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Board of Supervisors Meeting Minutes Monday, March 24, 2025, 6:30 p.m.

The regular monthly meeting of the Pocopson Township Board of Supervisors was held on March 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; and Neil D. Vaughn, Township Manager/Secretary.

There were 18 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. Supervisor McKay reported that he attended the Christina Watersheds Municipal Partnership Elected Officials Breakfast meeting on March 5, 2025, with Township Manager Vaughn.
- III. **Announcements**
 - a. The Chester County Prison will provide their quarterly update to the Board of Supervisors and public prior to the Board of Supervisors meeting on April 28, 2025, from 6:00 p.m. to 6:30 p.m.
 - b. The Township is hosting a "Coffee with the Township Manager" event on Saturday, April 26, 2025, from 9:00 a.m. to 11:00 a.m. Please feel free to stop by to ask a question, voice a concern, or say hello.
 - c. The Township is seeking resident feedback on how the Township can improve services, programs and initiatives. Please visit the Township website for more information.
- IV. **Public Comment**
 - a. None.
- V. **Work Sessions**
 - a. The next quarterly work session of the Board of Supervisors will be on April 23, 2025, at 5:00 p.m.
- VI. **Zoning Variance Application - 9 Lian Drive**
 - a. The Township has received an application from Nicole Henwood, the owner of 9 Lian Drive (Parcel # 63-2-8.3) who is requesting relief from the Township Zoning Ordinance, Section 250-94.E.(1)(a), Section 250-94.E.(1)(c), Section 250-94.C(2) & (4), and Section 250-22.C(10) to build a barn and associated fencing on the property. The matter was before the Township Planning Commission on March 5, 2025, and reviews have been supplied to the Township by its various consultants.

The applicant's attorney, Christopher Schubert, Esq., provided a summary of the application to the Board. The applicant wishes to build a small pole barn for horses, which she currently owns and houses in another location. The barn placement on the property was due to the only suitable location due to slopes and a conservation easement that is recorded on the property. Mr. Schubert noted there were various easements on the property, and that they have received permission to allow the encroachments onto the easements. Mr. Schubert also provided the details of the fencing to be constructed within the floodway. The fencing will be breakaway, which will allow debris to flow through the stream in the event of flooding on the property.

Chairperson DiMonte referenced the Zoning Officer's review letter dated March 5, 2025, and asked if the applicant will comply with the comments noted. Mr. Schubert stated that they will comply with all the comments. He further stated that rather than providing a survey of the property, they would impose an aerial of the parcel via GIS data. The Planning Commission and Zoning Officer were fine with this when discussed at the Planning Commission Meeting.

Supervisor McKay commented about the steep slopes on the property. Mr. Schubert noted that they are aware of them, and they will be delineated as part of the Grading Permit application process. Mr. McKay asked if there would be a driveway to the barn/pasture area, and the applicant reported that there would not be a driveway. He also asked about the overhang on the barn, and it was stated that the barn would overhang towards the pasture.

Supervisor McKay also questioned the use of electric fencing around the pasture. Ms. Henwood described the fencing that is proposed. Township Manager Vaughn questioned Ms. Henwood & Mr. Schubert if they would place signage in the area to alert trail users to the electric fencing and accept this as a condition of approval; both were agreeable.

Chairperson DiMonte made a motion to support the zoning variance application of Nicole Henwood, recommending granting the variances as outlined in the legal notice for the hearing with the following conditions, which will be reflected in a letter sent to the Zoning Hearing Board by the Township Manager:

- All comments of the Township Zoning Officer's Review Memorandum (Castle Valley) dated March 5, 2025, must be complied with.
- The plan shall be revised to show the location of the manure storage area on the property, which shall have the required setbacks as indicated in the Township Zoning Officer's Review Memorandum of March 5, 2025.
- Signage shall be placed on the electrified fence along the public trail areas to warn of the presence of the electrified fence.

Supervisor McKay seconded the motion. With there being no additional comments, the motion passed 2-0 with Vice Chairperson Stumpo abstaining due to her proximity to the subject property; an abstention memo is on file.

VII. Township Commission and Committee Reports

a. Planning Commission

- i. The Planning Commission met on March 5, 2025. Their main item of business was the 9 Lian Drive (Henwood) Zoning Variance application in which the Planning Commission provided a recommendation of approval in accordance with the Township Zoning Officer review dated March 5, 2025. Their next meeting will be on April 2, 2025, if any agenda items are received.

b. Historical Committee

- i. The Historical Committee did not meet in March.

c. Parks, Recreation, and Trails Committee

- i. The Parks, Recreation and Trails Committee met on March 13, 2025. The Committee organized for the year with the following being appointed: Brittan Anderson, Chairperson; Rachel DeHaven, Vice Chairperson; and Rob Meitz, Secretary. The Committee discussed goals for the year which include increased trail signage along the Township trails, and to hold Founders Day again in 2025. They also met with Sandra Retzlaff who is interested in being appointed to the Committee.

Chairperson DiMonte stated that she is happy to be receiving notes/minutes from the PRT Committee.

The Board discussed the proposal from the Committee to hold Founders Day again in 2025. Chairperson DiMonte was in favor of holding Founders Day in 2025 but stressed the importance of getting enough volunteers to assist at the event. Supervisor McKay stated that he was in favor as well, but the event should be planned by the entire PRT Committee, so ensure there are enough people involved in the planning efforts. Vice Chairperson Stumpo stated that she did not want the event to turn into a political event with it being a municipal election year. Township Manager Vaughn advised that he would notify the PRT Committee to begin planning for the event and would attend their next meeting to pass along the Board's concerns.

d. Deer Management Committee

- i. The Deer Management Committee met on March 13, 2025. The Committee organized for the year and appointed Ron Miller as Chairperson. The Committee discussed hunting on Sundays, which they decided to continue to prohibit. They also reviewed a cell phone app that can be used to track usage and will aid in safety. There is a work detail scheduled for April 26th to clean up from the winter and the Committee will meet again in August.

VIII. Public Works Report

- a. The Spring Chipping program started on March 24th and is expected to take much of the week to complete.

IX. Kennett Fire & EMS Regional Commission

- a. Supervisor McKay reported that there was no meeting in March for the Kennett Fire & EMS Regional Commission, and their next meeting will be on April 8, 2025, at the Kennett Township Municipal Building.

Mr. McKay stated that the payment has been received via direct deposit from Chester County, and the second quarter payment will be sent to the Commission. The meeting with the new County Administrator is still in the works and the hope is it will be scheduled before the end of summer. The activity report from the Fire Chief highlights a large amount of building fires, accidents, and vegetation fires due to the recent dry conditions. They also had instances of overlapping fire calls 37.5% of the time.

The EMS division has responded to 712 emergencies in two months and is on track to handle over 4,000 emergencies for the year.

X. **Zoning Official Report**

- a. The Board acknowledged the receipt of the Zoning/Code Enforcement Activity Report dated March 10, 2025.

Supervisor McKay questioned the status of the ongoing matters at West Creek Road, Pocopson Road, and Clearview Drive. Township Manager Vaughn advised that Castle Valley will begin their investigation/enforcement of West Creek Road, that Pocopson Road is working on their permits and site plans, and Clearview Road is due to be cited. Mr. Vaughn reported that he will keep working with Castle Valley on these matters.

XI. **Old Business**

- a. None

XII. **New Business**

- a. Resolution No. 2025-07: Appointing Liaisons Between the Township and Berkheimer
 - i. Township Manager Vaughn stated that the Township is not set up on the client portal for Berkheimer, who is the Township's Local Services Tax (LST) Collector. To be set up, Berkheimer requires a Resolution to be adopted by the Board of Supervisors naming who the authorized individuals are to access the portal. Chairperson DiMonte made a motion to approve Resolution No. 2025-07 appointing authorized liaisons between the Township and Berkheimer, with a second by Vice Chairperson Stumpo. With there being no additional comments, the motion passed 3-0.
- b. Appointing Sandy Retzlaff to the Parks, Recreations, and Trails Committee
 - i. Township Manager Vaughn stated that Sandra Retzlaff recently submitted an email to the Township expressing interest in joining the Parks, Recreation, and Trails Committee. Ms. Retzlaff had the opportunity to attend the March PRT Committee meeting to meet the Committee and discuss their 2025 goals. Chairperson DiMonte made a motion to appoint Sandra Retzlaff 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.
- c. Grant Application Letters of Support
 - i. Historical Committee (Brandywine Creek Greenway Mini-Grant)
 - 1. Township Manager Vaughn stated the Historical Committee requested an update to their letter of support that was approved at the January Board of Supervisors meeting for the restroom project at the Locust Grove Schoolhouse.

The main change is to update the amount of funds requested to be released, which has increased to \$1,761 from \$450. Supervisor McKay made a motion to approve executing the updated letter of support for the Brandywine Creek Greenway Mini-Grant program and to release \$1,761 from the Locust Grove Schoolhouse Bank Account for the Locust Grove Schoolhouse Bathroom Project, with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 3-0.

ii. Brandywine Creek Greenway Mini-Grant Program

1. Township Manager Vaughn stated that the Brandywine Conservancy is applying for a grant from the Pennsylvania Department of Conservation and Natural Resources to continue the Brandywine Creek Greenway Mini-Grant Program into 2026. Since 2020, the program has awarded \$180,540 in grant funding for parks, trails, and other outdoor recreation, and the Township has been awarded these grants previously. The Township has supplied letters of support to previous grant submissions for the program. Chairperson DiMonte made a motion to approve executing the letter of support for the Brandywine Conservancy's Brandywine Creek Greenway Mini-Grant program application with a second by Supervisor McKay. With there being no additional comments, the motion passed 3-0.

d. PennDOT Traffic Study Authorization for Lenape-Unionville Road & Locust Grove Road

- i. Township Manager Vaughn stated that the Township had received word from PennDOT that a resident reached out to them about traffic safety concerns at the Lenape-Unionville Road and Locust Grove Road intersection. To do a traffic study, again, the Township must formally request it. Chairperson DiMonte stated that the Township can place one of the portable speed signs in this area, and to have the State Police be more visible in the area, after the study is performed as to not interfere with it. Supervisor McKay stated that he has heard from residents who do not want a four-way stop sign at this intersection. Township Resident Gary Summers stated that motorists do not come to a full stop at the intersection, causing issues. Township Resident Sandra Retzlaff commented on the view at the intersection, and sun glare at times causing issues.

Chairperson DiMonte made a motion to authorize the Township Manager to send PennDOT a letter requesting a study of the Lenape-Unionville Road and Locust Grove Road intersection with a second by Vice Chairperson Stumpo. With there being no additional comments, the motion passed 3-0.

e. 821 & 831 Folly Hill Road (Socolofsky) Subdivision and Land Development Stormwater Operations and Maintenance Agreement

- i. Township Manager Vaughn stated that the applicants for the 821 & 831 Folly Hill Road Subdivision and Land Development plan have been working through the items required as part of their approval. One of the remaining items is the execution of the Stormwater Operations and Maintenance Agreement, that will be recorded with the final plan. The agreement has been reviewed by the Township Solicitor and recommends it to be executed. Supervisor McKay questioned if there will be a new driveway or if the existing driveway will be utilized. Mr. Socolofsky stated that they will

be utilizing the existing driveway and removing some vegetation in the area to improve site distances. A motion was made by Chairperson DiMonte to approve the execution of the 821 & 831 Folly Hill Road (Socolofsky) Subdivision and Land Development Stormwater Operations and Maintenance Agreement with a second by Supervisor McKay. With there being no additional comments, the motion passed 3-0.

XIII. **Correspondence**

- a. None

XIV. **Treasurers Warrants**

- a. A motion was made by Chairperson DiMonte to approve the bill payment lists totaling \$239,656.94 for the period of February 25, 2025, to March 24, 2025, recommended for payment by the Township Treasurer that includes: 41 ACH transactions, 19 checks totaling \$49,221.42 from the General Fund; 2 checks totaling \$6,089.26 from the Liquid Fuels Fund; 1 ACH transaction totaling \$1,952.93 from the Open Space Fund; and 1 check totaling \$182,093.33 from the Fire & EMS Fund with a second by Supervisor McKay. With there being no additional comments, the motion passed 3-0.

XV. **Approval of Meeting Minutes**

- a. A motion was made by Vice Chairperson Stumpo to approve the February 24, 2025, Board of Supervisors Meeting Minutes, with a second by Supervisor McKay. With there being no additional comments, the motion passed 3-0.

- XVI. **Adjournment:** Supervisor McKay made a motion to adjourn the meeting at 7:26 p.m. with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 3-0.

Respectfully Submitted,



Neil D. Vaughn
Township Manager/Secretary