



P.O. Box 1, Pocopson PA 19366
Office: 610.793.2151 Fax: 610.793.1944
www.pocopson.org

Board of Supervisors Meeting Minutes Monday, November 24, 2025, 6:30 p.m.

The regular monthly meeting of the Pocopson Township Board of Supervisors was held on November 24, 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; Raymond McKay, Supervisor (via phone); Mark Knightly, Public Works Director; and Neil D. Vaughn, Township Manager/Secretary.

There were five guests in attendance: four in-person and one virtual.

- 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 Township has been awarded a Vision Partnership Program (VPP) Grant through Chester County to update the Township's Comprehensive Plan, which will begin in 2026.
 - b. The December Board of Supervisors meeting will be held on Monday, December 15, 2025, at 6:30 p.m.
 - c. The 850 Locust Grove Road Zoning Hearing Board Application was removed from the agenda at the applicant's request.
 - d. Chairperson DiMonte noted that Supervisor McKay was participating via phone for the meeting.
- IV. **Public Comment**
 - a. None
- V. **Kennett Library Presentation**
 - a. Sharon Smith and Collis Townsend provided an annual update to the Board of Supervisors that summarized the past year's activities, level of funding, and how residents are utilizing the library.
- VI. **Public Hearing**
 - a. Ordinance No. 2 of 2025 - Cable Franchise Agreement between Pocopson Township and Verizon
 - i. Chairperson DiMonte made a motion to open the Public Hearing for Ordinance No. 2 of 2025, renewing the Cable Franchise Agreement between Pocopson Township and Verizon with a second by Supervisor McKay. With there being no additional comments, the motion passed 2-0.

Township Manager Vaughn noted that the purpose of the Public Hearing was being held pursuant to Section 626 of the federal Cable Act and is part of the Township's

process for renewing its franchise agreement with Verizon. Township Manager Vaughn read the Board's exhibits on the record and provided a summary of the Ordinance and agreement. Board and Public comment on the matter was opened with one comment received from Township Resident Andrea Gosselin, who questioned if this agreement only limits cable options to Verizon for residents. Township Manager Vaughn noted that it does not, and that the Township has a similar agreement with Comcast.

Township Manager Vaughn noted that the Board would formally vote on the Ordinance adoption in the "New Business" portion of the meeting.

Chairperson DiMonte made a motion to accept the Board's exhibits and to close the Public Hearing for Ordinance No. 2 of 2025 with a second by Supervisor McKay. With there being no additional comments, the motion passed 2-0.

VII. Township Commission and Committee Reports

- a. Planning Commission
 - i. The Planning Commission did not meet in November due to lack of agenda items.
- b. Historical Committee
 - i. The Historical Committee did not meet in November due to lack of a quorum.
- c. Parks, Recreation, and Trails Committee
 - i. The Parks, Recreation and Trails (PRT) Committee met on November 13, 2025, and discussed various activities and initiatives they would like to work on in the future.

VIII. Public Works Report

- a. Public Works Director Knightly reported that the Public Works Department began preparations for the winter weather season and performed leaf collections throughout the month.

IX. Kennett Fire & EMS Regional Commission

- a. Township Manager Vaughn provided an update on the November 11, 2025, meeting held at the Pocopson Township Municipal Building. Mr. Vaughn reported that: the Commission reviewed the financial reports and transactions as presented; the fire companies reviewed their activities which included the attendance at various community events including their annual fall festival; the Commission approved becoming an Associate member of PSATS to utilize their web hosting platform for a new Commission website; the 2025 Capital purchases for 2025 were approved; the Regional Fire Department will be hosting an educational session for elected officials in the first quarter of 2026; and the Commission appointed a committee to review the process for municipalities to rejoin the Commission. The next meeting will be December 9, 2025, at the East Marlborough Township Building.

X. Zoning Official Report

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

XI. **Old Business**

- a. Resolution No. 18 of 2025 - Adoption of the 2026 Township Budget
 - i. Township Manager Vaughn stated that the proposed 2026 Township Budget was approved for advertisement at the October 24, 2025, Board of Supervisors meeting. The budget was advertised in the Daily Local News on October 30, 2025, which meets the 20-day inspection requirement for final adoption. The proposed budget was also posted on the Township website and available at the Township Building for review, and no comments were received. Chairperson DiMonte made a motion to approve Resolution No. 2025-18 adopting the 2026 Township Budget with a second by Supervisor McKay. With there being no additional comments, the motion passed 2-0.

XII. **New Business**

- a. Adoption of Ordinance No. 2 of 2025 - Cable Franchise Agreement between Pocopson Township and Verizon.
 - i. Chairperson DiMonte made a motion to approve Ordinance No. 2 of 2025 renewing the cable franchise agreement between Pocopson Township and Verizon with a second by Supervisor McKay. With there being no additional comments, the motion passed 2-0.
- b. Resolution No. 2025-19 - Establishing the Township Tax Rates for 2026
 - i. Township Manager Vaughn stated that the Township tax rates must be approved by Resolution annually and that there is no change to the tax rates for 2026. Chairperson DiMonte made a motion to approve Resolution 2025-19 that establishes the Township tax rates for 2026 with a second by Supervisor McKay. With there being no additional comments, the motion passed 2-0.
- c. 2024 Township Financial Audit
 - i. Township Manager Vaughn stated that the 2024 final financial audit has been received, and no findings were noted. The financial summary was submitted to DCED in September and advertised in accordance with the requirement of the Second-Class Township Code. Chairperson DiMonte made a motion to acknowledge receipt of the 2024 Township financial audit, noting that no findings were identified with a second by Supervisor McKay. With there being no additional comments, the motion passed 2-0.
- d. Capital Purchase Request - Kubota Skid Steer for the Public Works Department
 - i. Township Manager Vaughn stated that during the budget process, it was determined that one of the capital purchases for 2025, the boom mower, would have to be pushed back to 2026 due to a delay in production. While discussing this, it was noted that one of the 2026 projects, a skid steer, could be pushed up for 2025 as the vendor has an available unit. Township Manager Vaughn noted that there is available funding within the Capital Budget for this purchase and the vendor is an approved COSTARS vendor. Chairperson DiMonte made a motion to approve the purchase of a 2025 Kubota Skid Steer with funds from the capital fund and to authorize the Township manager and/or Public Works Director to execute any necessary paperwork related to the purchase, with a second by Supervisor McKay. With there being no additional comment, the motion passed 2-0.

- e. 101 Indian Hannah Road (Luzzi) Stormwater Operations and Maintenance Agreement
 - i. Township Manager Vaughn stated that the applicants, Richard & Rebecca Luzzi, have received all approvals to begin construction of a single-family home at 101 Indian Hannah Road. As part of the stormwater management approvals, an Operations and Maintenance Agreement is required; this agreement was reviewed and is ready for the Board's execution. Chairperson DiMonte made a motion to approve the execution of the 101 Indian Hannah Road (Luzzi) Stormwater Operations and Maintenance Agreement with a second by Supervisor McKay. With there being no additional comments, the motion passed 2-0.
- f. Authorization to Change Payroll Service Provider
 - i. Township Manager Vaughn stated that Township staff have been evaluating options to modernize payroll and time-off management, as the current process relies on paper time sheets and manual PTO tracking. Staff recommend switching to PremierNow as the new provider as they are the most cost-effective option. This pricing falls within the budgeting figures for 2026. Chairperson DiMonte made a motion to approve the change in payroll service provider to PremierNow and to authorize the Township Manager to execute any necessary paperwork with a second by Supervisor McKay. With there being no additional comments, the motion passed 2-0.

XIII. **Correspondence**

- a. None.

XIV. **Treasurers Warrants**

- a. A motion was made by Chairperson DiMonte to approve the bill payment lists totaling \$216,871.01 for the period of October 28, 2025, to November 24, 2025, recommended for payment by the Township Treasurer that includes: 38 ACH transactions, 17 checks totaling \$211,208.61 from the General Fund; 2 checks totaling \$5,313.40 from the Liquid Fuels Fund; and 1 check totaling \$349.00 from the Escrow Account, with a second by Supervisor McKay. 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 October 22, 2025, Board of Supervisors Work Session Meeting Minutes, and October 27, 2025, Board of Supervisors Meeting Minutes, with a second by Supervisor McKay. With there being no additional comments, the motion passed 2-0.

- XVI. **Adjournment:** Chairperson DiMonte made a motion to adjourn the meeting at 7:10 p.m. with a second by Supervisor McKay. With there being no additional comments, the motion passed 2-0.

Respectfully submitted,



Neil D. Vaughn
Township Manager/Secretary