



P.O. Box 1, Pocopson PA 19366  
Office: 610.793.2151 Fax: 610.793.1944  
[www.pocopson.org](http://www.pocopson.org)

## **Board of Supervisors Meeting Minutes Monday, January 27, 2025, 6:30 p.m.**

The regular monthly meeting of the Pocopson Township Board of Supervisors was held on January 27, 2025, at 6:30 p.m. at the Pocopson Township Municipal Building, 664 South Wawaset Road, West Chester, PA 19382.

In attendance were Elaine DiMonte, Chairperson; Ricki Stumpo, Vice Chairperson; Raymond McKay, Supervisor; Mark Knightly, Public Works Director; and Neil D. Vaughn, Township Manager/Secretary.

There were 9 guests in attendance.

- I. **Call to Order:** Chairperson DiMonte called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.
- II. **Sunshine Announcements**
  - a. The Board of Supervisors held their first quarterly work session for 2025 on Wednesday, January 22, 2025.
  - b. The Board of Supervisors attended an informational update from the Chester County Prison prior to this meeting from 6:00 p.m. to 6:30 p.m.
- III. **Announcements**
  - a. The Chester County Prison will be providing additional updates to the Board of Supervisors and the public quarterly on April 28<sup>th</sup>, July 28<sup>th</sup>, and October 27<sup>th</sup>. These meetings will be from 6:00 p.m. to 6:30 p.m. in the Township meeting room.
- IV. **Public Comment**
  - a. None.
- V. **Work Sessions**
  - a. January 22, 2025, Work Session Summary
    - i. Township Manager Vaughn provided a summary of the January Work Session held with the Board of Supervisors. Topics included: goals for 2025 which encompassed increased Township communications, the creation and implementation of a Capital Improvement Plan, and increased participation and communication with the Township's Committees; Township meeting practices to have the Township Manager more involved in meetings and starting a three-month trial period for hybrid meetings; providing an update on the Township's committees; and miscellaneous discussion on administrative operations.
    - ii. Future work sessions will be held on April 23<sup>rd</sup>, July 23<sup>rd</sup>, and October 22<sup>nd</sup> at 5:00 p.m. in the Township meeting room.

VI. **Township Commission and Committee Reports**

a. Planning Commission

- i. The Planning Commission did not meet in January. The applicant that was slated to appear at the meeting requested additional time to address the Township Engineer review letter comments. The next meeting of the Planning Commission will be on February 4, 2025, at 7:30 p.m. in the Township Meeting Room.

b. Historical Committee and Friends of Barnard Station

- i. Historical Committee Member Sarah Mims provided an update to the Board regarding the Committee and presented a project for a bathroom enclosure at the Locust Grove Schoolhouse. The Committee is in the process of applying for a grant through the Brandywine Creek Greenway Mini-Grant Program and would like the Board to approve signing a letter of support and to release \$450 from the Locust Grove Schoolhouse Bank Account to finally support the project.

Chairperson DiMonte made a motion to approve executing the requested letter of support for the Brandywine Creek Greenway Mini-Grant program and to release \$450 from the Locust Grove Schoolhouse Bank Account for the Locust Grove Schoolhouse Bathroom Project with a second by Supervisor McKay. With there being no additional comments, the motion passed 3-0.

- ii. Friends of Barnard Station Member Donald McKay provided an update of the progress at Barnard Station. They are in the process of applying for a grant from the Pennsylvania Historical & Museum Commission for continued improvements; this is the same grant program in which they applied and were awarded in 2024. This grant application would mimic the same process with the Friends of Barnard Station supplying the match for the grant but is requesting the Township to sign the grant application as the building owner. Additionally, they are seeking a letter of support from the Township for the grant.

Mr. McKay further requested \$2,000 for lumber and drywall as part of the ongoing renovations at Barnard Station. This would be part of the Township's 2025 budgeted renovations for the building.

Chairperson DiMonte made a motion to approve supporting the Friends of Barnard Station's Pennsylvania Historical & Museum Commission Historical Preservation Grant application and to have the Chairperson of the Board of Supervisors and/or the Township Manager sign the grant application on behalf of Friends of Barnard Station, along with the request of \$2,000 for lumber and drywall for building renovations with a second by Vice Chairperson Stumpo. With there being no additional comments, the motion passed 3-0. The Board thanked Mr. McKay for his ongoing work on the renovations.

Hal Hoffman questioned the status of re-keying the property. Township Manager Vaughn stated that this will be worked on with the Public Works Director.

- c. Parks, Recreation, and Trails Committee
  - i. The Parks, Recreation and Trails Committee did not have a quorum at their January meeting. Janet Fassbender has resigned from the Committee effective January 9, 2025. The opening for the Committee has been advertised and the Township is in the process of meeting with interested parties.

VII. **Public Works Report**

- a. Public Works Director Knightly reported that the Public Works Department handled various winter weather events for the month of January. The Board thanked the Public Works Department for their efforts during these storms.

VIII. **Kennett Fire & EMS Regional Commission**

- a. Supervisor McKay provided an update on the January 14, 2025, meeting held at the Kennett Township Municipal Building. Mr. McKay reported that the Commission approved a bylaw change to clarify who can hold the Commission Chair and Vice Chair position; approved two workers compensation reimbursements but tabled a request for vehicle insurance reimbursement; reviewed the 2025 Budget with increases going to staffing at Po-Mar-Lin Fire Company, EMS wage increased and building renovations; and discussed the duties of the Administrator.

Supervisor McKay reviewed the \$3.1 million dollar Commission budget, of which Pocopson's share is \$728,373.33. A quarter of this figure is reimbursed by Chester County due to the service usage at Pocopson Home and Chester County Prison. Mr. McKay will send a letter in February to request these funds paid by March 1, 2025.

Terrence Gumpfer of Lenni Drive questioned the call volume at the County facilities, the increase call volume due to the hospital closures, and that the County should be paying more to the Township rather than 25%. He cited examples from Delaware County.

Randall Mims of Denton Hollow Road agreed that the County should be paying more funds to cover the use of the fire & EMS service.

Andrea Gosselin of Roberts Way added additional details and history of the Kennett Fire & EMS Regional Commission. Supervisor McKay added that it has been a work in progress for the County to reimburse the Township and explained the funding formula the Commission utilizes.

Chairperson DiMonte noted that the Township has not raised taxes in ten years but may be faced to do so in the future due to rising costs of the Commission. It was suggested to have the County attend the February Board of Supervisors Meeting to discuss a potential increase in their reimbursement.

IX. **Zoning Official Report**

- a. The Board acknowledged the receipt of the Zoning/Code Enforcement Activity Report dated January 14, 2025.
- b. Terrence Gumpfer of Lenni Drive questioned the status of a zoning matter on Clearview Drive. Township Manager Vaughn noted that this property was discussed with the Township Zoning Officer, and he will be working on the matter.

X. **Old Business**

- a. None

XI. **New Business**

- a. Resignation of Janet Fassbender from the Parks, Recreation, and Trails Committee
  - i. A motion was made by Chairperson DiMonte to accept the resignation of Janet Fassbender from the Parks, Recreation, and Trails Committee with a second by Vice Chairperson Stumpo. The Board asked Township Manager Vaughn to send Ms. Fassbender a letter of thanks for her years on the Committee. With there being no additional comments, the motion passed 3-0.
- b. Codified Ordinance Update Proposal
  - i. General Code has provided a quote for updating the Township's Codified Ordinances to incorporate the last three Ordinances passed by the Board of Supervisors. This will update the ordinance webpage and the hard copy ordinance books. Vice Chairperson Stumpo made a motion to approve the quote in the amount of \$1,910 from General Code to update the Township's Codified Ordinances with a second by Supervisor McKay. With there being no additional comments, the motion passed 3-0.

XII. **Correspondence**

- a. Township Manager Vaughn noted that the Township was in receipt of a few emails thanking the Public Works Department for their work during recent winter storms.

XIII. **Treasurers Warrants**

- a. A motion was made by Chairperson DiMonte to approve bill payment lists totaling \$276,184.26 for the period of December 17, 2024, to January 27, 2025, recommended for payment by the Township Treasurer that includes: 59 ACH transactions, 30 checks totaling \$63,691.27 from the General Fund; 3 checks totaling \$20,880.98 from the Liquid Fuels Fund; 1 check totaling \$5,562.00 from the Capital Reserve Fund; 2 ACH transactions totaling \$3,905.86 from the Open Space Fund; 1 check totaling \$182,093.33 from the Fire & EMS Fund; 2 transfers from the ARPA account totaling \$47.16; and 2 transfers from the Parks & Recreation account totaling \$3.66 with a second by Supervisor McKay. With there being no additional comments, the motion passed 3-0.

XIV. **Approval of Meeting Minutes**

- a. A motion was made by Vice Chairperson Stumpo to approve the December 16, 2024, Board of Supervisors Meeting Minutes, the January 6, 2025, Board of Supervisors Organization Meeting Minutes, and the January 22, 2025 Board of Supervisors Work Session Meeting Minutes. Supervisor McKay noted an error in the January 6, 2025, Organization Meeting Minutes, citing Article II, Section D should be corrected to "Supervisor McKay made a motion to nominate Ricki Stumpo as Vice Chairperson of the Board of Supervisors, with a second by Supervisor DiMonte." Vice Chairperson Stumpo amended the motion to incorporate this change, with a second by Chairperson DiMonte. With there being no further comments, the motion passed 3-0.

- XV. **Adjournment:** Vice Chairperson Stumpo made a motion to adjourn the meeting at 7:30 p.m. with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 3-0.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Neil D. Vaughn", with a stylized, flowing script.

Neil D. Vaughn  
Township Manager/Secretary