



Board of Supervisors Reorganization Minutes

January 4, 2021 | 7:10 p.m. | Remote Meeting Via Zoom

Present: Dr. Richard L. Leff, Chairman; Whitney S. Hoffman, Vice Chair; Scudder G. Stevens, Supervisor; Eden R. Ratliff, Township Manager; Amy Heinrich, Finance/HR Director; Diane Hicks, Planning and Zoning Director; Roger Lysle, Public Works Director; Dave Sander, Township Solicitor

1. Call to Order (Eden R. Ratliff)

Eden Ratliff called the meeting to order at 7:10 p.m. and apologized for the difficulty some experienced logging into the meeting. He explained that tonight is the statutorily required reorganization of the Kennett Township Board of Supervisors. Ratliff explained that the next two agenda items required the three-member board to nominate another Board Member or themselves for the positions of Chair and Vice Chair. Seconds to the nomination are not required and nominations will be considered in the order in which they are received. A simple majority will pass a nomination.

2. Nomination for Position of Chair of the Board of Supervisors

Ratliff called for nominations for Chair of the Board of Supervisors.

Supervisor Whitney Hoffman nominated Supervisor Dr. Richard Leff for the position of Chair of the Kennett Township Board of Supervisors. Nomination was passed with a vote of 3-0.

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

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

Supervisor Scudder Stevens nominated Supervisor Whitney Hoffman for the position of Vice-Chair of the Kennett Township Board of Supervisors. Nomination was passed with a vote of 3-0.

Leff shared remarks about COVID-19 including thanking those who continue to donate PPE, thanking those on the front line, and thanking those who support local businesses and restaurants via takeout. He then shared a graph from the Chester County Health Department titled New Known Cases per week (4-week average) that showed the sharp rise in positive cases after November 25th. Based on this graph and the numbers, the risk of getting the coronavirus is now three times higher. He urged everyone to not put themselves or anyone else at a higher risk than necessary. Leff spoke briefly about the vaccine and the different phases for administration and stated there is more information available on the Chester County website. As always, wear a mask, stay outside if possible, and maintain a physical distance from others when not around those in your household while continuing to stay socially and emotionally connected.

Hoffman added troubling case counts and fatalities from neighboring municipalities and gave examples of two younger elected officials who have died. She said not only can the disease itself be fatal, but the aftereffects are also serious, which is why controlling the spread is so vitally important. She said she is grateful for the vast trail network to be able to go for outdoor walks and encouraged others to utilize those but urged everyone to stay safe.

4. **Appointment of Township Secretary – Eden R. Ratliff**
5. **Appointment of Township Treasurer – Amy Heinrich**
6. **Appointment of Vacancy Board Chairman – Joe Duffy**

Stevens nominated Eden R. Ratliff as Township Secretary, Amy Heinrich as Township Treasurer, and Joe Duffy as Vacancy Board Chairman. Hoffman seconded. Nominations were passed with a vote of 3-0.

7. **Appointment of Voting Delegate for PSATS Convention**

Motion presented by Leff to appoint himself, Dr. Richard L. Leff, as voting delegate for PSATS Convention. Hoffman seconded. Motion passed with a vote of 3-0.

8. **Appointment of Voting Commissioner and Alternate for Kennett Fire and EMS Regional Commission**

Hoffman nominated Dr. Richard L. Leff, as Voting Commissioner and Scudder Stevens as Alternate for the Kennett Fire and EMS Regional Commission. Leff seconded. Motion passed with a vote of 3-0.

9. **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. **Right-To-Know Officer – Eden R. Ratliff**
- f. **Fire Marshall – Bruce Mitchell**
- g. **Deputy Fire Marshall – A.J. McCarthy**
- h. **Deputy Fire Marshall – Keystone Municipal Services**
- i. **Emergency Management Coordinator – Jeff Hammaker**
- j. **Township Solicitor – Dave Sander, Kilkenny Law, LLC**
- k. **Township Engineer – Stan Corbett, AECOM**

Ratliff explained that these positions are statutorily required to be appointed by the Board. Ratliff further explained that other positions, such as the Public Works Director, does not need to be appointed. He confirmed that Roger Lysle would continue to remain Kennett Township’s Public Works Director.

Motion presented by Hoffman to appoint all listed in Agenda Item 9 subitems a. through k. Stevens seconded. Motion passed with a vote of 3-0.

10. **Committee Appointments**

- a. **See Appendix A**

Ratliff pointed out the staggered terms listed in Appendix A and said that some cleanup was necessary for those committees who missed reappointments in the past. Additionally, the Board has a requirement per the Ordinance of the Environmental Advisory Committee to appoint a chair to that committee and as such, Matt Sabo is listed in Appendix A for that position. Hoffman thanked Sabo for his work in this role.

Motion presented by Stevens to make the committee appointments as shown on Appendix A of the Agenda and in the meeting presentation. Hoffman seconded. Motion passed with a vote of 3-0.

11. **Adoption of Previous Meeting Minutes**

- a. **November 4 Board of Supervisor Meeting Minutes**

www.kennett.pa.us/DocumentCenter/View/4485)

Motion presented by Stevens adopt the Board of Supervisors Meeting minutes from November 4, 2020. Hoffman seconded. Motion passed with a vote of 3-0.

b. November 12 Board of Supervisor Special Meeting Minutes

www.kennett.pa.us/DocumentCenter/View/4492)

Leff requested that the minutes from November 12, 2020 be postponed to the next agenda as he did not have time to review them ahead of the meeting.

12. Proposed Resolutions

a. Resolution 2021-1 Consultant Appointments

www.kennett.pa.us/DocumentCenter/View/4469)

Motion presented by Hoffman to adopt Resolution 2021-1 appointing Consultants for Kennett Township. Stevens seconded. Motion passed with a vote of 3-0.

b. Resolution 2021-2 Cash Escrow

www.kennett.pa.us/DocumentCenter/View/4470)

Motion presented by Hoffman to adopt Resolution 2021-2 revising a cash escrow basis for plan reviews and/or inspections for subdivision and/or land development. Stevens seconded. Motion passed with a vote of 3-0.

c. Resolution 2021-3 Township Fee Schedule

www.kennett.pa.us/DocumentCenter/View/4471)

Motion presented by Hoffman to adopt Resolution 2021-3 adopting the 2021 Fee Schedule for Kennett Township. Stevens seconded. Motion passed with a vote of 3-0.

- Leff thanked Diane Hicks for the comparison report.

d. Resolution 2021-4 Township Holidays

www.kennett.pa.us/DocumentCenter/View/4472)

Motion presented by Hoffman to adopt Resolution 2021-4 determining the paid holidays for 2021 with Township offices closed. Stevens seconded. Motion passed with a vote of 3-0.

- Stevens asked why there was not an Indigenous American holiday or Columbus Day holiday. Ratliff explained that the Board eliminated Columbus Day last year after benchmarking other municipalities. He said if the Board feels strongly about having it, we could add it in. Leff said he felt it was fine as is.
- Leff asked if staff get a “flex” holiday. Ratliff said no but provides a PTO schedule. Ratliff added that Kennett Township is more progressive when it comes to providing primary and general election days as holidays compared to other municipalities in the County.
- Heinrich confirmed that last year, the Board dropped Columbus Day and the floating holiday that was usually used around the 4th of July.
- Hoffman commented that having the election days off helps ensure there is good access and parking at the Township building as that is a polling location.
- Leff asked if Stevens had further thoughts on it and he replied that he was assuming it was not observed last year and appreciated hearing the backstory again.

e. Resolution 2021-5 Tax Levy

www.kennett.pa.us/DocumentCenter/View/4489)

Motion presented by Hoffman to adopt Resolution 2021-5 levying taxes on real property located in Kennett Township for fiscal year 2021; repealing all inconsistent resolutions or parts thereof; providing a severability clause; and providing an effective date of January 1, 2021. Stevens seconded. Motion passed with a vote of 3-0.

- Ratliff commented that this was consistent with the adopted 2021 budget and that this could have been done in December.
- Leff asked and had confirmed that there are no changes in the real property tax rate for 2021.

13. 2021 Township Public Meeting Schedule – See Appendix B

Ratliff presented the proposed 2021 Public Meeting Schedule, which is available as Appendix B of these minutes.

Motion presented by Stevens to adopt the 2021 Public Meeting Schedule as presented by Ratliff and in Appendix B. Hoffman seconded. Motion passed with a vote of 3-0.

- Heinrich pointed out that there will not be a Board of Supervisors Meeting this Wednesday, January 6th and Ratliff explained that was due to the light agenda after the meeting tonight. He said the Board will resume its regularly scheduled meetings on Wednesday, January 20th at 7:00 p.m.

14. Adoption of 2021 Service Agreements

- a. Kennett Fire Company**
(www.kennett.pa.us/DocumentCenter/View/4473)
- b. Longwood Fire Company**
(www.kennett.pa.us/DocumentCenter/View/4474)

Motion presented by Hoffman to adopt the 2021 Fire, Rescue and Ambulance Services Agreement with Kennett Fire Company commencing January 4, 2021 and ending January 3, 2022 and to adopt the 2021 Fire, Rescue and Ambulance Services Agreement with Longwood Fire Company commencing January 4, 2021 and ending January 3, 2022. Stevens seconded. Motion passed with a vote of 3-0.

- Leff commented that he is happy where these agreements landed and said he appreciates everyone's input.

15. Consider Biohabitats Task Order #7 – Engineering Feasibility Study

(kennett.pa.us/DocumentCenter/View/4486)

Motion presented by Hoffman to approve Biohabitats' Task Order #7: Engineering Feasibility Study – Chandler Mill Road and South Street. Stevens seconded. Motion passed with a vote of 3-0.

- Stevens asked if Counsel has reviewed this and given approval and wanted clarification on raised intersection pedestrian walkway on South Street. Ratliff said that it is not common to send engineering task orders for legal review to as they are not binding, other than costs and he reminded the public why this Task Order was before the Board. Ratliff then explained that the raised intersection was referring to the crossing of South Street at Pennock Park into the Parrish Trail. Raising the intersection, like speed bumps, creates a traffic calming measure to help increase pedestrian safety, and said it is not a bridge. There was further discussion about whether to keep South Street in this Task Order.
- Stevens summarized the Task Order.
- Ratliff said that all that was being committed to tonight was studying the options.
- Heinrich stated that this was deviating from the budget, so once forward progress has been made, she will evaluate the big picture and come to the Board with any necessary budget amendments.
- Leff pointed out that whether the engineering work is used for this grant extension or not, we will have it to use at a further date.

- John and Carolyn Ciccarone (122 Round Hill Rd) commented via Zoom chat, “We would like to have on the record that we object to any proposals that would make Chandler Mill Road one-way.”
 - Matt Sabo (805 Nutes Farm Lane) asked via Zoom chat, “Is the same kind of hazard being considered for the crossing between the mushroom facilities on South Street? (a little east of Pennock park)” Ratliff said that was a good question, and that he would get back to Sabo with an answer.
- Dave Sander announced that the Board of Supervisors meet in Executive Session on December 17th to discuss matters of personnel, December 22nd to discuss real property acquisition, December 23rd to discuss matters of personnel, December 28th to discuss matters of personnel, and January 1st to discuss both real property acquisition and matters of personnel.

16. Public Comment

- Stevens commented that the graphics [PowerPoint] that accompanied this meeting were new and very attractive. Ratliff thanked Gretchen Flack for her work in designing and putting that together.
- Jenni & Will Weldon (118 Round Hill Road) commented via Zoom chat, “vehemently opposed to having Chandler Mill being one way. Did you say that it could possibly stay 2-way with the trail?” Ratliff confirmed that a two-way option is what we have tasked the consultants with figuring out.

17. Adjournment

Motion presented by Hoffman to adjourn. Stevens seconded. Motion passed with a vote of 3-0.

The meeting adjourned at 7:55 p.m.

Respectfully submitted,
Eden R. Ratliff
Township Secretary

Board of Supervisors Reorganization Agenda

Appendix A

Kennett Township Committee Appointments

1. Building Code Appeals Board
 - Jeremy Abelson – *One-year term* effective January 4, 2021 through December 31, 2021*
 - Shawn Knudson – *Two-year term* effective January 4, 2021 through December 31, 2022*
 - James Nelson – *Three-year term effective January 4, 2021 through December 31, 2023*
2. Environmental Advisory Committee
 - Matt Sabo – *Appoint as Chair for the year of 2021*
 - Chris Bish – *One-year term* effective January 4, 2021 through December 31, 2021*
 - Joseph Poppiti – *Three-year term effective January 4, 2021 through December 31, 2023*
 - Michael Hanford – *Three-year term effective January 4, 2021 through December 31, 2023*
 - Mary Beth Oberg – *Three-year term effective January 4, 2021 through December 31, 2023*
3. Kennett Township Historical Commission
 - Fredda Pennock – *Five-year term effective January 4, 2021 through December 31, 2025*
 - Denise Klein – *Five-year term effective January 4, 2021 through December 31, 2025*
4. Land Conservation Advisory Committee
 - Michael Guttman – *Three-year term effective January 4, 2021 through December 31, 2023*
5. Planning Commission
 - Lynell Laws – *Three-year* term effective January 4, 2021 through December 31, 2023*
 - Jay (John) Saraceno – *Four-year term effective January 4, 2021 through December 31, 2024*
 - Shawn Knudson – *Four-year term effective January 4, 2021 through December 31, 2024*
6. Trails and Sidewalks Committee
 - Diane McGovern – *Five-year term effective January 4, 2021 through December 31, 2025*
7. Zoning Hearing Board
 - Robert Whipps – *Five-year term effective January 4, 2021 through December 31, 2025*

**This date is in order to meet staggered terms as required by the Committee or Board's governing Ordinance/Resolution.*

Board of Supervisors Reorganization Agenda

Appendix B

2021 Township Public Meeting Schedule

*Until further notice, all meetings will be virtual.
Meeting details including how to join can be found on the Township's website calendar.

Board of Supervisors

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

Environmental Advisory Council (EAC)

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

Kennett Township Historical Commission

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

Land Conservation Advisory Committee (LCAC)

3rd Thursday of the month at 7:00 p.m.

Planning Commission

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

Trails and Sidewalks Committee

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

Zoning Hearing Board

As Needed