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Joining the Zoom public Board of Supervisors Meetings 1st & 3rd Wednesdays at 7:00 p.m.

The Board of Supervisors hold public meetings the 1st and 3rd Wednesday of the month at 7:00 p.m. If there is a need to cancel a meeting, we will post via our website, social media, and Township email list. Occasionally the Board calls for additional special meetings. Those will be advertised in the same manor as well as in the Daily Local News and with as much notice as possible.

Recorded Meetings & Security

The Board of Supervisors meetings are always recorded and will be posted the next day to both the [Agenda Center](#) and the [Media Center](#). We strive to make these meetings as free from distractions as possible, but occasionally there are individuals who join whose sole purpose is to distract. We are intentional about identifying and removing them from the meetings quickly, but we ask for grace and forgiveness in advance if someone enters these public meetings and says or shows something offensive. This is the sad price of our virtual reality while we balance keeping our meetings as open to the public as possible. To help curb disruptive behaviors, we change the link and password for every Board of Supervisors meeting and provide that information at the bottom of each Agenda found on the [Agenda Center](#).

Joining the Meeting

There are three ways to join the Board of Supervisors Meetings:

OPTION 1: Using a computer, click the link (or type or copy/paste it into a web browser) that is at the bottom of the meeting's Agenda found on the [Agenda Center](#). (*NOTE: We often update this agenda as the meeting time approaches, so it is best to open it right before the meeting for the most current information.*) Once you have clicked the link, you will be prompted to enter the meeting's Passcode located on the Agenda. You will need to have already downloaded the Zoom App for this option. If prompted to allow Zoom to use your computer's camera and microphone, please allow.

OPTION 2: Using the Zoom app, enter the Meeting ID and Passcode located at the bottom of the meeting's Agenda found on the [Agenda Center](#). (*NOTE: We often update this agenda as the meeting time approaches, so it is best to open it right before the meeting for the most current information.*) You will 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.

OPTION 3: Using your telephone, call 929-205-6099 and follow the prompts to enter the Meeting ID and Passcode located at the bottom of the meeting's Agenda found on the [Agenda Center](#). (*NOTE: We often update this agenda as the meeting time approaches, so it is best to open it right before the meeting for the most current information.*) You will need to press the pound (#) button after you have entered both the Meeting ID and Passcode.

The Waiting Room

Once you have successfully logged into the meeting, you will be put in the virtual "Waiting Room." Do not worry, this is just a security feature and you will promptly be "let in" once the meeting starts at 7:00 p.m. You will automatically be muted by the host. This means we will not be able to hear you if you try to talk to us. This



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is intentional and preferred. Having as many people muted as possible helps facilitate a distraction-free virtual meeting setting. It is very helpful if your display name matches your identity. This can be changed by opening the Participant window from the Zoom screen, hovering over your name, then clicking “More” then “Rename.”

Your Video is On

These meetings are set up allow the public to join via video. If you do not need your video (for example, if you are only listening or multitasking during the meeting) we suggest you hide your video. This is can be done by clicking on the video recorder icon at the bottom left corner of the Zoom window. Once the meeting is underway and the Agenda Presentation is being shared via Zoom, it is important to remember that ***your video is still on. Even if you cannot see yourself, others still can see you.*** If the host notices distracting videos (i.e., walking around, moving your phone/tablet excessively, etc.), the host may hide your video on your behalf. Again, this is to help assist in creating a meeting setting that is as free from distractions as possible. You can always send a chat to the host if you would like to resume your video.

How to Offer Public Comment

As always, we encourage your participation during the Public Comment sections. If you have something you would like to say and are using OPTIONS 1 or 2, simply send the host a “Chat.” (If you are on a computer, the Chat window can be accessed by clicking the Chat icon in the bottom menu bar of the Zoom window. If you are using Zoom 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 relay your message to the Supervisors once the Chair asks for public comments. If your topic requires further discussion, the host will prompt you when to un-mute yourself to participate. You can mute/un-mute yourself by clicking the microphone icon located on the bottom left of the Zoom window. Please be sure to mute yourself again once your discussion is completed. If your chat is received after the relevant topic has concluded, it will be held until the end of the meeting during the general Public Comment section.

If you are using OPTION 3 and are 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 is a great way to stay connected with friends and loved ones during COVID-19.

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 PRIOR to the meeting starting. You may also submit your public comments in advance via email to Gretchen.