

PRT Meeting Minutes

July 10, 2025

In Person: Sandta Retzlaff, Mark Agostini, Rachel DeHaven, Brittan Anderson Virtual: Rob Meitz.

Township Representatives: Aleida Diaz, Neil Vaughn

1. Founders Day Project Plan Review / Updates – September 13th
 - a. Postcard design:
 - i. Vote on final design. PRT Committee approved Sandy’s design for the post card pending the addition of the pony picture
 - ii. Sandy will send over final Canva file to Aleida so she can send to the printer
 - iii. Added the QR Code to the postcard
 - b. Corporate Sponsorship / Raffle Letter
 - i. Corporate Sponsorship Letter and excel spreadsheet – approved to send / contact local businesses
 1. Updating sponsorship levels / amounts
 - ii. Sandy will upload the 2024 corporate sponsorship list to OneDrive
 - iii. Updated sponsorship names on letter Word Doc / mail merge
 - iv. Confirmed Corporate Sponsors
 1. Ace Hardware – Grill
 - v. Ask Chevrolet – can be a sponsorship with advertisement if they can provide a van to drive residents to historical items
 - vi. Ask Zeek from Northbrook if he has a smaller bus
 - c. Family Sponsorship Letter – send to everyone who is signed up for the Pocopson Twp newsletter
 - i. Sandy will upload the Word version of the letter to OneDrive
 - ii. Pending approval of letter from Neil
 - iii. Get postage price – add to budget
 - iv. Need to update sponsorship names on letter Word Doc – then Sandy will email out Word Doc
 - v. Get price from printer to mail the family sponsorship letter
 - vi. QR code to be printed on Family Sponsorship letters
 - d. Website writeup for new page on Pocopson site – Aleida to add Municipay donation link / Founders Day Gift
 - i. Create a link to Municipay / donations and add to the PRT webpage - QR code to be printed on Business and Family Sponsorship letters as well as postcard
 - ii. Add some pictures from last year’s event
 - e. Volunteers - started
 - i. Sign Up Genius – Completed and posted on the Founders Day PRT Webpage
 1. Update start time for setup
 2. Update time for specified events

- f. T-shirts and hats for founders day sponsors and volunteers and also have stock to sell
 - i. 2 week lead time – must have sent to vendor by August 25
 - ii. Offered to sponsors of a specified level
 - iii. Neon for volunteers
 - iv. Green for sponsors with logos / sponsor names
 - v. Market Street Print
- g. Signage
 - i. Order 2 weeks in advance
 - ii. Reuse signs from last year?
 - iii. Chester County Signs
- h. Local vendors – need to identify and invite local vendors
- i. Visitors / Non-Profits
 - i. Fire Truck – Where can this park? Neil / Ray will talk to Longwood
 - ii. LuckyDawg / Animal Rescue – confirmed
 - iii. Historical
 - 1. Barnard Station
 - 2. Locust Grove
 - 3. Underground RR
 - 4. Rent a bus w Historical committee / OR get the bus from Northbrook (Zeek).
Does Zeek have a smaller bus?
 - 5. Social media – can they post for Founders Day?
 - iv. Libraries – both confirmed to come
 - 1. West Chester
 - 2. Kennett
 - v. Brandywine Valley Scenic Byway
- j. Music / Entertainment – confirmed band
- k. Kids Activities
- l. Contests
 - i. Apple Peeling contest
 - ii. Dog Costume Contest
- m. Decorations / Signage
- n. Marketing
 - i. T-Shirts
 - ii. Pamphlet and/or webpage for Founders Day that includes links to sponsors sites/
logos? Most likely not this year – next year item
 - iii. Signage at events that are sponsored
- o. Budgeting / Financial review
- 2. Trail Connections / Trail Review
 - a. Trail maps need to be updated
 - i. Contact Brandywine Conservancy: ARCGIS software to update maps / locations
of signage. Mark is pursuing this.

- ii. Discussed who can and cannot help with the process of updating the maps
 - iii. Neil has already applied for a grant to have the trail maps updated
 - b. Opportunity to have Pocopson Township listed on Brandywine Valley Scenic Byway Commission in Pennsylvania website (David Scranton) – need maps updated first
 - c. Locust Grove trail connections – need mowed for connection – need to go talk to BVA
 - d. Add Pocopson Twp Building with Star / You are here marker
 - e. HOA trails – remove / keep?
 - f. The northwest end of the trail system has been closed off by a private property owner
 - g. 4 Streams Drive and 52 – doing construction. Currently has a bridge installed in this area which seems to connect the trails. Can we keep this bridge after construction?
 - h. Signage
 - i. To be discussed once trail maps are updated with currently open trails
 - i. Geo Cache App for Pocopson trails – get more residents out on the trails
- 3. Meeting Adjourned