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Board of Supervisors Meeting Minutes Monday, August 25, 2025, 6:30 p.m.

The regular monthly meeting of the Pocopson Township Board of Supervisors was held on August 25, 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; and Neil D. Vaughn, Township Manager/Secretary.

There were five 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. Chairperson DiMonte and Vice Chairperson Stumpo attended an information meeting with the newly appointed Unionville Chadds Ford School District Superintendent on August 18, 2025, at the Township Building.
 - b. The Board of Supervisors held their first public budget workshop on August 21, 2025, with an additional workshop scheduled for September 29, 2025, at 4:00 p.m.
- III. **Announcements**
 - a. Pocopson Township Founders Day will be held on Saturday, September 13, 2025, from 11:00 a.m. to 4:00 p.m. at Pocopson Park. Visit the Founders Day page on the Township website for more information.
- IV. **Public Comment**
 - a. Howard Hoffman, President of Friends of Barnard Station, questioned the Board if they would permit decorating for the upcoming fall/Halloween season at the Barnard House. The Board stated that fall decorations could be appropriate but anything Halloween specific would take away from the historical character of the building and property.
- V. **Work Sessions**
 - a. The next quarterly work session of the Board of Supervisors will be on October 22, 2025, at 5:00 p.m.
- VI. **Township Commission and Committee Reports**
 - a. Planning Commission
 - i. The Planning Commission did not meet in August.
 - b. Historical Committee
 - i. The Historical Committee met on August 13, 2025. They are continuing with their monthly open houses, preparing for Chester County Day in October, and preparing for their participation in the Township's Founders Day celebration.

- c. Parks, Recreation, and Trails Committee
 - i. The Parks, Recreation and Trails Committee met on August 14, 2025, and continued with the planning of the 2025 Founders Day celebration which will be on September 13, 2025, from 11:00 am to 4:00 pm. Sandra Retzlaff was present to provide the Board with an update for the event. Ms. Retzlaff reported that the Committee is working on securing raffle items and additional sponsorships for the event, will be sending out weekly email updates for the event on Constant Contact, placing event signs throughout the Township, and contacting the local schools for volunteer opportunities.
- d. Deer Management Committee
 - i. The Deer Management Committee met on August 12, 2025. They discussed recent maintenance that has been completed, preparing for the upcoming hunting season, and the use of a new phone application that tracks the activity of the Committee and their efforts.

VII. **Public Works Report**

- a. Township Manager Vaughn reported that line painting throughout the Township will be completed in the coming weeks, PennDOT is doing pipe replacement on Lenape-Unionville Road at the end of August into September, and the Township paving project on Corinne Road will be in mid-September.

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

- a. Township Manager Vaughn provided an update on the August 12, 2025, meeting held at the Pocopson Township Municipal Building. Mr. Vaughn reported that: the Commission reviewed the financial reports and transactions as presented, work is continuing on the 2026 budget, the Administrator has begun looking into website companies for the Commission, the fire companies reviewed their activities which remained steady, the Financial Reporting Work Group provided an update on their progress to date and presented a template for the Commission to begin using for quarterly reporting, which was subsequently approved, and the Hiring Committee is continuing with their progress for the hiring of the part-time administrator position. The Commission has scheduled a second meeting for August which will be August 26, 2025, at Pocopson Township. The next meeting will be September 9, 2025, at the East Marlborough Township Building.

IX. **Zoning Official Report**

- a. The Board acknowledged the receipt of the Zoning/Code Enforcement Activity Report dated August 5, 2025.

X. **Old Business**

- a. None

XI. **New Business**

- a. Resolution No. 2025-14 - Tax Exoneration for Tax Parcel No. 63-3-42.5
 - i. Township Manager Vaughn stated that in July, the Township was notified that three of the parcels within the Hallelynn development would be on the upset sale list due to delinquent taxes with one of the parcels being the open space parcel for the development. The Township has been working the newly formed HOA for the

development and the County to have this parcel removed from the upset sale list. The HOA, following the County's guidance, has submitted exoneration requests to the taxing entities and the proposed Resolution would serve as notice to the County to authorize the tax exoneration for the Township taxes that are unpaid. The total amount being exonerated is \$183.23 plus any interest, costs and penalties that may be owed. Vice Chairperson Stumpo made a motion to approve Resolution No. 2025-14, providing for tax exoneration for Tax Parcel No. 63-3-42.5, with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 2-0.

b. Capital Purchase - Equipment Trailer for the Public Works Department

i. Township Manager Vaughn stated that as part of the 2025 budget, \$21,000 was approved for the purchase of an equipment trailer for the Public Works Department. When obtaining price quotes, the pricing was found to be well below budget which made it possible to quote a second trailer, that was identified for the 2026 budget. Chairperson DiMonte made a motion to approve the capital purchases of two equipment trailers for the Public Works Department not to exceed \$13,000 and to authorize the Township Manager and/or Public Works Director to execute the necessary paperwork for the purchase, with a second by Vice Chairperson Stumpo. With there being no additional comments, the motion passed 2-0.

c. Execution of Commitment Letter for Chester County Vision Partnership Program (VPP) Grant

i. Township Manager Vaughn stated that the Township's Comprehensive Plan is due to be updated, as the last update was in 2014. To prepare for this update, the Township has spoken with the Chester County Planning Commission and Brandywine Conservancy about the Vision Partnership Program grant to fund a portion of the project. As a municipal partner with the Conservancy, they will apply on the Township's behalf for the grant as well as serving as the consultant for the update. If the Township were to proceed with the proposal, the Township would need to submit a letter of commitment to the Brandywine Conservancy to submit the grant application on the Township's behalf. Vice Chairperson Stumpo made a motion to execute the commitment letter for the Chester County Vision Partnership Program (VPP) Grant with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 2-0.

XII. **Correspondence**

a. None

XIII. **Treasurers Warrants**

a. A motion was made by Chairperson DiMonte to approve the bill payment lists totaling \$73,802.78 for the period of July 29, 2025, to August 25, 2025, recommended for payment by the Township Treasurer that includes: 36 ACH transactions, 19 checks totaling \$63,768.11 from the General Fund; 3 checks totaling \$1,513.95 from the Liquid Fuels Fund; 1 ACH transaction totaling \$1,738.57 from the Open Space Fund; and 2 checks, 1 ACH transaction totaling \$6,782.15 from the Escrow Account, with a second by Vice Chairperson Stumpo. With there being no additional comments, the motion passed 2-0.

XIV. **Approval of Meeting Minutes**

- a. A motion was made by Vice Chairperson Stumpo to approve the July 28, 2025, Board of Supervisors Meeting Minutes with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 2-0.

- XV. **Adjournment:** Vice Chairperson Stumpo made a motion to adjourn the meeting at 6:50 p.m. with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 2-0.

Respectfully submitted,



Neil D. Vaughn
Township Manager/Secretary