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## **Board of Supervisors Work Session Meeting Minutes Wednesday, April 23, 2025, 5:00 p.m.**

The Quarterly Work Session of the Pocopson Township Board of Supervisors was held on April 23, 2025, at 5:00 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.

Public in Attendance: 3

- I. **Call to Order:** Chairperson DiMonte 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 the public on April 28, 2025, from 6:00 p.m. to 6:30 p.m. prior to the April Board of Supervisors meeting. These updates will be provided quarterly with additional meetings being held on July 28<sup>th</sup>, and October 27<sup>th</sup>.
  - b. The Board of Supervisors will hold future quarterly work sessions on July 23<sup>rd</sup>, and October 22<sup>nd</sup>.
  - c. 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.
  - d. The Township is seeking resident feedback on how the Township can improve services, programs and initiatives. Please visit the Township website for more information.
- III. **Public Comment**
  - a. Township Resident Andrea Gosselin commented that she loved the latest newsletter sent out by the Township.
- IV. **Discussion Topics**
  - a. 2025 Township Goals Update
    - i. Township Manager Vaughn updated the Board with progress on the goals for 2025:
      1. Township Communications – Staff have been utilizing the Township website and Constant Contact more for communications. A resident feedback survey was created and sent out via Constant Contact and the print newsletter; it was also posted on the website. To date, there have been 25 responses and hopeful for more once the newsletter hits all households (it has been delayed through the Post Office).
      2. Employee Handbook Revisions & Employee Evaluations – Township Manager Vaughn noted that this is in the works, but progress has been slow. Mr. Vaughn stated that he would get working on this in the next few weeks.

3. Capital Improvement Plan - Township Manager Vaughn stated that Public Works Director Knightly has a draft of the plan and that they would meet soon to review the plan. Supervisor McKay questioned if it was a five-year plan and Township Manager Vaughn noted that it was and would encompass roads, facilities, and parks.

Supervisor McKay asked about the status of the 2024 Audit. Township Manager Vaughn reported that the Auditors finished up their site visits the day prior, and they would be compiling the report. There is no known timing for submittal of the report to the Township.

b. Township Meeting Practices Update

- i. Township Manager Vaughn discussed the following as it relates to Township Meetings:
  1. Virtual/Hybrid Meetings - The Township has been utilizing the "GoTo Meeting" platform since February for hybrid Board of Supervisors Meetings. To date, no one has utilized the platform for the meetings. Township Manager Vaughn stated that the survey results had a resounding response in favor of hybrid meetings and suggested another push to communicate that the Township is utilizing this to Township residents. Switching to the Zoom platform was also discussed.
  2. Township Manager Role in Meetings - The Board agreed that the meetings have been going well with the Township Manager providing details for the business items within the meeting.

c. Committee Updates

- i. The goals for the Committees, which were discussed at the January Work Session, have been communicated and the Committees are working through these. Township Manager Vaughn stated that participation, especially with the Parks, Recreation, and Trails (PRT) Committee, has increased.
- ii. 2025 Founders Day
  1. Township Manager Vaughn stated that the PRT Committee has begun planning for the 2025 Founders Day, which will be on September 13, 2025, from 11:00 a.m. to 4:00 p.m. The concerns that were discussed at the March 24, 2025, Board of Supervisors Meeting were communicated to the Committee.
  2. Vice Chairperson Stumpo stated that she had mixed feelings about holding Founders Day in 2025. Ms. Stumpo also questioned why there was not a separate planning committee as there was in 2024. It was noted that since the PRT Committee requested to plan the event for 2025, that they would handle the planning for the event.
- iii. Committee Agendas and Minutes
  1. Township Manager Vaughn stated that the township website has been updated to allow all the Township's Committees and Commissions to post their agendas and minutes. Mr. Vaughn stated that staff will work with these groups to ensure that we are being provided with the documents to post.
- iv. Agricultural Security Area (ASA) Committee
  1. Township Manager Vaughn stated that the Committee will need at least one additional member, as Judy Cousins is unable to serve on the Committee. The opening will be posted following the April Board of Supervisors meeting.

v. Committee Handbook

1. Township Manager Vaughn provided a sample Committee Handbook to the Board for review. Mr. Vaughn stated that if the Board would like to implement a handbook for the committees, to please let him know so it can be created. The goal of the Handbook would be to manage expectations of members, including participation.

Supervisor McKay discussed that HOA's need to be reminded that trails and emergency accesses within their developments need to be maintained.

d. Miscellaneous Discussion

i. Riverside Speed and Traffic Concerns

1. Township Manager Vaughn stated that the Township has received a complaint from a property owner regarding speeding and traffic violations within and around the Riverside Development. Sean Collins, who resides within the development and is on the Homeowners Association Board, provided additional details stating that speeding is occurring within the development and motorists are disregarding stop signs. Township Manager Vaughn advised that he has a meeting with the Lieutenant from the State Police, Avondale Barracks, and that he would mention this situation to him. Additional remedies were discussed including moving the Township portable speed sign to the development and sending a letter to Ducklings to help communicate the concerns. Township Manager Vaughn will follow up with the Board and Mr. Collins regarding the meeting with the State Police.

ii. Tree Concerns

1. Township Manager Vaughn stated that the Township has received a few inquiries about trees following the incident that occurred on Route 52 in early April in Pennsbury Township. Mr. Vaughn outlined that tree maintenance largely falls on the property owner with the utilities also handling immediate concerns that may cause a power disruption. Public Works Director Knightly has worked on an Ordinance that outlines maintenance responsibility and if the Board would like to move forward with this, to advise Township Manager Vaughn. A Township Resident asked about a downed tree on Locust Grove Road in the area of Haines Mill Road. Township Manager Vaughn stated that he would have the Public Works Department investigate this.

iii. Amended Resolution for Office Closures due to Weather

1. Township Manager briefly reviewed the context of the proposed Resolution to change the office closure policy from the County determination to have the Township Manager determine if the office should open in the event of adverse weather. This will be on the agenda for consideration at the Board of Supervisors meeting on April 28, 2025.

iv. Kennett Library Board Representative

1. Chairperson DiMonte stated that Brad Peiper has reached his term limit representing the Township on the Kennett Library Board. Township Manager Vaughn stated that a communication will be sent announcing the open position and would reach out to the Library Director to obtain additional details on the

position. The Board of Supervisors agreed to send Mr. Peiper a letter of thanks for his service on the Library Board.

v. Additional Discussion

1. Township Manager Vaughn reviewed upcoming trainings, vacations, and office coverage for the next few weeks.

- V. **Adjournment:** Supervisor McKay made a motion to adjourn the meeting at 6:06 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