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Board of Supervisors Special Meeting Minutes Monday, January 5, 2026, 6:30 p.m.

A special meeting of the Pocopson Township Board of Supervisors was held on January 5, 2026, 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; Sandra Retzlaff, Vice Chairperson; and Neil D. Vaughn, Township Manager/Secretary.

There were seven guests in attendance.

- I. **Call to Order:** Chairperson DiMonte called the meeting to order at 6:53 p.m. and led the Pledge of Allegiance.
- II. **Sunshine Announcements**
 - a. None
- III. **Announcements**
 - a. This is a special meeting of the Board of Supervisors and has been duly advertised in accordance with the Second-Class Township Code. The Board of Supervisors will also hold its regular business meeting on January 26, 2026, at 6:30 p.m.
- IV. **Public Comment**
 - a. None
- V. **Zoning Hearing Board Presentation**
 - a. 611 Clarks Lane (Kriza) - Variance from the minimum side yard setback requirement to construct a 1,200 sq. ft. accessory building.
 - i. Theresa and Craig Kriza presented on their proposed application requesting variance relief from the Zoning Hearing Board. The applicants are seeking to construct an accessory building to be used for storage 20' from the property line, where 30' is required. The building will be situated within an area of evergreen trees and will be screened from neighboring properties. The adjacent neighbor also provided a letter of support as part of the Zoning Hearing Board application.

Following the presentation, Vice Chairperson Retzlaff made a motion to support the Zoning Hearing Board Application for 611 Clarks Lane (Kriza) conditioned upon the applicant obtaining all necessary permits prior to the construction of the garage and to adhere to any review comments that are provided by the Township and/or its consultants. The motion was seconded by Chairperson DiMonte and with there being no additional comments, the motion passed 2-0.
- VI. **Old Business**
 - a. None.

VII. **New Business**

- a. Resolution No. 2026-09 - Authorizing the Collection of Real Estate Taxes by the Chester County Treasurer.
 - i. Township Manager Vaughn stated that as part of the transition to the newly elected Tax Collector, the County has requested a new agreement to continue collecting Township Real Estate Taxes on the Township's behalf. The proposed Resolution adopts the agreement, which lasts for the duration of the current tax collector's term. Chairperson DiMonte made a motion to approve Resolution No. 2026-09 authorizing the collection of real estate taxes by the Chester County Treasurer and to execute any necessary paperwork for said agreement with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 2-0.
- b. Ratification of Treasurer's Warrants from December 2025
 - i. Township Manager Vaughn stated that due to the cancellation of the December Board of Supervisors meeting, the Treasurer's warrants were unable to be approved. All bills were paid following a review by the Chairperson of the Board of Supervisors and the Township Manager. Chairperson DiMonte made a motion to approve the ratification of the December 2025 Treasurer's warrants as submitted which includes the bills list totaling \$126,709.92 for the period of November 25, 2025, to December 15, 2025, with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 2-0.

VIII. **Approval of Meeting Minutes**

- a. A motion was made by Chairperson DiMonte to approve the November 24, 2025, Board of Supervisors Meeting Minutes, with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 2-0.

- IX. **Adjournment:** Vice Chairperson Retzlaff made a motion to adjourn the meeting at 7:04 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