



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 29, 2020

1. CALL MEETING TO ORDER
2. ANNOUNCEMENTS
 - Executive Session – The Board of Commissioners met in Executive Session on, Tuesday, April 28, 2020, to discuss personnel and legal matters.
3. MINUTES OF PREVIOUS MEETING
4. PUBLIC COMMENT ON AGENDA
5. OLD BUSINESS – There are no items of old business.
6. NEW BUSINESS
 - a. **Resolution 14-20**
Resolution of the Chester County Commissioners implementing provisions of Act 15 of 2020 relating to certain county property tax payment deadline relief.
 - b. **Resolution 15-20**
Resolution of the Chester County Commissioners authorizing the implementation of the Chester County Main Street Preservation Grant Funding program.
 - 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

April 15, 2020

1. CALL MEETING TO ORDER

The public meeting of the Chester County Board of Commissioners was called to order at 11:00 AM on April 15, 2020 via teleconference 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 Monday, April 13, 2020 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 March 26, 2020. Commissioner Kichline seconded the motion. After a roll call vote, all Commissioners voted yes and unanimously approved the motion to approve the minutes from the March 26, 2020 Commissioners' Meeting.

MINUTES APPROVED

4. PUBLIC COMMENT ON AGENDA

There was no public comment on the Agenda.

PUBLIC COMMENT

5. OLD BUSINESS

There were no items of old business.

OLD BUSINESS

6. NEW BUSINESS

NEW BUSINESS

a. 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 motion to approve the Contracts Agenda.

Contracts

b. 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 motion to approve the Grants Agenda.

Grants

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 motion to approve 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 motion to approve the Finance Agenda with the following items:

- Budget Change 6-20
- Vouchers as submitted by the Controller

9. PUBLIC COMMENT

PUBLIC COMMENT

Mike Rellahan of the *Daily Local News* asked if each of the Commissioners and the County Administrator were participating on the call from their homes, to which the answer was yes. He also had a few questions about one of the grant applications which the Commissioners answered.

Judy Thomas of the Department of Parks and Open Space Preservation asked if a contract for East Fallowfield Township was on the Contracts Agenda, to which the County Administrator clarified for the record that it was included and approved.

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 11:20 AM.



Taken by Taylor Pettit

On behalf of Chief Clerk Robert J. Kagel

**THE COUNTY OF CHESTER
COMMONWEALTH OF PENNSYLVANIA
RESOLUTION No. 14-20**

**RESOLUTION OF THE CHESTER COUNTY COMMISSIONERS IMPLEMENTING
PROVISIONS OF ACT 15 OF 2020 RELATING TO CERTAIN COUNTY PROPERTY
TAX PAYMENT DEADLINE RELIEF**

WHEREAS, the County of Chester, Commonwealth of Pennsylvania, (the “County”) is a Third Class County and a political subdivision organized and existing under the laws of the Commonwealth of Pennsylvania (the “Commonwealth”); and

WHEREAS, a novel coronavirus (now known as “SARS CoV-2”) emerged in Wuhan, China, began infecting humans in November 2019, and has since spread throughout the world, including the United States; and

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 virus a pandemic; and

WHEREAS, the Governor’s Office of the Commonwealth of Pennsylvania issued a Proclamation of Disaster Emergency on March 6, 2020, due to the spread of COVID-19 under the authority of 35 Pa.C.S. § 7501, *et seq.* that authorized the suspension of certain procedures and formalities prescribed by law and urged counties to “act as necessary to meet the current exigencies;” and

WHEREAS, the Chester County Commissioners, by initial Resolution dated March 13, 2020, declared the existence of a disaster emergency in Chester County and extended that disaster emergency status by approving a Continuing Disaster Emergency Resolution effective March 20, 2020; and

WHEREAS, the Governor mandated the closure of physical non-life-sustaining businesses, effective March 21, 2020, and has urged “social distancing” measures to prevent the spread of COVID-19 through May 8, 2020; and

WHEREAS, the Federal Government has extended the deadline for filing federal taxes for a period of 90 days until July 15, 2020, due to the economic impact of the virus; and

WHEREAS, the County Board of Commissioners recognizes that the finances of many taxpayers of Chester County will be negatively affected by the closure of local businesses, layoffs of employees, and uncertainty in the financial markets; and

WHEREAS, on Monday, April 20, 2020, Governor Wolf signed into law Act 15 of 2020.

WHEREAS, Act 15 of 2020 permits taxing authorities, such as Chester County, that impose taxes on the assessed value of real property to provide relief to taxpayers; and

NOW, THEREFORE, BE IT RESOLVED, that Chester County hereby waives any fees or penalties associated with the late payment of 2020 County taxes imposed on the assessed value of real estate, provided that the 2020 County tax is paid in its entirety by July 31, 2020. This relief is provided as a response to the current COVID crisis and is not intended at this point in time to apply to any prior or subsequent tax years.

THIS RESOLUTION, adopted this ____ day of _____, 2020, by the Board of Chester County Commissioners.

COMMISSIONERS:

Marian D. Moskowitz, Chair

Josh Maxwell, Commissioner

Michelle Kichline, Commissioner

ATTEST:

Robert J. Kagel, Chief Clerk

**THE COUNTY OF CHESTER
COMMONWEALTH OF PENNSYLVANIA
RESOLUTION No. 15-20**

**RESOLUTION OF THE CHESTER COUNTY COMMISSIONERS AUTHORIZING
THE IMPLEMENTATION OF THE CHESTER COUNTY MAIN STREET
PRESERVATION GRANT FUNDING PROGRAM**

WHEREAS, the County of Chester, Commonwealth of Pennsylvania, (the “County”) is a Third Class County and a political subdivision organized and existing under the laws of the Commonwealth of Pennsylvania (the “Commonwealth”); and

WHEREAS, the County Board of Commissioners recognizes that, as a result of the current world-wide health pandemic, the financial stability of many Chester County small businesses will be negatively affected by the required Commonwealth closures of local businesses, layoffs of employees, and uncertainty in the financial markets; and

WHEREAS, the Chester County Commissioners, in their continuing efforts to provide financial support to Chester County small businesses and agricultural enterprises, especially those that did not receive Federal or Commonwealth funding through existing COVID-19 response programs, deem it necessary to effect such funding support to these Chester County businesses; and

WHEREAS, in partnership with the Chester County Economic Development Council (CCEDC), the County intends to create a grant funding program financed by the County but administered by the CCEDC, to provide eligible small businesses with requisite financial support in this time of crisis and uncertainty; and

WHEREAS, the Chester County Commissioners authorize the CCEDC, as well as any County employees, to assist with the creation of application guidelines, forms and related administrative processes/procedures to implement a grant funding program responsive to the financial needs of any Chester County small business deemed eligible for participation in this grant funding endeavor; and

NOW, THEREFORE, BE IT RESOLVED, that the Chester County Commissioners hereby authorize the creation and implementation of the Chester County Main Street Preservation Grant Funding Program and administrative process consistent with the terms and conditions as outlined in this Resolution; and

FURTHER RESOLVED, that the County Administrator and County Solicitor are authorized to execute grant funding agreements, recommended for approval, in assuring that grant funding rapidly reaches eligible businesses in need.

THIS RESOLUTION, adopted this _____ day of _____, 2020, by the Board of Chester County Commissioners.

COMMISSIONERS:

Marian D. Moskowitz, Chair

Josh Maxwell, Commissioner

Michelle Kichline, Commissioner

ATTEST:

Robert J. Kagel, Chief Clerk

County of Chester
COMMISSIONERS' CONTRACT AGENDA
DATE: 29-APR-2020

<u>Location</u>	<u>Type</u>	<u>Amount \$</u>	<u>Term</u>	<u>Description/Funding Percentage</u>
<u>Children Youth and Families</u>				
Vendor: Deaf-Hearing Communication Centre, Inc. Contract ID: 0017284	Amendment	0.00	03-14-2020 06-30-2020	Amendment #3: This amendment for Sign Language and Interpretation Services replaces the Rate and Policies Agreement (Appendix A). CO: 20% ST: 75% FED: 5%
Vendor: Mattox, Robert Contract ID: 0018662	Amendment	38,000.00	07-01-2020 06-30-2021	Amendment #2: This amendment extends the contract term for an additional one (1) year period at the existing rate for Foster Home Recruitment Services. CO: 20% ST: 75% FED: 5%
<u>Community Development</u>				
Vendor: Family Service of Chester County Contract ID: 0019359	Contract	6,000.00	01-01-2020 12-31-2020	This contract renews funding for tenant based rental assistance for individuals enrolled in the Housing Opportunities for Persons with AIDS 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: Safe Harbor of Greater West Chester Contract ID: 0019437	Contract	180,000.00	01-01-2020 12-31-2020	This contract provides funding for the Case Management-Emergency Shelter Program. The cost associated with this contract is funded by the Community Development Block Grant and the Pennsylvania Housing Affordability and Rehabilitation Enhancement Grant. This supports Strategic Business Plan Homeless Shelter activity. CO: 0% ST: 31.67% FED: 63.33%
Vendor: Housing Authority Of Chester County Contract ID: 0019440	Contract	190,307.35	01-01-2020 09-01-2020	This contract provides funding for Rapid Re-Housing and Homeless Prevention Programs for individuals and families experiencing homelessness. The cost associated with this contract is funded by the Pennsylvania Department of Community and Economic Development - Emergency Solutions Grant (DCED). 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: 0019441	Contract	135,000.00	04-01-2020 06-30-2021	This contract provides activities, workshops, and programs to provide career awareness and readiness activities for educators, students, parents, and employers. The cost associated with this contract is funded by the Pennsylvania Department of Labor and Industry. This supports Strategic Business Plan Career and Workforce Development activity. CO: 0% ST: 0% FED: 100%

County of Chester
COMMISSIONERS' CONTRACT AGENDA
DATE: 29-APR-2020

<u>Location</u>	<u>Type</u>	<u>Amount \$</u>	<u>Term</u>	<u>Description/Funding Percentage</u>
<u>Community Development</u>				
Vendor: Chester County Economic Dev. Foundation Contract ID: 0019442	Contract	55,000.00	01-01-2020 12-31-2020	This contract provides job search assistance and career programming for dislocated workers. The cost associated with this contract is funded by the Pennsylvania Department of Labor and Industry. This supports Strategic Business Plan Career and Workforce Development activity. CO: 0% ST: 0% FED: 100%
<u>DCIS</u>				
Vendor: Arraya Solutions Contract ID: 0019444	Contract	0.00	04-29-2020 OPEN ENDED	This contract provides Consultant Services to assist County Departments in the search for technology resources. CO: 100% ST: 0% FED: 0%
<u>District Attorney</u>				
Vendor: Wallace, Tamar Elizabeth Contract ID: 0018755	Amendment	67,517.00	03-01-2020 02-28-2021	Amendment #1: This amendment extends the contract term for an additional one (1) year period for the Opioid Response Strategy (ORS) Public Health Analyst for the Liberty Mid-Atlantic High Intensity Drug Trafficking Area (LMAHIDTA). CO: 0% ST: 0% FED: 100%
<u>Facilities</u>				
Vendor: Harley Ellis Devereaux Corporation Contract ID: 0019456	Contract	80,000.00	04-29-2020 UNTIL COMPLETE	This contract provides Consultant Services to conduct a Coroner Facility Needs Assessment Study analyzing current Coroner operations, facilities and future requirements per the Request for Proposal #2001-05. CO: 100% ST: 0% FED: 0%
<u>Open Space Preservation</u>				
Vendor: East Goshen Township Contract ID: 0017101	Amendment	0.00	04-22-2020 04-21-2021	Amendment #3: This amendment provides for a one (1) year time extension for Round 28 Municipal Trail Development; Paoli Pike Trail, Segments F and G with no change in cost. Other funding: 43% Municipality. CO: 34% ST: 23% FED: 0%
Vendor: Natural Lands Trust Contract ID: 0017109	Amendment	0.00	04-22-2020 04-21-2021	Amendment #3: This amendment provides for a one (1) year time extension 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%

County of Chester
COMMISSIONERS' CONTRACT AGENDA
DATE: 29-APR-2020

<u>Location</u>	<u>Type</u>	<u>Amount \$</u>	<u>Term</u>	<u>Description/Funding Percentage</u>
<u>Pocopson Home</u> Vendor: Greater NE Family Practice Inc. Contract ID: 0018054	Amendment	0.00	03-14-2020 OPEN ENDED	Amendment #1: This amendment provides Interim Medical Director Services at a rate of \$2,000.00 per month. CO: 100% ST: 0% FED: 0%

Number of Contracts: **13**

**Grants Agenda
April 29, 2020**

DEPARTMENT / FUND	AWARD	TERM	DESCRIPTION
<u>Adult Probation, Parole, and Pretrial Services</u>			
Pennsylvania Commission on Crime and Delinquency Application / New	\$ 149,873.00	10/01/2020 09/30/2021	Pretrial Program Resource Navigator 1 New Position - No County Match Federal Funding = \$149,873.00
<u>District Attorney</u>			
Liberty Mid-Atlantic High Intensity Drug Trafficking Area (LMAHITDA) Contract / Award - Renewal 001-129000-331208-12600650-1290002	\$ 67,517.00	3/1/2020 2/28/2021	Public Health Analyst for PA LMAHITDA No New Position - No County Match Federal Funding = \$67,517.00
<u>Emergency Services</u>			
Pennsylvania Emergency Management Agency Application / New 001-251300-331231-14202150-251003	\$ 56,250.00	10/1/2019 9/30/2020	Hazard Mitigation Grant No New Position - County Match - \$18,750.00 Federal Funding = \$56,250.00
<u>Mental Health / Intellectual and Developmental Disabilities</u>			
Pennsylvania Commission on Crime and Delinquency Application / New	\$ 110,525.00	10/01/2020 09/30/2021	Cross System Re-entry Social Work position for Prison 1 New Position - No County Match Federal Funding = \$110,525.00
<u>Public Health</u>			
Pennsylvania Department of Health and Human Services / Center for Disease Control Prevention Contract / Award - Amendment 001-478000-331207-14800001-4780006-FY2017	\$ 49,500.00 Increase	07/01/2017 06/30/2020	Safe and Healthy Communities No New Position - No County Match Federal Funding = \$49,500.00 Revised Total Federal Funding = \$856,100.00
Pennsylvania Department of Health Contract / Award - Renewal 001-478000-332207-15300001-4780003-FY2018	\$ 26,794.00	07/01/2020 06/30/2021	Tuberculosis No New Position - No County Match State Funding = \$26,794.00
<u>Veterans' Affairs</u>			
Pennsylvania Commission on Crime and Delinquency Application / New	\$ 77,770.00	10/01/2020 09/30/2021	Veterans' Service Officer for Veterans' Court 1 New Position - No County Match Federal Funding = \$77,770.00
<u>Voter Services</u>			
Pennsylvania Department of State Contract / Award - New 001-030000-331219-10001300-0300003	\$ 291,921.95	12/21/2019 12/31/2022	Election Security Grant No New Positions - No County Match Federal Funding = \$291,921.95
Pennsylvania Department of State Contract / Award - New 001-030000-331231-92000005-0300003	\$ 250,151.69	1/20/2020 12/31/2020	CARES Act Grant (Coronavirus) No New Positions - No County Match Federal Funding = \$250,151.69

COUNTY OF CHESTER
Board of Commissioners Human Resources Agenda
Meeting Date - 04/29/2020

Promotions

1. Employee : Santos, Evelyn

	<u>Proposed</u>	<u>Current</u>
Department	: 465100 - Pocopson Food & Dietary	465100
Job	: 040710 - Cook	041671
Salary Grade	: N02	N01
Compensation	: \$ 31,303.35(A)	\$ 27,760.20(A)
Effective Date	: 04/25/2020	01/04/2020

COUNTY OF CHESTER

Finance Agenda

Commissioners' Meeting, April 29, 2020

1. Budget Change 7-20
2. Vouchers as submitted by the Controller

**2020
Amendment
BC-07
April 29, 2020**

Date	Department Name	Fund	Org	Acct	Proj.	Activity	Bud Ref	Amount	Account Description	Change to Budget
29-Apr-2020	Public Health	001	478000	331207	14800001	4780006	FY2017	49,500	Federal-Health	Net Increase +\$49,500
	Public Health	001	478120	420000	14800001	4780006	FY2017	49,500	Materials and Services	
To align budget with anticipated revenue and expenditures for the Safe and Healthy Communities grant.										
29-Apr-2020	Capital Reserve Fund	301	132000	369290	80720035	3010001		21,500	Other Reimbursements	Net Increase +\$21,500
	Capital Reserve Fund	301	000000	499999	00000000	3010001		-21,000	Unappropriated	
	Capital Reserve Fund	301	132000	431700	80720035	3010001		42,500	Other Professional Services	
To align budget with anticipated revenue and expenditures for the Register of Wills microfilm conversion project.										