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Board of Supervisors Work Session Meeting Minutes Wednesday, January 22, 2025, 5:00 p.m.

Attendance: Ricki Stumpo, Vice Chairperson; Raymond McKay, Supervisor; and Neil D. Vaughn, Township Manager/Secretary. Chairperson Elaine DiMonte was absent.

Public Attendance: 0

- I. **Call to Order:** Vice Chairperson Stumpo called the meeting to order at 5:00 p.m. and led the Pledge of Allegiance.
- II. **Announcements**
 - a. The Chester County Prison will be providing an update to the Board of Supervisors and public on January 27, 2025, from 6:00 p.m. to 6:30 p.m. prior to the January Board of Supervisors meeting. These updates will be provided quarterly with additional meetings being held on April 28th, July 28th, and October 27th.
 - b. The Board of Supervisors will hold quarterly work sessions for 2025, rather than monthly. The dates of future work sessions will be April 23rd, July 23rd, and October 22nd.
- III. **Public Comment**
 - a. None.
- IV. **Discussion Topics**
 - a. 2025 Township Goals
 - i. Township Manager Vaughn presented the Board with potential goals for 2025 as follows:
 1. Township Communications - Increase the use of the Township's current platforms, which are the Township website and Constant Contact. Additionally, staff will look at any additional platforms that can be utilized, including ReadyChesco. Staff will work on obtaining public input on how they would prefer to receive information from the Township.
 2. Employee Handbook Revisions & Employee Evaluations - The last major update of the employee handbook was completed in 2017. While this may not be a "Township Goal" it is a task that needs to be completed within the year.
 3. Capital Improvement Plan - To better prepare for future budgets, staff will work on the creation of a 5 Year Capital Improvement Plan, that will encompass all Township facilities, and roadways.
 4. Township Committees - Increase the participation and communications to and from the various Township Committees.

The Board provided additional feedback on the goals, and the Township Staff will begin to work on these various tasks.

- b. Township Meeting Practices
 - i. Township Manager Vaughn discussed the following as it relates to Township Meetings:

1. Virtual/Hybrid Meetings - The Board and Manager considered the possibility of utilizing "GoTo Meeting" for future Board meetings to increase participation. It was agreed upon to try a hybrid model for three months beginning with the February Board of Supervisors meeting.
 2. Township Manager Role in Meetings - The Board and Manager reviewed how the Manager should be involved in future meetings. It was agreed that the Manager provide the needed background on agenda items for the Board.
- c. Committee Updates
- i. To coincide with the Township Goals, a discussion was held regarding Committee goals for 2025. The Board would like the Parks, Recreation and Trails Committee to look into increased information along the various Township trails, promoting the Township Parks, and looking into more events.
 - ii. Township Manager Vaughn advised the Board that the Historical Committee is working on various grants and will be providing an update to the Board at their January meeting.
 - iii. A brief discussion was held about various ways to recognize the Township volunteers. The Township Staff will look at various options.
- d. Miscellaneous Discussion
- i. Township Manager Vaughn and the Board discussed varying topics to work on in the coming months including providing the Board with a 2024 budget recap, office closures due to weather, IT items, information dissemination and training.
- V. **Adjournment:** Supervisor McKay made a motion to adjourn the meeting at 6:39 p.m. with a second by Vice Chairperson Stumpo. With there being no additional comments, the motion passed 2-0.

Respectfully Submitted,



Neil D. Vaughn
Township Manager/Secretary