossing safety improvements.										
15-Apr-2021	Pocopson Home	501	460000	331207	92000006	4600007		\$ 123,185	Federal - Health	Net Increase +\$123,185
	Pocopson Home	501	460100	420000	92000006	4600007		\$ 123,185	Materials and Services	
To roll forward budget for CARES Act Provider Relief Fund for Skilled Nursing Facilities (SNF) funding for COVID-19 infection control purposes.										