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## **Board of Supervisors Meeting Minutes Monday, February 24, 2025, 6:30 p.m.**

The regular monthly meeting of the Pocopson Township Board of Supervisors was held on February 24, 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 7 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 met in Executive Session on February 18, 2025, to discuss a personnel matter regarding the Emergency Management Coordinator position and a real estate matter on Lenape Unionville Road.
- III. **Announcements**
  - a. None.
- IV. **Public Comment**
  - a. None.
- V. **Work Sessions**
  - a. None.
- VI. **Township Commission and Committee Reports**
  - a. Planning Commission
    - i. The Planning Commission met on February 5, 2025. The Commission organized for the year with Gary Summers being reappointed as Chairperson and Sean Rafferty was reappointed as Vice Chairperson. Their next meeting will be on March 5, 2025.
  - b. Historical Committee
    - i. Chairperson Don McKay reported that the Committee met on February 12, 2025. The Chester County Planning Commission's new Heritage Preservation Coordinator, David Blackburn, was in attendance and presented to the Committee. Mr. McKay also reported that they have changed their start time from 7:30 p.m. to 7:00 p.m. Township Manager Vaughn noted that Township staff will readvertise the change in start time.

c. Parks, Recreation, and Trails Committee

- i. The Parks, Recreation and Trails Committee did not have a quorum at their February meeting. The members in attendance had the opportunity to meet with the two new perspective members of the Committee. Supervisor McKay and Township Manager Vaughn discussed potential goals and objectives for the Committee and are hopeful they can move forward starting in March.

Chairperson DiMonte questioned who the current Chairperson was for the Committee. Township Manager Vaughn advised that Jesse Noa is still the current Chairperson as the Committee has not had the opportunity to organize this year. If a quorum is present at the March meeting, the Committee can organize at that time.

d. Deer Management Committee

- i. The Deer Management Committee did not have a quorum present at their February meeting. Their original meeting date was rescheduled due to winter weather. The members in attendance discussed some maintenance items that needed to be corrected prior to the next hunting season, and they will attempt to meet again in March with a quorum.

Chairperson DiMonte questioned what items needed corrected. Township Manager Vaughn advised that they discussed that certain stands needed repairs, replaced, or moved all together.

VII. **Public Works Report**

- a. As part of the approved 2025 budget, the fence surrounding the tennis court was identified to be replaced. Public Works Director Knightly obtained a quote from the Fence Authority, who is a COSTARS vendor, in the amount of \$26,850. Vice Chairperson Stumpo made a motion to approve the Fence Authority proposal of \$26,850 to replace the fence at the tennis court and to have the Township Manager execute any paperwork needed related to the purchase, with a second by Supervisor McKay. With there being no additional comments, the motion passed 3-0.
- b. Public Works Director Knightly reported that the Public Works Department handled 13 winter weather events over the winter season. The Board of Supervisors thanked the crews for another excellent job over the winter.

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

- a. Supervisor McKay provided an update on the February 11, 2025, meeting held at the Pocopson Township Municipal Building. Mr. McKay reported that the fire companies are now using the same reporting software and there will be one activity report moving forward; approved a payment of \$60,602.50 for Q4 2024 volunteer incentives, this is part of the \$250,000 approved budget line for the year; working with Wells Fargo Bank for cyber protection on the bank accounts; fire company leadership is working on a 3-5 year long range plan; discussed the job description for the Regional Administrator with hopes to have a draft in April; and approved the 2024 audit proposal for the Commission.

Supervisor McKay provided an update on various items that were discussed at the January Board of Supervisors meeting. Mr. McKay stated that the information on how

Delaware County handles ambulance services to their nursing facility was inaccurate and Delaware County does not utilize private ambulances for emergencies from the facility. Letters have been sent to the County regarding their annual reimbursement of services, and to set up a meeting to discuss the Regional Commission with the County leadership. There was no response at the time of the meeting, but the requested payment date was March 14, 2025. Mr. McKay reviewed the funding formula that the Commission agreed upon when it was created.

Chairperson DiMonte questioned if the Township could withhold payment to the Regional Commission, if the County payment is not received and if the payment can be set up to be sent to the Regional Commission directly. A discussion was held about the responsibilities of the Township as it related to the Regional Commission.

Terrence Gumpfer of Lenni Drive stated he is still figuring out how the system works.

The next meeting of the Kennett Fire & EMS Regional Commission will be on March 11, 2025, at East Marlborough Township.

IX. **Zoning Official Report**

- a. The Board acknowledged the receipt of the Zoning/Code Enforcement Activity Report dated February 20, 2025.

X. **Old Business**

- a. None

XI. **New Business**

- a. 2024 Financial Review
  - i. Township Manager Vaughn provided a review of the 2024 Township financials as prepared by the Township Treasurer staff. Overall, the Township continues to be in excellent financial condition and has been fiscally responsible with spending.
- b. Chester County Town Tour & Chester County Day Request
  - i. Historical Committee Chairperson Don McKay provided a summary of both events being proposed. The first event is the Chester County Town Tour Program, which is sponsored by the Chester County Planning Commission. This would take place on July 31, 2025, from 5:30 p.m. to 8:00 p.m. There would be tours available of Barnard Station, and they would like to use the Township Meeting Room to provide a historical display. They would also seek permission to park at the Pocopson Home. The second event is Chester County Day, sponsored by the Chester County Hospital Foundation. This would take place on October 4, 2025, and there would be tours available of both Barnard Station and the Locust Grove School House. They would seek permission to park at Pocopson Home and on a portion of the Bailey property. As details are worked out, they will work with the Board and Township staff on any specific requests.

Chairperson DiMonte made a motion to approve allowing the Chester County Town Tour Program at Barnard Station and the Township Building on July 31, 2025, along with the Chester County Day Event at Barnard Station and the Locust Grove School

House on October 4, 2025, with a second by Supervisor McKay. With there being no additional comments, the motion passed 3-0.

Hal Hoffman also provided an update on the renovations at Barnard Station and stated that they are pursuing a grant for interior renovations.

- c. Resolution No. 2025-06: Appointment of Emergency Management Coordinator and Deputy Emergency Management Coordinator
  - i. Emergency Management Coordinator Kevin Gosselin submitted his resignation to the Township, effective February 28, 2025. Mr. Gosselin recommended that Jordan Marzolf be considered to fill the position. The Board of Supervisors had the opportunity to meet Mr. Marzolf and felt that he had the experience and training to be appointed to the position. The Board also wished to appoint the Township Manager, Neil D. Vaughn, to be the Deputy Emergency Management Coordinator to assist in covering the position if Mr. Marzolf is not available due to his work schedule.

Chairperson DiMonte made a motion to approve Resolution No. 2025-06 appointing Jordan Marzolf as the Township Emergency Management Coordinator and Neil D. Vaughn as Deputy Emergency Management Coordinator with a second by Vice Chairperson Stumpo. With there being no additional comments, the motion passed 3-0. Chairperson DiMonte requested that Township Manager Vaughn prepare a thank you letter to Mr. Gosselin for his service in the position.

- d. Appointing Rob Meitz and Mark Agostini to the Parks, Recreation, and Trails Committee
  - i. The Township advertised for interested individuals wanting to serve on the Parks, Recreation, and Trails Committee following a resignation in January. After the exploration process, there are two individuals wishing to be appointed to the Committee. Chairperson DiMonte made a motion to appoint Rob Meitz and Mark Agostini to the Parks, Recreation, and Trails Committee with a term expiration of January 5, 2026, with a second by Supervisor McKay. With there being no additional comments, the motion passed 3-0.

**XII. Correspondence**

- a. None

**XIII. Treasurers Warrants**

- a. A motion was made by Chairperson DiMonte to approve the bill payment lists totaling \$104,092.21 for the period of January 28, 2025, to February 24, 2025, recommended for payment by the Township Treasurer that includes: 43 ACH transactions, 26 checks totaling \$76,755.73 from the General Fund; 2 checks totaling \$12,677.45 from the Liquid Fuels Fund; and 1 check totaling \$14,659.03 from the Escrow Fund 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 January 27, 2025, Board of Supervisors Meeting Minutes, with a second by Chairperson DiMonte. With there being no additional 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 long horizontal flourish extending to the right.

Neil D. Vaughn  
Township Manager/Secretary