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**Board of Supervisors Work Session Meeting Minutes
Wednesday, January 21, 2026, 5:00 p.m.**

The Quarterly Work Session of the Pocopson Township Board of Supervisors was held on Wednesday, January 21, 2026, at 5:00 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 two guests in attendance.

- I. **Call to Order:** Chairperson DiMonte called the meeting to order at 5:03 p.m. and led the Pledge of Allegiance.
- II. **Announcements**
 - a. The Chester County Prison will be providing an update to the Board of Supervisors and the public on January 26, 2026, from 6:00 p.m. to 6:30 p.m. prior to the January Board of Supervisors meeting. These updates will be provided quarterly with additional updates being presented on April 27th, July 27th, and October 26th.
 - b. The Board of Supervisors will continue to hold quarterly work sessions in 2026. The dates of future work sessions will be April 15th, July 15th, and October 21st.
- III. **Public Comment**
 - a. None.
- IV. **Discussion Topics**
 - a. 2026 Township Goals
 - i. Township Manager Vaughn provided a summary of the 2025 Township goals and provide some initial feedback as to potential goals for 2026 and continuing keeping the previous year's goals moving forward. Items that were decided upon for 2026 include finalizing the changes to the employee handbook, reviewing the Township's Open Space Program, updating the 5-year Capital Improvement Plan, begin work on the Comprehensive Plan update, onboarding a new public works employee, and to hold a table top exercise to help enhance the skills of the Board and staff in the event of an emergency.
 - b. 2026 Township Projects
 - i. Township Manager Vaughn reviewed the projects that are scheduled for 2026. Mr. Vaughn noted that staff have met to review the projects, associated projects, and how they affect the budget. Notable projects include intersection improvements at Route 52 & Parkersville Road, a back-up generator for the Township Building, and the purchase of a utility truck and boom mower for the Public Works Department.

- c. Open Space Program
 - i. Township Manager Vaughn reported on the background work that has been performed on the history of the Township's Open Space program. The Township has two notes that are being paid through the Open Space Fund; one is due to be paid off in 2026 and the other is due to be paid off in 2029. Once the notes are paid off, and there is no additional debt, the Open Space Tax will sunset. The Board discussed various options on the future of the program and Township staff will work on fund balance projections to review for future discussions.

- d. Board of Supervisors Medical Benefits Policy
 - i. Township Manager Vaughn reported that Vice Chairperson Retzlaff inquired about medical benefits and what the practice was for Supervisors being placed on the Township's medical benefits plan, which is permitted by the Second Class Township Code. It was explained that past practice has been that Supervisors do not accept this benefit, and if the Township were to enact this, a policy should be created and approved by the Board. It was agreed not to move forward with this and continue the past practice of the Board not accepting benefits.

- e. 2026 Founders Day
 - i. Township Manager Vaughn reported that the Parks, Recreation, and Trails (PRT) Committee would like to begin with the planning of Founders Day if the Board was acceptable to hold the event again in 2026. Mr. Vaughn advised that money was budgeted for the event, and during the budget process it was noted that a final decision would be granted by the Board in early January. The Board agreed to hold the event again in 2026, and Township Manager Vaughn will advise the PRT Committee.

- f. Winston Lane Request
 - i. Township Manager Vaughn reported that the Riverside Homeowners Association has requested permission to change the direction of the one-way traffic flow on the "upper" circle on Winston Lane. The current traffic flow does not allow the post office to deliver mail on the correct side of the road. In performing background research on the matter, the approval documents and agreements do not specify a specific traffic flow direction. The Public Works Director does not have an issue with the change. The Board did not have an issue with the proposed change barring the change is communicated to the residents and they pay for the relocation of the signage. Township Manager Vaughn will follow up with the HOA.

- g. South Wawaset Road Traffic Concerns
 - i. Township Manager Vaughn reported that the Township has received a complaint regarding vehicles speeding in the 100 block of South Wawaset Road. The complainant has reached out to Senator Kane's Office and Representative Sappy's Office. Mr. Vaughn advised he has reached out to PennDOT on what actions, if any, they have taken to date and would work with them on the completion of a speed study, which was requested. Mr. Vaughn will continue to follow-up as necessary.

Jim Jordan, President of the Brandywine Red Clay Alliance, commented to the Board about the importance of Open Space protection within the Township, and how their organization could help with the future of the Open Space Program.

- V. **Adjournment:** Chairperson DiMonte made a motion to adjourn the meeting at 6:21 p.m. with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 2-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Neil D. Vaughn", written in a cursive style.

Neil D. Vaughn
Township Manager/Secretary