

**MINUTES OF THE BOARD OF SUPERVISORS  
OF KENNETT TOWNSHIP  
801 Burrows Run Road  
January 6, 2020**

**ORGANIZATION MEETING**

**Present:** Supervisor, Scudder G. Stevens  
Supervisors, Dr. Richard Leff  
Supervisor, Whitney S. Hoffman  
Township Manager, Eden R. Ratliff  
Finance/HR Director, Amy Heinrich

Township Manager Eden R. Ratliff called the meeting to order at 7:00 p.m.

**Swearing in Ceremony: Dr. Richard L. Leff**

Magisterial Judge Al Iacocca performed the swearing in of Supervisor Dr. Richard L. Leff.

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

Stevens commented has been chairman for the last six years and feels that it is time to transition to transfer to Dr. Leff as he has served as Vice-Chair and has taken on the fiscal responsibilities of the Township when the Township investigations started. Stevens noted that Leff recently completed a hard fought election with tough issues including the investigation and EMS tax and clearly has earned the right to serve as Chairman of the Board. Stevens noted that it gives him great pleasure to nominate Dr. Richard L. Leff to be Chairman of the Board of Supervisors.

No other nominations were presented.  
The nomination period was closed.

**Ratliff called for a vote on the nomination of Dr. Richard L. Leff as Chair of the Board of Supervisors.  
Nomination passes unanimously.**

**Chairman Leff called for nomination for position of Vice-Chair of the Board of Supervisors.**

Stevens nominated Whitney S. Hoffman for the position of Vice-Chair of the Board of Supervisors.

No other nominations were presented.  
The nomination period was closed.

Chairman Leff commented that Hoffman has made strides in keeping the Township moving during the investigation period and looks forward to working with her in role of Vice-Chair.

**Chairman Leff called for a vote on the nomination of Whitney S. Hoffman as Vice-Chair of the Board of Supervisors.  
Nomination passes unanimously.**

### **Secretary and Treasurer Appointments:**

**Stevens made a motion to appoint Township Manager Eden R. Ratliff as Kennett Township Secretary.  
Hoffman seconded the motion.  
Motion passes unanimously.**

**Stevens made a motion to appoint Finance/HR Director Amy Heinrich as Kennett Township Treasurer.  
Hoffman seconded the motion.  
Motion passes unanimously.**

### **Swearing in Ceremony: Township Manager, H/R Finance Director and Elected Auditor:**

Magisterial Judge Al Iacocca performed the swearing in of Cathy Burkett as the elected Township Auditor.

Magisterial Judge Al Iacocca performed the swearing in of Eden R. Ratliff as Township Secretary.

Magisterial Judge Al Iacocca performed the swearing in of Amy Heinrich as Township Treasurer.

### **Vacancy Board Appointment:**

**Hoffman made a motion to appoint Joseph Duffy as Vacancy Board Chairman.  
Stevens seconded the motion.  
Motion passes unanimously.**

### **PSATS Convention Voting Delegate:**

**Hoffman made a motion to appoint Dr. Richard L. Leff as the voting delegate for the PSATS convention.  
Stevens seconded the motion.  
Motion passes unanimously.**

### **Staff and Commitment Reviews:**

**Hoffman made a motion to make the following staff appointments:**

- a. Township Manager-Eden R. Ratliff**
- b. Finance/HR Director-Amy Heinrich**
- c. Zoning/Codes Enforcement Officer-Diane Hicks**
- d. Building Code Official-Rich O'Brien (Keystone Municipal Services inc.)**
- e. Right To Know Officer-Megan Cadreau**
- f. Fire Marshall-Bruce Mitchell**
- g. Emergency Management Coordinator-Jeff Hammaker**

**Stevens seconded the motion.  
Motion passes unanimously.**

**Hoffman made a motion to make the following committee appointments:**

- a. Land Conservancy Advisory Committee-Joseph Duffy (expires 2022)**
- b. Land Conservancy Advisory Committee-Steve Kuter (expires 2022)**
- c. Historical Commission-Ed Rahme (expires 2024)**
- d. Planning Commission-Pat Muller (expires 2023)**
- e. Trails and Sidewalk Committee-Tim Plemmons (expires 2024)**
- f. Environmental Advisory Council-Mary Beth Oberg (expires 2022)**
- g. Environmental Advisory Council-Marla Palmer (expires 2022)**

**Stevens seconded the motion.**

**Motion passes unanimously.**

**Meeting Minutes:**

**Stevens made a motion to approve minutes from the December 17<sup>th</sup>, December 18<sup>th</sup> and December 30<sup>th</sup> meetings of the Kennett Township Board of Supervisors.**

**Hoffman seconded the motion.**

**Motion passes unanimously.**

**Hoffman made a motion to adjourn at 7:21PM. Stevens seconded the motion.**

**Motion passes unanimously.**

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**Leff called the meeting the First regular business meeting of 2020 to order at 7:21PM.**

<b>NEW BUSINESS</b>
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**Consulting Review Fee's**

Ratliff introduced proposed Resolution 2020-1 which establishes Consultant review fees.

**Hoffman made a motion to adopt Resolution 2020-1, establishing consultant review fees. Stevens seconded the motion.**

**Motion carried unanimously.**

**Cash Escrow Basis for Plan Review/Inspection for Subdivision and/or Land Development**

Ratliff introduced proposed Resolution 2020-2 which establishes the cash escrow basis for Plan review/inspection for Subdivision and/or Land Development applications.

**Stevens made a motion to adopt Resolution 2020-2, establishing the Township Cash Escrow basis for Plan review/inspection for Subdivision and/or Land Development applications. Hoffman seconded the motion.**

**Motion carried unanimously.**

**Township Fee Schedule**

Ratliff introduced proposed Resolution 2020-3 which establishes the Township fee schedule.

**Stevens made a motion to adopt Resolution 2020-3, establishing the Township Fee Schedule. Hoffman seconded the motion.**

**Motion carried unanimously.**

**Township Holiday Schedule**

Ratliff introduced proposed Resolution 2020-4 which establishes the Township fee schedule.

**Stevens made a motion to adopt Resolution 2020-4, establishing the Township Holiday Schedule as presented. Hoffman seconded the motion.**

**Discussion:**

Bob Ridel asked to confirm the County Holidays verses the Township Holidays. Gabrielle Ratliff noted that County employees get 3 personal days on top of their holidays. Ratliff noted that Township employees get one personal day. Discussion ensued.

Heinrich noted that a floating Holiday and Columbus Day were removed from the list.

Leff commented that he feels that although there are more Holidays than what the private sector would have, he feels it is a good balance as there are other requirements that Township staff have.

Discussion regarding half days on days like Christmas Eve and New Year's Eve ensued. Ratliff and Leff commented that they feel that half days are not very productive.

**Motion carried unanimously.**

**Boy Scouts of America Troop 24**

Ratliff acknowledged Boy Scouts Johnathan Hickman and Andrew Showers from Boy Scouts of America Troop 24 who are working on earning their Citizenship of the Nation and Citizen of the Community Merit Badges. Ratliff noted that he is an Eagle Scout himself and has these badges himself. Discussion regarding local Government ensued. Ratliff and the Board of Supervisors thanked Hickman and Showers for attending the meeting and for all the Scouts do for the community.

**Rosedale Road Sewer Project**

Ratliff introduced the contract with Gordian, the Keystone Purchasing Network, to perform the repairs to the Rosedale Road Sewer lines in the amount of \$551,067.92.

**Stevens made a motion to authorize the Township Manager to sign a contract with Gordian for an amount not to exceed \$551,067.92 for the Rosedale Road Sewer repair and replacement project.**

**Hoffman seconded the motion.**

**Discussion:**

Jeremy Abelson asked if there is a contingency in the contract for the Rosedale Sewer line repairs, Ratliff replied that there is a built in contingency.

Jeremy Abelson asked what other sewer lines in the Township could have the same problems as Rosedale. Roger Lysle responded that he is not aware of any other lines that are in this bad of a shape noting Rosedale is the oldest section of sewer. The next section would be out on Cypress Street, Millers Hill.

**Motion carried unanimously.**

**VPP Grant-Brandywine Battlefield Heritage Interpretation plan**

Ratliff introduced a VPP Grant contract.

**Stevens made a motion to execute the final grant contract with The County of Chester committing to \$2000.00 for the Brandywine Battlefield Heritage Interpretation plan. Hoffman seconded the motion.**

**Motion carried unanimously.**

**Announcement of Meeting Calendar**

Ratliff announced the following meeting calendar for 2020:

<b>Board of Supervisors</b> <b>7PM</b> <b>1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month</b>	<b>Planning Commission</b> <b>7PM</b> <b>1st Tuesday of each month</b> <b>2nd Wednesday of each month</b> <b>(work session) 6:30PM</b> <b>*beginning February</b>
<b>Environmental Advisory Committee (EAC)</b> <b>7:30PM</b> <b>4<sup>th</sup> Tuesday of each month</b>	<b>Trails and Sidewalk Committee</b> <b>1PM</b> <b>1<sup>st</sup> Tuesday of each month</b>
<b>Safety Committee</b> <b>7PM</b> <b>2<sup>nd</sup> Wednesday of each month</b>	<b>Historical Commission</b> <b>7PM</b> <b>4<sup>th</sup> Tuesday of each month</b>

**Stevens made a motion to adopt the 2020 meeting calendar. Hoffman seconded the motion. Motion passes unanimously.**

**PUBLIC COMMENT**

No public comment.

**Hoffman made a motion to adjourn. Stevens seconded the motion. Motion carried unanimously.**

The meeting adjourned at 7:46 p.m.

Respectfully submitted,

Michael O'Brien  
Recording Secretary

