



Board of Supervisors Meeting Minutes

In Person Meeting Via 423 Dalmatian Street

January 3, 2023

7:00 p.m.

Present: Dr. Richard L. Leff, Chairman; Geoffrey Gamble, Esq., Supervisor; Eden R. Ratliff, Township Manager; Amy Heinrich, Finance & HR Director; Diane Hicks, Planning & Zoning Director; Ted Otteni, Director of Public Works; Matt Gordon, Chief of Police; Dave Sander, Solicitor

Absent: Scudder G. Stevens, Vice Chair

1. Call to Order

Eden Ratliff called the meeting to order.

2. Pledge of Allegiance

3. Board of Supervisor Positions

a. Nomination for Position of Chair of the Board of Supervisor

Supervisor Richard Leff nominated Supervisor Geoffrey Gamble for the position of Chair of the Kennett Township Board of Supervisors. Motion passed 2-0.

b. Nomination for Position of Vice-Chair of the Board of Supervisors

Chairman Gamble called for nominations for Vice-Chair of the Board of Supervisors.

Chairman Gamble nominated Dr. Richard Leff for the position of Vice-Chair of the Board of Supervisors. Motion passed 2-0.

Chairman Gamble made additional comments for inclusion in the minutes. Please see attached.

c. Nomination for Position of Secretary

Vice chairman Leff nominated Eden R. Ratliff for the position of Township Secretary. Motion passed 2-0

d. Appointment of Township Treasurer

Vice chairman Leff nominated Amy Heinrich for the position of Township Treasurer. Motion passed 2-0

e. Appointment of Vacancy Board Chairman

Chairman Gamble stated they will not be voting for the vacancy board chairman position tonight.

4. Board of Supervisor Representative Appointments

a. Appointment of PSATS Convention Voting Delegate- Richard Leff

b. Appointment of CCATO Representative- Scudder Stevens

c. Appointment of Chester County Tax Collection Committee (CCTCC)

i. Primary Voting Delegate- Eden R. Ratliff

ii. First Alternate – Amy Heinrich

d. Appointment of Kennett Fire and EMS Regional Commission

i. Voting Commissioner- Richard Leff

ii. Alternate Voting Commissioner- Scudder Stevens

Motion to approve the listed Board of Supervisor Appointments was made by Vice chairman Leff and seconded by Chairman Gamble. Motion passed 2-0

5. Appointment of Staff & Consultants

a. Township Manager – Eden R. Ratliff

b. Director of Finance & HR Director – Amy Heinrich

- c. *Director of Planning & Zoning/Codes Enforcement Officer – Diane Hicks*
- d. *Building Code Official – Rich O'Brien (Keystone Municipal Services inc.)*
- e. *Chief of Police – Matthew Gordon*
- f. *Right-To-Know Officer – Eden R. Ratliff*
- g. *Fire Marshal – Bruce Mitchell*
- h. *Deputy Fire Marshal- AJ McCarthy*
- i. *Emergency Management Coordinator – Jeff Hammaker*
- j. *Recycling Coordinator – Denise Serino*
- k. *Township Solicitor – Dave Sander, Kilkenny Law, LLC*
- l. *Township Labor and Employment Counsel – Patrick Harvey, Campbell Durrant, P.C.*
- m. *Township Engineer – Stan Corbett, AECOM*
- n. *Zoning Hearing Board Solicitor – Brendan P. Burke*
- o. *Township Landscape Architect – Thomas Comitta Associates*
- p. *Historic Consultant – Robert Wise, Richard Grubb & Associates*
- q. *Township Auditor – Mallie LLP*
- r. *Township Real Estate Tax Collector – Berkheimer Associates*
- s. *Township Earned Income Tax Collector – Keystone Collections*

Motion to approve the listed Township Staff and Consultant Appointments was made by Vice chairman Leff and seconded by Chairman Gamble. Motion passed 2-0

6. Committee Appointments

Building Code Appeals Board

Shawn Knudson – Three-year term effective January 3, 2023 through December 31, 2025

Environmental Advisory Committee

Matt Sabo – Appoint as Chair for the year of 2023

Dave Gunyuzlu – Three-year term effective January 3, 2023 through December 31, 2025

Kennett Township Historical Commission

Diane McGovern – Five-year term effective January 3, 2023 through December 31, 2027

Land Conservation Advisory Committee

Steve Kuter – Three-year term effective January 3, 2023 through December 31, 2025

Planning Commission

Rudy Karkosak – Four-year term effective January 3, 2023 through December 31, 2026

Trails and Sidewalks Committee

Abbie Kessler – Five-year term effective January 3, 2023 through December 31, 2027

Zoning Hearing Board

Adam Singer – Five-year term effective January 3, 2023 through December 31, 2027

Brandywine Valley Scenic Byway

John Haedrich – One-year term effective January 3, 2023 through December 31, 2023

Motion to approve the listed Township Committee Appointments was made by Vice chairman Leff and seconded by Chairman Gamble. Motion passed 2-0.

7. Proposed Resolutions

a. Resolution 2023-1 Consultant Appointments

<https://www.kennett.pa.us/DocumentCenter/View/6155/2023-1-Consultants>

Motion to adopt Resolution 2023-1 appointing Consultants for Kennett Township for 2023 was made by Vice chairman Leff and seconded by Chairman Gamble. Motion passed 2-0.

b. Resolution 2023-2 Cash Escrow

<https://www.kennett.pa.us/DocumentCenter/View/6127/-2023-2-Escrow>

Motion to adopt Resolution 2023-2 revising a cash escrow basis for plan and/or inspections for subdivision and/or land development was made by Vice chairman Leff and seconded by Chairman Gamble. Motion passed 2-0.

c. Resolution 2023-3 Fee Schedule

<https://www.kennett.pa.us/DocumentCenter/View/6128/2023-3-Fee-Schedule>

Motion to adopt Resolution 2023-3 adopting the 2023 Fee Schedule for Kennett Township was made by Vice chairman Leff and seconded by Chairman Gamble. Motion passed 2-0.

d. Resolution 2023-4 Holidays

<https://www.kennett.pa.us/DocumentCenter/View/6129/2023-4-Holidays>

Motion to adopt Resolution 2023-4 determining the paid holidays for 2023 with Township offices closed was made by Vice chairman Leff and seconded by Chairman Gamble. Motion passed 2-0.

8. 2023 Township Public Meeting Schedule

a. Board of Supervisors

1st & 3rd Wednesday of the month at 7:00 p.m.

b. Environmental Advisory Council (EAC)

4th Tuesday of the month at 7:00 p.m.

c. Kennett Township Historical Commission

1st Thursday of the month at 7:00 p.m.

d. Land Conservation Advisory Committee (LCAC)

Will meet in Executive Session (not a public meeting) the 3rd Thursday of the month at 7:00 p.m.

e. Planning Commission

1st Tuesday of the month will be a work session.

2nd Tuesday of the month at 7:00 p.m.

f. Trails and Sidewalks Committee

1st Tuesday of the month at 1:00 p.m.

g. Zoning Hearing Board

As Needed

Motion to advertise the 2023 Township Public Meeting Schedule was made by Vice chairman Leff and seconded by Chairman Gamble.

Diane Hicks addressed that the Planning Commission will also hold a work session on the 1st Tuesday of the month at 7:00p.m. Motion passed 2-0.

9. 2023 Emergency Services

a. Adoption of 2023 Fire, Rescue and Ambulance Services Agreement

https://www.kennett.pa.us/DocumentCenter/View/6118/Agenda-item-8_a_--Adoption-of-2023-Fire-Rescue--Ambulance-Services-Agreement-

Motion to adopt the 2023 Fire, Rescue, and Ambulance Services Agreement with Longwood Fire Company and Kennett Fire Company commencing January 3, 2023, was made by Vice chairman Leff and seconded by Chairman Gamble. Motion passed 2-0.

b. Resolution 2023-5 Emergency Service Providers

<https://www.kennett.pa.us/DocumentCenter/View/6130/2023-5-Emergency-Services>

Motion to adopt Resolution 2023-5 designating emergency service providers for Kennett Township effective January 3, 2023 through December 31, 2023, was made by Vice chairman Leff and seconded by Chairman Gamble. Motion passed 2-0.

10. Public Comment

None

11. Adjournment

*Motion to adjourn was made by Vice chairman Leff and seconded by Chairman Gamble. Motion passed 2-0.
The meeting adjourned at 7:17 p.m.*

Respectfully submitted,
Eden R. Ratliff
Township Secretary