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Board of Supervisors Meeting Minutes Monday, October 27, 2025, 6:30 p.m.

The regular monthly meeting of the Pocopson Township Board of Supervisors was held on October 27, 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 (via phone); and Neil D. Vaughn, Township Manager/Secretary.

There were eight 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 Chester County Prison provided an update to the Board of Supervisors and public prior to the Board of Supervisors meeting. This was the last update scheduled for 2025.
 - b. Autumn curbside chipping begins on October 27, 2025, and curbside leaf pick-ups will occur every Monday in November. Please visit the Township website for additional information.
 - c. Chairperson DiMonte noted that Vice Chairperson Stumpo was ill and participating via phone for the meeting.
- IV. **Public Comment**
 - a. None
- V. **Work Sessions**
 - a. Township Manager Vaughn provided a summary of the October 22, 2025, Work Session. The topics that were discussed were the 2026 Township Budget and file storage at the Denton Hollow Road building.
- VI. **Subdivision and Land Development Application Presentation**
 - a. 1415 & 1417 Lenape Road (Clifford) - Lot Consolidation Plan
 - i. Township Manager Vaughn stated that the Township has received a Subdivision and Land Development application for a proposed lot consolidation at 1415 & 1417 Lenape Road. The purpose of the consolidation would be to demolish the existing house and build a new house on the newly created lot. The new lot would conform to the Township's Zoning Ordinance and would not require any relief to be constructed. 1415 Lenape Road (UPI No. 63-4-80) is 22,579 sq. ft and 1417 Lenape Road (UPI No. 63-4-81.2) is 20,892 sq. ft; the combined lot would be 43,471 sq. ft. (<1 acre). The 90-day deadline for action on the application is December 30, 2025.

The plan was reviewed by the Chester County Planning Commission, Castle Valley Consultants, and Pennoni, who all provided review letters. The Planning Commission reviewed the application at their October 1, 2025, meeting, and recommended approval with compliance of the Township Consultant's review letters, correcting the driveway encroachments, and updating the owner's information on the plan.

The applicant's engineer, Howell Engineering, provided a summary of the application and plan to the Board. Mr. Howell noted that they will comply with all comments received from the Township's consultants and Planning Commissions. They have updated the plans which will address all the comments received and will submit for final review.

VII. **Township Commission and Committee Reports**

a. Planning Commission

- i. The Planning Commission met on October 1, 2025, and reviewed the 1415 & 1417 Lenape Road lot consolidation plan as presented by the applicant. The Planning Commission recommended the approval of the plan with conditions.

b. Historical Committee

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

c. Parks, Recreation, and Trails Committee

- i. The Parks, Recreation and Trails (PRT) Committee met on October 9, 2025, and discussed the 2025 Founders Day event and potential initiatives for 2026 and beyond. Brittan Anderson and Sandra Retzlaff from the Committee were present to provide the Board with a recap of the event. They stated that the event went very well and would look at increasing the sales of the raffle tickets at the event as well as obtaining more donations for the event.

Chairperson DiMonte asked if they had sufficient volunteer participation at the event, and the Committee felt they did.

VIII. **Public Works Report**

- a. Township Manager Vaughn reported that the Public Works Department began chipping for the autumn chipping and will begin the leaf collections every Monday in November. They also finished the road edges along Corinne Road following paving and line painting was completed within the Township.

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

- a. Township Manager Vaughn provided an update on the October 14, 2025, meeting held at the Kennett Township Municipal Building. Mr. Vaughn reported that: the Commission reviewed the financial reports and transactions as presented, the draft audit has been completed, Kennett Borough has expressed interest in rejoining the Commission and is meeting with representatives to discuss further, the budget proxy vote was unanimously passed, the fire companies reviewed their activities which included the attendance at various community events, the Capital Improvement Plan & Budget were reviewed with the Commission, and the Commission unanimously appointed Alison Dobbins to the

position of Regional Administrator. The next meeting will be November 11, 2025, at the Pocopson Township Building.

X. **Zoning Official Report**

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

XI. **Old Business**

- a. None

XII. **New Business**

- a. Resolution No. 2025-15: Lot Consolidation Plan of 1415 & 1417 Lenape Road
 - i. Chairperson DiMonte made a motion to approve Resolution No. 2025-15, approving the lot consolidation plan for 1415 & 1417 Lenape Road with a second by Vice Chairperson Stumpo. With there being no additional comments, the motion passed 2-0.
- b. Resolution No. 2025-16: Authorizing the Local Share Assessment (LSA) Grant Application
 - i. Township Manager Vaughn stated that the annual Statewide Local Share Assessment (LSA) Grant is open and would like to pursue an application for a John Deere 35 P-Tier Compact Excavator that is identified to be procured in 2027. Chairperson DiMonte made a motion to approve Resolution 2025-16 that authorizes the application to the Commonwealth Financing Authority for the 2025 Statewide Local Share Assessment (LSA) Grant, with a second by Vice Chairperson Stumpo. With there being no additional comments, the motion passed 2-0.
- c. Resolution No. 2025-17: Rock Salt Cooperative Bid Acceptance
 - i. Township Manager Vaughn stated that the Township participated in the annual joint bidding through the Municipal Cooperative of Southern Chester County for rock salt for the 2025-26 winter season. The bids were received through London Grove Township and were opened on October 14, 2025. The lowest, responsible bidder was Eastern Salt Company, Inc., at a cost of \$82.50 per ton delivered. Chairperson DiMonte made a motion to approve Resolution No. 2025-17 authorizing the procurement of rock salt through the Municipal Cooperative of Southern Chester County with a second by Vice Chairperson Stumpo. With there being no additional comments, the motion passed 2-0.
- d. Proposed 2026 Township Budget
 - i. Township Manager Vaughn stated that the Township has been actively working on the 2026 Township Budget since August and is pleased to present the proposed budget to the Board and public. Township Manager Vaughn reviewed the revenues and expenditures for the budget, projected capital projects and expenditures, and how the Township will continue its prudent financial management in 2026. The proposed budget does not reflect a tax increase for 2026. Chairperson DiMonte made a motion to approve the proposed 2026 Pocopson Township Budget and to authorize the advertisement of the budget for public inspection as required by the Second-Class Township Code, with a second by Vice Chairperson Stumpo. With there being no additional comment, the motion passed 2-0.

- e. Appointment of Conflict Counsel for the Zoning Hearing Board
 - i. Township Manager Vaughn stated that the current conflict counsel for the Zoning Hearing Board has moved firms, and due to the move can no longer represent the Zoning Hearing Board in that capacity. The firm that served as conflict counsel can continue in this role with a different lawyer. Chairperson DiMonte made a motion to appoint Stacey Fuller, Esq. of Gawthrop Greenwood, PC, as conflict counsel for the Zoning Hearing Board with a second by Vice Chairperson Stumpo. With there being no additional comments, the motion passed 2-0.

XIII. **Correspondence**

- a. Township Manager Vaughn noted a letter was received from the Chester County Prison thanking the Township for its participation in their recent disaster drill.

XIV. **Treasurers Warrants**

- a. A motion was made by Chairperson DiMonte to approve the bill payment lists totaling \$572,352.62 for the period of September 23, 2025, to October 27, 2025, recommended for payment by the Township Treasurer that includes: 47 ACH transactions, 28 checks totaling \$97,558.49 from the General Fund; 4 checks totaling \$154,114.48 from the Liquid Fuels Fund; 1 ACH transaction totaling \$130,738.57 from the Open Space Fund; and 1 check totaling \$183,093.33 from the Fire & EMS Fund; and 6 checks totaling \$6,847.75 from the Escrow Account, with a second by Vice Chairperson Stumpo. With there being no additional comments, the motion passed 2-0.

XV. **Approval of Meeting Minutes**

- a. A motion was made by Chairperson DiMonte to approve the September 22, 2025, Board of Supervisors Meeting Minutes, and September 29, 2025, Public Budget Workshop Meeting Minutes, with a second by Vice Chairperson Stumpo. With there being no additional comments, the motion passed 2-0.

- XVI. **Adjournment:** Chairperson DiMonte made a motion to adjourn the meeting at 7:01 p.m. with a second by Vice Chairperson Stumpo. With there being no additional comments, the motion passed 2-0.

Respectfully submitted,



Neil D. Vaughn
Township Manager/Secretary