



801 Burrows Run Road
Chadds Ford, PA 19317

BOARD OF SUPERVISORS MEETING via ZOOM MINUTES

June 17, 2020
7:02 p.m.

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; Matt Gordon, Acting Chief of Police; Dave Sander, Solicitor

1. CALL TO ORDER

Chairman Leff called the meeting to order at 7:02 p.m. and gave a brief COVID-19 update. He urged residents to continue to take precautions as the restrictions ease up and continue to wear masks.

2. TOWNSHIP RECOVERY UPDATE

Ratliff reported that, as expected, the computer-generated trial date for the former Township Manager will be extended beyond the July date he last reported. There are over five (5) terabytes of data that are being analyzed, which will add time to this process. Ratliff expects this to be extended at least until the end of summer if not longer. He will be able to give a more comprehensive update at the July meeting after he communicates with the District Attorney's office.

Discussion:

- Lori Stewart (543 Bayard Rd) asked via Zoom chat: "Don't we have to include Kennett Borough since we surround them? Senator Killion confirmed that we are having a big spike in his call this week and there is some question if they are putting Kennett Township cases into the Borough count. Any comments or proactive measures we are taking?" Hoffman said that she believes the cases are being reported by where people live and that there are 161 cases in the Borough, 140 cases in New Garden, and 68 in London Grove. She added that there is the risk of community spread at the Giant, the Walmart, etc. when neighboring communities have increasing numbers and she stressed the importance of wearing a mask and practicing proper hand hygiene for that reason.

3. TOWNSHIP ANNOUNCEMENTS

Stevens reported the bridge on Mill Street is closed to tractor trailers and other heavy vehicles in the Borough so that PennDOT can rebuild that bridge. Also, Kaolin Road Bridge, which has been a concern to the Township, will begin to be addressed by PennDOT in the immediate future. Finally, Chandler Mill Bridge continues to progress and will have temporary barriers in front until the Township chooses and permanently installs the traffic controls for emergency vehicles. He encouraged everyone to enjoy walking or bicycling across the Chandler Mill Bridge, as no other motor

vehicles are permitted and said that soon enough there will be an official ceremony opening the bridge that will allow for safe distancing from one another. He reminded all that while we need to keep safe distancing, we need to be close to each other in every other way to support each other and those we love.

Ratliff added specific details about the Kaolin Road Detour, which is slated to start July 13th. PennDOT is going to be improving the bridge, which the Township has expressed concern about since at least the summer of 2019. Ratliff reported that one silver lining is that the project is expected to take less time than originally expected. Even so, residents should expect this detour until February.

Discussion:

- Leff asked if the PennDOT detour was only for trucks. Ratliff confirmed and said that residents will likely not use the detour as posted, since they are familiar with the other local roads.
- Sue Giancola (604 Peacock Lane) asked via Zoom chat: “Can the Township please reconsider opening Chandler Mill Bridge during the time in which the Kaolin bridge will be closed? Those of us who live in this area will have an extremely difficult time getting to work and other locations if both of our major access routes are closed at the same time. There are quite a few in our development who are very concerned about being kind of ‘landlocked.’ Thank you so much. I’d like to put forth a formal request for a temporary opening during the time of the Kaolin closure. If there is a way for me to make a formal request, please let me know. Even secondary road detours are significant. Many of them taking you to Route 41, requiring a dangerous left hand turn.” Ratliff stated that he and Ms. Giancola had been emailing about this topic and deferred to the Board. Leff said that he considers the Kaolin Bridge closing to be temporary and during relatively light traffic due to COVID. He added that Roundhill onto Kaolin going north or Chandler Mill Rd north to Hillendale will allow exits and entry for the majority of people with a relatively minimum delay. Chandler Mill Bridge has been closed for about ten (10) years and he fears that if it is opened, it will draw more traffic to the area. That is why he feels it is more feasible to bypass the Chandler Mill Bridge via the detour he mentioned or the official PennDOT detour for trucks.
- Stevens added a potential route along the detour map shown in the presentation. He added that the bridge was closed for a specific reason and many have made a significant commitment to maintain that as a low-traffic area. He acknowledged that the Kaolin Bridge closing is an inconvenience, as it is any time a bridge goes “out.” He does not consider Chandler Mill Bridge to be “out” considering it has not been “in” in a very long time. His perspective is to maintain it strictly for emergency purposes and for the use of the community in a safe and pastoral sort of way. He also recounted that years ago, the Fire Chief had taken him on a tour of this area and told him the amount of time and inconvenience from closing Chandler Mill Bridge was very small, perhaps a minute, as far as traffic for emergency services.
- Hoffman commented on the inconvenience of bridge closures and offered another potential detour route. She also added that the Chandler Mill Bridge was not engineered to sustain everyday traffic, only that of the occasional emergency vehicle, and feels opening the bridge would be doing the Township a great disservice especially after just completing this renovation.
- Ms. Giancola added her concerns to the route Hoffman mentioned and making that left-hand turn onto Rt 41. There was further discussion about other routes to avoid that turn. Ms. Giancola added that seven (7) months is a long time and was hoping the Board would consider only temporarily open Chandler Mill Bridge while the bridge on Kaolin was closed for people who live in that area. Leff commented that there would be no way to restrict the traffic over the bridge to only those who live in that area and again laid out some alternative routes. Ms. Giancola reported that she remembered when the Chandler Mill Bridge closed initially and that it was not intended to be a permanent closure, so what is to say the same thing would not happen to Kaolin Bridge? She just wishes one of the two would be open at a given time. Leff reassured her that because the Kaolin Road is on a state road (Route 82), it would be the state who would decide to close it. He said it would be unusual for it to remain closed past the time for the replacement, which has been a long time coming.
- Hoffman added that due to Chandler Mill Bridge being closed for so long, it is has been removed from a lot of the GPS databases. It was a nightmare to have road changes, positive or negative, update in those GPSs and opening the bridge up temporarily sets up that same problem of removing it again.
- Leff thanked Ms. Giancola for her comment and acknowledged it as a good question.

4. EXECUTIVE SESSION ANNOUNCEMENTS (ACTION ITEM)

Sanders announced that the Kennett Township Board of Supervisors met in executive session on June 12, 2020 to discuss matters of personnel and again on June 16, 2020 to discuss matters of litigation. Upon Ratliff asking for clarification, Sanders confirmed that the June 16th session was it was a matter of potential litigation.

5. MEETING MINUTES (ACTION ITEM)

Motion presented by Hoffman to adopt the meeting minutes of May 20, 2020. Stevens seconded the motion. The motion passed unanimously with no discussion.

Discussion:

- There was no discussion.

6. OLD BUSINESS (ACTION ITEMS)

- a. None

7. NEW BUSINESS (ACTION ITEMS)

- a. **Consider Resolution 2020-12 for Waywood Lane Right of Way**
(www.kennett.pa.us/DocumentCenter/View/4072)

Ratliff introduced this as a housekeeping matter from a land development plan in 1989. It is a resolution accepting a deed of dedication along Waywood Lane to allow for any utility work or to improve the cartway. This is only for the portion of Waywood Lane in front of Umbreit and comes at no cost to the Township, which is why he is recommending it.

Discussion:

- Leff asked if the Township has the right of way along the rest of Waywood Lane. Diane Hicks answered that yes, the Township has the right of way for Waywood Lane, that this is an additional ROW.
- Stevens asked to clarify that this is not Ways Lane, but rather Waywood Lane. Hicks confirmed that it is Waywood Lane.

- b. **Escrow Release for Stonehouse**
(www.kennett.pa.us/DocumentCenter/View/4075)

Motion presented by Hoffman to approve the release of Escrow No.12 in the amount of \$334,755.00 for completed site improvements at 912 S. Union Street (Stonehouse). Stevens seconded the motion. The motion was passed unanimously after the following discussion.

Discussion:

- Hoffman asked if the “completed site improvements” included drainage issues that other subsequent developments have had. Stevens replied that there would not have been a proposal to release escrow release unless it had been reviewed by our engineers. Hicks confirmed that yes, per the Township engineer’s suggestions, a little more than normal was retained to account for potential future problems. Hoffman was glad to know this, as she had some concerns given the neighboring resident and the runoff during construction at the pond.

- c. **Consider the June 17, 2020 Bill Voucher in the amount of \$603,950.68**

Motion presented by Hoffman to approve the June 17, 2020 Bill Voucher in the amount of \$603,950.68 Total transfers equal \$50,870.33. Stevens seconded the motion. The motion was passed unanimously after the following discussion.

Discussion:

- Stevens commented that after reviewing the spreadsheets and back up material and discussing it with Heinrich, he is satisfied with what has been presented.
- Hoffman expressed her thanks for Heinrich providing the details on credit card purchases so that they can be reviewed every month.
- Leff commented how much easier it is to track everything now, and that when a question does come up, Heinrich is able to provide a rapid answer.

d. Employee Benefit Improvements

www.kennett.pa.us/DocumentCenter/View/4073

i. Short-Term and Long-Term Disability

Motion presented by Hoffman to approve new short-term and long-term disability and life insurance policies with Unum for all employees as outlined in presented memo and to authorize Eden Ratliff and Amy Heinrich to execute any required paperwork for these policies. Stevens seconded the motion. The motion was passed unanimously after the following discussion.

Discussion:

- Heinrich explained the details of her Recommendation Memo of the Board Packet regarding the old disability and life insurance policies, which had a renewal date of July 1st, and this new disability and life insurance policy that is being considered. There were several concerns with the policy set to renew in July, including coverage amounts, who was covered, and the implementation of those benefits.
- Leff commented that he appreciated Heinrich identifying the gaping holes in the current coverage and her efforts to shop around to find the best plan that brings standard coverage to all at a minimal cost to the Township.
- Stevens noted that it is obvious that the HR Department and the head of the HR Department has spent a great deal of time trying to find a balance of coverage for all the Township employees, and has presented a solution in an economic and reasonable fashion. He thanked Heinrich on behalf of all the union and nonunion employees.
- Hoffman commented that the Township is getting the holes in the grout of its foundation closed up and are now building a good solid foundation.

ii. Opting-Out Options

Motion presented by Hoffman to approve an option for non-uniform employees to receive a financial incentive for opting-out of health insurance as described in the presented memo. Stevens seconded the motion. The motion was passed unanimously after the following discussion.

Discussion:

- Heinrich continued her presentation the Recommendation Memo presented in the Board Packet for an option for non-uniform employees to receive a financial incentive if they choose to opt out of the Township benefits package, as uniform employees are covered under their collective bargaining agreement. The objective of this is to save the Township money in the event an

employee decides to utilize an insurance plan from their spouse/partner. The Township would pay the employee 25% of the premium cost instead of the full premium.

- Leff confirmed with Heinrich that this is optional, and the Township would save 75% of the cost of the premium for those employees who opt out.
- Heinrich added that some places of employment that say if your spouse has coverage somewhere else, they cannot be on your plan, but the Township does not want to go that far and feels this is a good compromise and a win-win for the Township and the employees involved. The process and percentage will be reevaluated at the end of the year when the insurance is renewed.
- Heinrich noted that they are still looking into other to help control the cost of healthcare, such as a supplemental Medicare options and different plan designs, to which Leff expressed his appreciation.

e. Budget Amendment and Recommended Staffing Adjustments

(www.kennett.pa.us/DocumentCenter/View/4074)

i. Salary and Benefits Amendments

Motion presented by Hoffman to approve the Salary and Benefits budget amendments included in this memo which total an increase of \$50,000. This covers staffing adjustments recommended in this memo, including replacement of 2 vacant Police Officer positions, addition of 2 part-time Police Officers, replacement of one vacant position in Planning & Zoning and one vacant position in Public Works and the addition of a team member to Finance & HR. Stevens seconded the motion. The motion was passed unanimously after the following discussion.

Discussion:

- Leff summarized the memo that Heinrich presented in the Board Packet, that given changes to the budget, it would result in an increase of \$50,000 which includes filling vacancies and adding new positions. He said there has been a lot of cost savings elsewhere, as the Township has been working with open positions and utilized a temp agency. Because of the increase of budget, it is before the Board today.
- Heinrich noted that this memo is available online for anyone who wants to see the line-item budget for this. This adjustment would help fill vacancies as well as add a new position to Finance/HR to help reduce the repetitive late nights currently being worked by that department. They are specifically looking for someone who specializes in procurement of municipal government due to the challenging contracts, and the missing contracts, the Township currently has. This position is operational across the Township: how things are being purchased, being in line with the bid requirement thresholds, purchase orders, getting contracts in place, and verifying insurance. These are things that seemingly were not done on a consistent basis and there is not an option to not do these things.
- Stevens asked if the Board had already approved the addition of the two (2) vacant full-time Police Officers. Ratliff clarified that yes, the two vacant positions for the full-time officers were approved already and that there are only two additions: the two (2) Part-Time Police Officers and someone to Finance/HR. Everything else is already included in the 2020 Budget that was adopted by the Board in December of 2019.
- Heinrich confirmed that the additions of the part-time Officers and Finance/HR person are new. The other positions listed in the motion fill vacancies that have already been approved. There have been other ups and downs across different line items in this budget, so the total nets to an additional \$50,000.
- Lori Stewart (543 Bayard Rd) asked via Zoom chat: “where can we get a list of current township positions? All township positions, not just police. I’ve asked numerous times and haven’t been able to get this info.” Ratliff directed her to check the Kennett Township website for a list of current staff and agreed to give her a phone call to discuss further.

- Ratliff commented and offered his thanks to the public and the Board. He spoke to the challenges that face this strong and dedicated team, who are taking on these challenges every day with the goal of delivering government services efficiently and effectively.
 - Leff added his appreciation for the team in light of all that has been discovered since last summer.
- ii. Budget Amendment

Motion presented by Hoffman to approve a budget amendment increase of \$22,500 for Police Equipment. Stevens seconded the motion. The motion was passed unanimously after the following discussion.

Discussion:

- Heinrich reported that the Township has a truck that is not currently used by the Police but is desired to be used by them. This would require \$10,000 to fit the truck to support the Police’s needs. The additional \$12,500 is for the purchase of six (6) AEDs to replace the current old AEDs which can no longer be serviced.
- Leff added details about the truck and the importance of having functioning AEDs, as often the Police Officers are the first on scene in an emergency.
- Stevens explained what an AED is and that they are a necessity. He also commented on the diesel truck that the Police would be using, stating it was far more efficient than gas-power engines. He hopes this will lead to other diesel, if not electric, vehicles in the future.

f. Consider Fuel Bid to Dixie Land Energy
www.kennett.pa.us/DocumentCenter/View/4087

Motion presented by Hoffman to award the Municipal Cooperative of Southern Chester County Fuel Bid to Dixie Land Energy in the amount of \$7,910.40 for diesel fuel and \$9,715.00 for gasoline – 87 octane for a total of \$17,625.40. Stevens seconded the motion. The motion was passed unanimously after the following discussion.

Discussion:

- Ratliff explained that this was the annual fuel bid that Roger Lysle coordinates through the municipal co-op that the Township does every year.
- Leff wanted confirmation that we were getting the fuel for less than \$1.00 per gallon, which Lysle confirmed, stating that fuel prices are way down.

8. PUBLIC COMMENT

- Lysle reported that Weaver Mulch will be coming to the Yard Waste Lot starting tomorrow and all next week to grind up the pile. While the grinding is happening, the Yard Waste Lot will be closed for safety, but will reopen at the end of each day (4:00 p.m.) so people can still drop off their stuff.
- Leff confirmed that residents can drop their yard waste off anytime from 4:00 p.m. until dusk and asked how long the grinding would take. Lysle said they are hoping to get it done in seven (7) days as long as no damages or breakdowns happen.
- Robert Sparr (Dorset Connects in Kennett Sq) commented via Zoom chat: “Well run meeting - my first time listening.”

9. MOTION TO ADJOURN

Motion presented by Hoffman to adjourn. Stevens seconded the motion. The motion was passed unanimously with no discussion.

The meeting adjourned at 8:08 p.m.

Respectfully submitted,
Eden R. Ratliff
Township Secretary