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## Board of Supervisors Reorganization Agenda

January 4, 2021 | 7:00 p.m. | Remote Meeting Via Zoom

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1. Call to Order (Eden R. Ratliff)
2. Nomination for Position of Chair of the Board of Supervisors
3. Nomination for Position of Vice-Chair of the Board of Supervisors
4. Appointment of Township Secretary – Eden R. Ratliff
5. Appointment of Township Treasurer – Amy Heinrich
6. Appointment of Vacancy Board Chairman – Joe Duffy
7. Appointment of Voting Delegate for PSATS Convention
8. Appointment of Voting Commissioner and Alternate for Kennett Fire and EMS Regional Commission
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
10. Committee Appointments
  - a. See Appendix A
11. Adoption of Previous Meeting Minutes
  - a. [November 4 Board of Supervisor Meeting Minutes](#)
  - b. [November 12 Board of Supervisor Special Meeting Minutes](#)
12. Proposed Resolutions: (Format based on 2020 Resolutions)
  - a. [Resolution 2021-1](#) Consultant Appointments
  - b. [Resolution 2021-2](#) Cash Escrow
  - c. [Resolution 2021-3](#) Township Fee Schedule
  - d. [Resolution 2021-4](#) Township Holidays
  - e. [Resolution 2021-5](#) Tax Levy
13. 2021 Township Public Meeting Schedule – See Appendix B
14. Adoption of 2021 Service Agreements
  - a. [Kennett Fire Company](#)
  - b. [Longwood Fire Company](#)
15. Consider [Biohabitats Task Order #7](#) – Engineering Feasibility Study
16. Public Comment
17. Adjournment

# 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**

*1<sup>st</sup> & 3<sup>rd</sup> Wednesday of the month at 7:00 p.m.*

#### **Environmental Advisory Council (EAC)**

*4<sup>th</sup> Tuesday of the month at 7:00 p.m.*

#### **Kennett Township Historical Commission**

*4<sup>th</sup> Monday of the month at 7:00 p.m.*

#### **Land Conservation Advisory Committee (LCAC)**

*3<sup>rd</sup> Thursday of the month at 7:00 p.m.*

#### **Planning Commission**

*2<sup>nd</sup> Wednesday of the month at 7:00 p.m.*

#### **Trails and Sidewalks Committee**

*1<sup>st</sup> Tuesday of the month at 1:00 p.m.*

#### **Zoning Hearing Board**

*As Needed*



801 Burrows Run Road  
Chadds Ford, PA 19317  
(610) 388-1300 Fax (610) 388-0461  
Website: [www.kennett.pa.us](http://www.kennett.pa.us)  
Email: [Kennett.twp@Kennett.pa.us](mailto:Kennett.twp@Kennett.pa.us)

**Joining the Zoom public Board of Supervisors  
Annual Reorganizational Meeting  
Monday, January 4, 2021 at 7:00 p.m.**

There are three ways to join our Zoom Board of Supervisors Meeting this coming Monday, January 4, 2021 at 7:00 p.m.:

- 1) OPTION 1: Using a computer, click the following link: <https://us02web.zoom.us/j/86239306053>
- 2) Enter Password: **184753**  
\*\* You'll need to have already downloaded the Zoom App to use this.  
If prompted to allow Zoom to use your computer's camera and microphone, please allow.
- 3) OPTION 2: Using the Zoom app, enter the following:  
Meeting ID: **862 3930 6053**  
Password: **184753**  
\*\* You'll need to have already downloaded the Zoom App to use this.  
If prompted to allow Zoom to use your smart phone or computer's camera and microphone, please allow.
- 4) OPTION 3: Using your telephone, call 929-205-6099:  
"Welcome to Zoom. Enter your Meeting ID followed by pound (#)"  
Enter Meeting ID: **862 3930 6053#**  
"Enter your Participant ID followed by #, otherwise just press # to continue."  
Press: #  
"Please enter the meeting password followed by #"  
Enter Password: **184753 #**

Once you've successfully logged into the meeting, you'll be put in the virtual "Waiting Room." Don't worry, this is just a security feature and you will promptly be "let in." You will automatically be muted by the host. This means we won't be able to hear you if you try to talk to us. Having as many people muted as possible helps facilitate a distraction-free virtual meeting setting. Also note that this meeting will be recorded and posted to the Kennett Township website just like all other Board of Supervisor meetings.

As always, we encourage your participation during the Public Comment sections. If you have something you'd like to say, simply send the host a "Chat." (If you're on a computer, the Chat window can be accessed by clicking the Chat icon in the bottom menu bar. If you're on your phone, the Chat feature can be found by clicking the ellipsis "... more.") **Type your name and address followed by your question or comment.** The host will voice your comment at the once the meeting enters the discussion portions. If your topic requires further discussion, the host will unmute you to participate and mute you again once



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your discussion is completed. If your comment/question is received after the relevant topic has concluded, it will be held until the end of the meeting during the “public comment” section.

If you are using option 3 and calling into the meeting, you too will be able to participate. Once the chats have been addressed, we will pause at the end of each discussion section to allow you to unmute yourself and make your comment or ask your question. To unmute yourself, simply press \*6 on your phone’s keypad. You must state your name and address before delivering your comment/question. Once you are finished, please press \*6 again to mute yourself. If another member of the community is currently speaking, please wait until they are done to take your turn.

We strongly encourage you to test Zoom out on your own prior to our Board of Supervisors Meeting. It’s a great way to stay connected with friends and loved ones during this time of social distancing. If you have any questions or concerns about how to use Zoom, please email the Township Manager’s Executive Assistant, [gretchen.flack@kennett.pa.us](mailto:gretchen.flack@kennett.pa.us) PRIOR to the meeting starting.