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Board of Supervisors Meeting Minutes Monday, April 28, 2025, 6:30 p.m.

The regular monthly meeting of the Pocopson Township Board of Supervisors was held on April 28, 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 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. None.
- III. **Announcements**
 - a. The Subdivision and Land Development application for 59 & 61 Northbrook Road has been withdrawn by the applicant.
 - b. The Chester County Prison provided an update to the Board of Supervisors and public prior to the Board of Supervisors meeting. These updates will be provided quarterly with additional meetings being held on July 28th and October 27th.
 - c. Thank you to everyone who attended the "Coffee with the Township manager" event on Saturday, April 26th.
 - 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.
- IV. **Public Comment**
 - a. Linda Moore, a Township Resident, questioned the work going on in the area of Pocopson Road and Trolly Way. She was informed that it is work being performed on the community waster water system, and the Township is monitoring it.
- V. **Work Sessions**
 - a. Township Manager Vaughn provided a summary of the April 23, 2025, work session. The topics that were discussed included an update on the 2025 Township Goals which includes increased communications, updating the Employee Handbook, and the creation of a Five-Year Capital Improvement Plan; virtual/hybrid meeting updates; Township Committee updates; traffic concerns within the Riverside Community; tree issues; and an update to the administration office closure policy during times of inclement weather.
- VI. **Township Commission and Committee Reports**
 - a. Planning Commission
 - i. The Planning Commission did not meet in April due to a lack of agenda items.

b. **Historical Committee**

- i. The Historical Committee met on April 9, 2025. Following their meeting, they presented the Township with two requests: 1) to be allowed to search for artifacts utilizing a metal detector and 2) to utilize the leftover barn beams for cabinets and tram at Barnard Station. These requests will be considered in the "new business" portion of the meeting.

c. **Parks, Recreation, and Trails Committee**

- i. The Parks, Recreation and Trails Committee met on April 10, 2025. The Committee continued discussing their goals for 2025, including trail initiatives. They also started planning for the 2025 Founders Day, which will be on September 13th from 11:00 am to 4:00 pm.

VII. **Public Works Report**

- a. Township Manager Vaughn reported that the Public Works Department has been working on stormwater installations along Corrine Road in preparation of paving the roadway in the coming months.

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

- a. Supervisor McKay provided an update on the April 8, 2025, meeting held at the Kennett Township Municipal Building. Mr. McKay reported that the Township has submitted its quarterly payment to the Commission; the Commission issued the quarterly retention payments to Longwood and Kennett Fire Companies; a review of recent incidents was conducted at the meeting, and brush fires remain a concern with recent windy and dry conditions; a draft job description for the Regional Administrator was discussed, this is expected to be acted on at the May meeting; Longwood and Kennett Fire Companies are in preliminary discussions to merge. The next meeting of the Regional Commission will be on May 13, 2025, at the Pocopson Township Municipal Building.

Supervisor McKay also reported that the meeting with the County leadership regarding Fire & EMS services at the Prison and Pocopson Home will be held on May 12, 2025, at 9:30 am.

IX. **Zoning Official Report**

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

Supervisor McKay expressed his frustration with the lack of progress at 919 Pocopson Road and asked why the Creek Road dirt bike matter was not in the report. Township Manager Vaughn stated he would follow up with the Zoning Officer.

Chairperson DiMonte asked why the citations were withdrawn for the West Clearview Road matter. Township Manager Vaughn advised this was due to the violations being corrected. Ms. DiMonte stated that she would like the report to reflect this.

X. **Old Business**

- a. None

XI. New Business

- a. Resolution No. 2025-08: Township Administration Office Inclement Weather Policy
 - i. Township Manager Vaughn stated that the current policy for office closures in the event of inclement weather is to close and/or delay if the County announces a closure for their facilities. This practice was discussed at the January Work Session and the consensus was to amend the policy to allow the Township Manager to make the decision about office closures. Vice Chairperson Stumpo made a motion to approve Resolution No. 2025-08 authorizing the Township Manager to close the Township Administration Office in the event of inclement weather or other emergency situations with a second by Supervisor McKay. With there being no additional comments, the motion passed 3-0.
- b. Resolution No. 2025-09: Line Painting Cooperative Bid Acceptance
 - i. Township Manager Vaughn stated that the Township once again participated in the joint materials bid through the Municipal Cooperative of Southern Chester County for line painting services and road oil. The bids were received through London Grove Township and opened on March 25, 2025. The lowest responsible bidders were Alpha Space Contril, LLC., at \$0.15 per Linear Foot for the line painting and Asphalt Maintenance Solutions, LLC, at \$6.39 per gallon (delivered) for the road oil. The Resolution authorizes the procurement of these and to allow the Township Manager and/or Public Works Director to execute any necessary paperwork. Chairperson DiMonte made a motion to approve Resolution No. 2025-09 authorizing the procurement of materials and services through the Municipal Cooperative of Southern Chester County, with a second by Vice Chairperson Stumpo. With there being no additional comments, the motion passed 3-0.
- c. Historical Committee and Friends of Barnard Station Requests
 - i. Metal Detection in the area of Barnard Station
 1. Township Manager Vaughn stated the Historical Committee and Friends of Barnard Station are seeking permission to perform metal detection around the Barnard House, the location of the former dairy barn behind the Barnard House, and around the Locust Grove Schoolhouse. Anything that is found would be turned over to the Township, and the groups would document what is found for historical purposes. The members of both groups have their own equipment, so there would be no cost associated with this. Township Manager Vaughn recommended conditions of approval that include they would restore any areas that were disturbed and that anyone who already has not done so, sign the Township's "Volunteer Acknowledgement & Release Form."
 - ii. Reuse of Leftover Barn Beams
 1. Township Manager Vaughn stated that the Friends of Barnard Station is seeking permission to use the leftover barn beams from the Tobacco Barn to be made into boards for the creation of cabinets and trim for the Barnard Station Heritage Center. They would need the assistance of the Public Works Department to lower the beams on the ground and Friends of Barnard Station would cover the costs for the woodwork.

Howard Hoffman appeared on behalf of Friends of Barnard Station to request the occupancy limit be adjusted for the building. The original limit was posted at 25 people but with the recent improvements, the usable square footage has increased. The Township's Building Inspector was consulted, and the updated limit could increase to 57 people.

Chairperson DiMonte made a motion to approve the requests from the Historical Committee and Friends of Barnard Station as follows:

- 1) Perform metal detection around the Barnard House, the location of the former dairy barn behind the Barnard House, and around the Locust Grove Schoolhouse with the following conditions:
 - a. Any artifacts found will be turned over to the Township.
 - b. Any areas that are disturbed will be properly restored to the satisfaction of the Township.
 - c. Any persons who do not have a "Volunteer Acknowledgement & Release Form" on file, shall submit one with the Township.
- 2) To utilize the leftover barn beams from the Township Building project for the Barnard Station Heritage Center project.
- 3) To update the occupancy limit of Barnard Station to the satisfaction of the Township Building Inspector.

The motion was seconded by Vice Chairperson Stumpo. With there being no additional comments, the motion passed 3-0.

d. WEX Fuel Card Program

- i. Township Manager Vaughn stated that the Wex Fuel Card Program is a fuel management program where the Township can manage and track fuel usage for fleet vehicles. This program automatically removes the taxes from the price per gallon, and the Township would receive \$.03 off per gallon. Fuel cards are accepted in various locations, including Wawa, which is where the Township normally gets unleaded fuel for the Township pick-up truck. This can also be used as a back up for diesel fuel in the event the fuel pumps go down at the public works garage. Supervisor McKay made a motion to approve entering into the WEX Fuel Card Program and to have the Township Manager execute any necessary paperwork for the program with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 3-0.

e. Resignation of Judy Cousins from the Agricultural Security Area (ASA) Committee

- i. Township Manager Vaughn stated that while attempting to schedule the annual Agricultural Security Area (ASA) Committee meeting, we received word from Judy Cousin's daughter that she is not able to serve on the Committee any longer due to health reasons. Chairperson DiMonte requested that a thank you letter be drafted for her service on the Committee. A motion was made by Vice Chairperson Stumpo to accept the resignation of Judy Cousins from the Agricultural Security Area Committee 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 \$109,131.51 for the period of March 25, 2025, to April 28, 2025, recommended for payment by the Township Treasurer that includes: 47 ACH transactions, 21 checks totaling \$95,328.67 from the General Fund; 4 checks totaling \$9,896.98 from the Liquid Fuels Fund; and 2 ACH transactions totaling \$3,905.86 from the Open Space 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 Chairperson DiMonte to approve the March 24, 2025, Board of Supervisors Meeting Minutes; the April 23, 2025, Board of Supervisors Work Session Meeting Minutes; and the amended January 6, 2025, Board of Supervisors Organization Meeting Minutes with a second by Vice Chairperson Stumpo. With there being no additional comments, the motion passed 3-0.

- XV. **Adjournment:** Chairperson DiMonte made a motion to adjourn the meeting at 7:09 p.m. with a second by Supervisor McKay. With there being no additional comments, the motion passed 3-0.

Respectfully Submitted,



Neil D. Vaughn
Township Manager/Secretary