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Board of Supervisors Meeting Minutes Thursday, January 29, 2026, 6:30 p.m.

The regular monthly meeting of the Pocopson Township Board of Supervisors was held on January 29, 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 six 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. The Board of Supervisors met in Executive Session on January 21, 2026, to discuss legal matters including the Open Space Program and the Hallelynn Subdivision.
- III. **Announcements**
 - a. The Chester County Prison provided an update to the Board of Supervisors and public prior to the Board of Supervisors Meeting. These updates will be provided quarterly with additional updates being held on April 27th, July 27th, and October 26th.
- IV. **Public Comment**
 - a. None
- V. **Zoning Hearing Board Application Presentation**
 - a. 850 Locust Grove Road (Beiswinger) - Variance(s) to the Conservation of Natural Features Section of the Township Zoning Ordinance to construct a single-family home.
 - i. Mr. Jonathan Long, Esq. presented on the proposed Zoning Hearing Board application on behalf of the applicants, George & Carol Beiswinger. The applicants are seeking to construct a single-family dwelling at 850 Locust Grove Road, UPI #63-3-142.1, which is a 10.72-acre, unimproved lot. The relief requested is from the Natural Features Section of the Zoning Ordinance as follows: Variance from 250-87.E(1) - Wetlands Conservation - to allow for the installation of a driveway through wetland areas on the Property; Variance from 250-87.F(5)(a) - Riparian Buffer Protection - to allow regrading, filling and alteration within the inner 50 feet of the riparian buffer area and to allow more than 15% of the outer 50 feet to be subject to land disturbance; Variance from 250-87.F(7) - Riparian Buffer Protection - to allow for the location of the driveway and other improvements within the impacted riparian buffer areas and to alleviate the requirement for the applicant to restore the full 100 feet of the riparian buffer to forested riparian buffer; Variance from 250-87.F(3) - Riparian Buffer Protection - for location and construction of the driveway and stormwater infiltration system and associated grading within the riparian buffer areas; Special Exception under 250-87.D(1)(b) - Steep Slope Margins - to allow disturbance

in excess of 25% of steep slope margin areas; Variance from 250-87.D(1)(c) - Very Steep Slopes - to allow disturbance in excess of 10% of very steep slope areas; and Special Exception under 250-87.K(1)(b) - Woodlands and Hedgerows - to allow disturbance in excess of 20% of woodland area.

Mr. Long stated that the plan was revised based off comments from the Planning Commission, and this is the plan that reflects their comments. The dwelling was moved away from the riparian buffer as much as possible, but this moved it within the steep slopes located on the property. The driveway will cross in between both ponds on the parcel and will have a 36" culvert that will direct water away from the driveway; the driveway will be constructed to Township specifications. There will be two retaining walls constructed and will be approximately 6-8' in height and total approximately 150' in length. The Township Zoning Officer has provided review comments, and all comments are "will comply." Site distance was noted and would comply with all Township requirements, including obtaining a Highway Occupancy Permit.

Following the presentation, Chairperson DiMonte made a motion support the Zoning Hearing Board Application for 850 Locust Grove Road (Beiswinger) with the following conditions: the applicants shall provide stormwater management facilities for the Property in compliance with the Township's Code to the satisfaction of the Township Engineer; and compliance with the Castle Valley Review Memorandums dated November 21, 2025, and January 7, 2026. The motion was seconded by Vice Chairperson Retzlaff and with there being no additional comments, the motion passed 2-0.

VI. **Work Session Summary - January 21, 2026**

- a. Township Manager Vaughn provided a summary of the January 21, 2026, Work Session. The topics that were discussed were the 2026 Township Goals & Projects, the Township Open Space Program, 2026 Founders Day, traffic flow request for Winston Lane, and South Wawaset Road traffic concerns.

VII. **Township Reports**

- a. Commissions & Committees
 - i. Planning Commission
 1. The Planning Commission met on January 7, 2026, and reviewed the updated application for 850 Locust Grove Road. The applicant provided a summary of the changes from the original application, and the Planning Commission recommended approval of the application. The Planning Commission also organized for the year with Gary Summers being appointed Chairperson and Sean Rafferty was appointed Vice Chairperson.
 - ii. Historical Committee
 1. The Historical Committee met on January 14, 2026, and reviewed their 2025 highlights and goals for 2026. In conjunction with Friends of Barnard Station, they applied to participate in the 2026 Town Tours & Village Walks for 2026.

- iii. Parks, Recreation, and Trails (PRT) Committee
 - 1. The PRT Committee met on January 8, 2026, but did not have a quorum. The members in attendance briefly discussed their ideas and activities for 2026.
- b. Public Works
 - i. Township Manager Vaughn reported that the Public Works crews have been out for multiple winter weather events, including the latest storm which was significant. The Board of Supervisors praised the efforts of the crew during these events.
- c. Kennett Fire & EMS Regional Commission
 - i. Township Manager Vaughn provided an update on the January 13, 2026, meeting held at the Kennett Township Municipal Building. Mr. Vaughn reported that: the Commission organized for the year; the Commission reviewed and approved the financial reports and transactions as presented; the website creation has been paused to incorporate the web content accessibility guidelines that are due to change in 2027; the Commission discussed the possibility of changing banks and will begin to look into available options; the response statics were reviewed for December and 2025; the ongoing capital projects were reviewed and updates were provided; and the regional fire companies will be holding a local elected leaders training at the end of February. The next meeting will be on February 10, 2026, at the Pocopson Township Municipal Building.
- d. Zoning Official
 - i. Township Manager Vaughn reported that the monthly report was not received, but the monthly meeting with the Zoning Officer was held. The report will be forwarded once received.

VIII. **Old Business**

- a. None

IX. **New Business**

- a. Resolution No. 2026-10 - Recognizing Raymond McKay for his service to Pocopson Township
 - i. Mr. McKay was not in attendance at the meeting due to weather conditions. Vice Chairperson Retzlaff made a motion to table Resolution No. 2026-10 to the February Board of Supervisors meeting with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 2-0.
- b. Resolution No. 2026-11 - Adopting the Emergency Operations Plan of Pocopson Township
 - i. Vice Chairperson Retzlaff stated that the Township's Emergency Operations Plan was updated for the current years newly elected officials and other minor changes that were noted since the last update. With these changes, the County requested a new approval Resolution for the plan. Vice Chairperson Retzlaff made a motion to approve Resolution 2026-11 adopting the updated Emergency Operations Plan of Pocopson Township with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 2-0.

- c. Appointment of the Comprehensive Plan Update Task Force
 - i. Vice Chairperson Retzlaff stated that the Township is preparing to begin the update to the Township's Comprehensive Plan following the execution of the Vision Partnership Program Grant contract. A task force will be appointed consisting of Township professionals, committee volunteers, elected officials and staff. A notice seeking resident volunteers was sent out by the Township and a strong response was received. Vice Chairperson Retzlaff made a motion to appoint the following individuals to the Comprehensive Plan Update Task Force: Sandra Retzlaff, Board of Supervisors; Mickey Bailey, Planning Commission; Paul Cardell, Planning Commission; John Hedrick, Historical Committee; Mark Agostini, Parks, Recreation, and Trails Committee; David Carlick, Township Resident; Andrea Gosselin, Township Resident; Clare Milliner, Township Resident; and Neil D. Vaughn, Township Manager. The motion was seconded by Chairperson DiMonte and with there being no additional comments, the motion passed 2-0.
- d. Capital Purchase Request - Utility Vehicle for the Public Works Department
 - i. Vice Chairperson Retzlaff stated that as part of the 2026 Capital Budget, the Township allotted funds for the procurement of a utility truck for the Public Works Department. The proposed utility truck is a 2026 Chevrolet Silverado 3500 and will be purchased through a COSTARS approved dealer. The total price for the truck is \$60,056.79 and upfitting would be approximately \$10,000 additional. \$70,000 was budgeted as part of the 2026 approved budget. Vice Chairperson Retzlaff made a motion to approve the purchase of a 2026 Chevrolet Silverado 3500 utility truck, including upfitting, at a cost not to exceed \$70,000, using funds from the Capital Fund, and authorizing the Township Manager and/or Public Works Director to execute all necessary documents related to the purchase, with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 2-0.
- e. Appointing Ward Keever to the Parks, Recreation, and Trails Committee
 - i. Vice Chairperson Retzlaff stated Ward Keever has expressed interest to the Parks, Recreation, and Trails Committee in joining the Committee and they have recommended for him to be appointed to the Board of Supervisors. Vice Chairperson Retzlaff made a motion to appoint Ward Keever to the Parks, Recreation, and Trails Committee with a term expiration of January 4, 2027. The motion was seconded by Chairperson DiMonte and with there being no additional comments, the motion passed 2-0.

X. **Correspondence**

- a. None.

XI. **Treasurers Warrants**

- a. A motion was made by Chairperson DiMonte to approve the bill payment lists totaling \$295,772.45 for the period of December 16, 2025, to January 26, 2026, recommended for payment by the Township Treasurer that includes: 49 ACH transactions, 23 checks totaling \$78,278.76 from the General Fund; 3 checks totaling \$16,164.46 from the Liquid Fuels Fund; 2 ACH transactions totaling \$2,896.64 from the Open Space Fund; 1 check totaling \$196,735.59; and 1 check totaling \$1,697.00 from the Escrow Account, with a

second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 2-0.

XII. **Approval of Meeting Minutes**

- a. A motion was made by Vice Chairperson Retzlaff to approve the January 5, 2026, Board of Supervisors Organization Meeting Minutes, and the January 5, 2026, Board of Supervisors Special Meeting Minutes, with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 2-0.

- XIII. **Adjournment:** Chairperson DiMonte made a motion to adjourn the meeting at 7:11 p.m. with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 2-0.

Respectfully submitted,



Neil D. Vaughn
Township Manager/Secretary