



801 Burrows Run Road
Chadds Ford, PA 19317

BOARD OF SUPERVISORS SPECIAL MEETING via ZOOM MINUTES

December 29, 2020
11:00 a.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

1. CALL TO ORDER

Chairman Leff called the meeting to order at 11:00 a.m. Ratliff explained that this was a special meeting and summarized the agenda.

2. OLD BUSINESS

There was no old business.

3. NEW BUSINESS (ACTION ITEMS)

a. Consider the December 29, 2020 Bill Voucher in the Amount of \$191,552.04
(www.kennett.pa.us/DocumentCenter/View/4460)

Discussion:

- Heinrich explained that this Bill Voucher includes everything that has come in for the last week.
- Upon Steven's request, she explained that it was necessary to do this now because the Township is on cash basis accounting with a very tight budget. If this waited until January, the \$191,552.04 would come out of the 2021 budget even though they were expenses from 2020.
- Ratliff said that the Township looks forward to moving toward a modified accrual based accounting system in time in which this would not be necessary. He also thanked the Board for their willingness to meet on the 29th day of December.
- Stevens asked if the new accounting system would be in place by the beginning of the year. Ratliff and Heinrich clarified the difference between the general ledger software and the accounting system. Heinrich went on to say that by the time the books close for 2021, they should be at accrual based. While this basis of accounting is standard for most Townships, the DCED only requires cash basis. Discussion continued regarding the process of moving to accrual basis.
- Stevens asked if a resolution would be necessary to make this change. Ratliff said that he does not believe that to be the case, but he would seek a second and third opinion from our auditor and solicitor. Heinrich offered more details about the two systems. Stevens suggested this type of resolution would be helpful for the reorganizational meeting to avoid confusion and Hoffman agreed.

Motion presented by Hoffman to approve the December 29, 2020 Bill Voucher in the amount of \$191,552.04. Total transfers equal \$40,099.97. Stevens seconded the motion. Hoffman amended the motion pursuant to the most recent update by the Finance Department with the total of \$198,154.14. Stevens seconded the amended motion. The motion was passed unanimously after the following discussion.

Discussion:

- Hoffman thanked Heinrich for sending over the highlights.
- Leff asked if paying this bill voucher in 2020 will help when making the switch from cash basis to accrual basis. Heinrich said yes.

b. Consider Resolution 2020-20

www.kennett.pa.us/DocumentCenter/View/4461

Motion presented by Hoffman to authorize Resolution 2020-20 authorizing the Township to use dotGrants on-line reporting system to file the required annual Liquid Fuels forms. Stevens seconded the motion. The motion was passed unanimously.

Discussion:

- Stevens stated that he confirmed that, although this is a different name, this is required by PennDOT. Heinrich agreed and said the PennDOT has taken a hard line and now requires these documents to be submitted online.

4. PUBLIC COMMENT

- Leff provided a COVID-19 update, stating that numbers in Kennett Township are still rising and he was not sure how else to help encourage everyone to follow the necessary precautions. Ratliff suggested a video marketing campaign similar to the County. Stevens commented that the information is out there, but some people still believe it will not affect them and therefore do not care and are selfish with their lack of precautions. While he is agreeable to participating in the video idea, he is pessimistic that it will produce change.
- Hoffman added specific case counts for surrounding municipalities and spoke to the frustrations of the timing of this virus, that it takes two weeks to know if any mitigation techniques are working. Discussions around COVID-19 continued between all Supervisors and Heinrich including the unknown effects of this virus long-term and the aerosol delivery of the virus.
- Heinrich coordinated with the Supervisors when to sign the checks.

5. MOTION TO ADJOURN

Motion presented by Hoffman to adjourn. Stevens seconded the motion. The motion was passed unanimously 3-0.

The meeting adjourned at 11:33 a.m.

Respectfully submitted,
Eden R. Ratliff
Township Secretary