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

Attendance: Elaine DiMonte, Supervisor; Sandra Retzlaff, Supervisor; and Neil D. Vaughn, Township Manager/Secretary.

There were seven guests in attendance.

Prior to the meeting, Judge Albert Iacocca performed the oath of office to Township Supervisor Sandra Retzlaff, Township Tax Collector Andrea Healy, and Township Elected Auditor Randall Mims.

- I. **Call to Order:** Supervisor DiMonte called the meeting to order at 6:44 p.m. and led the Pledge of Allegiance.
- II. **Board of Supervisors Organization**
 - a. Supervisor DiMonte made a motion to nominate Sandra Retzlaff as Temporary Chairperson with a second by Supervisor Retzlaff. With there being no additional comments, the motion passed 2-0.
 - b. Supervisor Retzlaff made a motion to nominate Neil D. Vaughn as Temporary Secretary with a second by Supervisor DiMonte. With there being no additional comments, the motion passed 2-0.
 - c. Supervisor Retzlaff made a motion to nominate Elaine DiMonte as Chairperson of the Board of Supervisors with a second by Supervisor DiMonte. With there being no additional comments, the motion passed 2-0.
 - d. Supervisor DiMonte made a motion to nominate Sandra Retzlaff as Vice Chairperson of the Board of Supervisors, with a second by Supervisor Retzlaff. With there being no additional comments, the motion passed 2-0.
- III. **Appointment of Township Manager/Secretary and Treasurer**
 - a. Chairperson DiMonte made a motion to appoint Neil D. Vaughn as the Township Manager, Township Secretary, Right-to-Know Officer, and the PMRS Pension Plan Administrator with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 2-0.
 - b. Chairperson DiMonte made a motion to appoint Peter Barsz, CPA, CGMA as the Township Treasurer with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 2-0.
- IV. **Public Comment**
 - a. None.
- V. **New Business**
 - a. Slate of Appointments
 - i. Vice Chairperson Retzlaff made a motion to appoint the following Township Employees and Officials:
 1. Aleida Diaz - Assistant Secretary

2. Sharon Gledhill - Township Treasurer Staff
3. Marya Maki - Project Assistant
4. Mark Knightly - Public Works Director & Roadmaster
5. Mike Cialini, Ron Miller, and Ben Aponte - Public Works Crew Members
6. Jordan Marzolf - Emergency Management Coordinator
7. Neil D. Vaughn - Fire Marshal
8. Keystone Municipal Services - Township Building Inspector & Building Code Official
9. Castle Valley Consultants, Inc. - Zoning Officer, Code Enforcement Officer, and Flood Plain Administrator
10. United Inspection Agency - Township Electrical Inspector
11. Gary Summers - Chairperson, Vacancy Board

The motion was seconded by Chairperson DiMonte. With there being no additional comments, the motion passed 2-0.

- ii. Chairperson DiMonte made a motion to appoint the following Municipal Professionals:
 1. Unruh, Turner, Burke and Frees - Township Solicitor
 2. Brutcher, Foley, Milliner, Land & Kelly, LLP - Zoning Hearing Board Solicitor
 3. Gawthrop Greenwood, PC - Alternate Zoning Hearing Board Solicitor
 4. Buckley, Brion, McGuire, & Morris, LLP - Planning Commission Solicitor
 5. Brutcher, Foley, Milliner, Land & Kelly, LLP - UCC Appeals Board Solicitor
 6. Pennoni, Inc. - Township General & MS4 Engineer
 7. McCormick Taylor - Alternate Township MS4 Engineer
 8. Gilmore & Associates, Inc. - Alternate Township Engineer
 9. Castle Valley Consultants, Inc. - Water & Wastewater Consulting Engineer
 10. Brandywine Conservancy - Municipal Planning, Zoning, and Development Consultant

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

- iii. Chairperson DiMonte made a motion to appoint the following Professional Service Agencies:
 1. CLA - Appointed Township Auditor
 2. USI Insurance Services, Inc. - Township Insurance Broker
 3. The Bric Agency - Township Benefits Broker
 4. Keystone Collections Group - Earned Income Tax and Net Profits Tax Collector
 5. Berkheimer Tax Administrator, Inc. - Local Services Tax Collector
 6. Chester County Treasurer - Township Real Estate Deputy Tax Collector

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

b. Bond Limits

- i. Vice Chairperson Retzlaff made a motion to approve the following bond limits:
 1. Township Treasurer - \$2,600,000
 2. Township Treasurer Staff Member - \$2,600,000

The motion was seconded by Chairperson DiMonte. With there being no additional comments, the motion passed 2-0.

c. Appointment of Committees, Boards, and Commissions

- i. Vice Chairperson Retzlaff made a motion to appoint the following person to the specified Committees, Boards, and Commission for a term appointment of one (1) year:
 1. Parks, Recreation, and Trails Committee: Jesse Noa, Brittan Anderson, Rachel DeHaven, Mark Agostini, and Rob Meitz
 2. Historical Committee: Don McKay, Randy Mims, Sarah Mims, Pat Burnett, David Miller, Lorallyne Yost, John Hedrick, Tony Mussachio, Alta Hoffman (Resource Member)
 3. Agricultural Security Area (ASA) Committee: Becky Baily, George P. Wickersham, Jr., Brittany Venit, and Jennifer VanAnda
 4. Deer Management Committee: Don Lane, Blake Aponte Miller, Brandon J. Brown, Brett C. Brown, Ron Lane, Kevin Gosselin, Randy L. Hutchinson, Ronald Miller, William H. Brown, Jr., William H. Brown, III, James White
 5. Uniform Construction Code (UCC) Board of Appeals: Mark Thompson and Anthony Diver
 6. Kennett Fire & EMS Regional Commission Representatives: Alan Davis (Primary) and Elaine DiMonte (Alternate)
 7. West Chester Library Representative: Janet Reiner
 8. Kennett Library and Resource Center Representative: Sharon Smith
 9. Brandywine Valley Scenic Byway Commission Representatives: David Scranton and Sarah Mims
 10. Chester County Tax Collection Committee Representative: Neil D. Vaughn
 11. PSATS Conference Delegate(s): Neil D. Vaughn and Sandra Retzlaff
 12. PSATS Voting Delegate: Neil D. Vaughn
 13. Chester County Association of Township Officials Representative: Neil D. Vaughn

The motion was seconded by Chairperson DiMopnte. With there being no additional comments, the motion passed 2-0.

- ii. Vice Chairperson Retzlaff made a motion to reappoint Mickey Bailey and Paul Cardell to the Planning Commission for a four-year term expiring on December 31, 2029 with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 2-0.
- iii. Chairperson DiMonte made a motion to appoint the following Board Members and Township Staff as Liaisons to the following:
 1. Agricultural Security Area (ASA): Ricky Stumpo
 2. Parks, Recreation, and Trails Committee: Sandra Retzlaff

3. Planning Commission: Elaine DiMonte
4. Township Staff will serve as the Liaison(s) to the Historical Committee and the Deer Management Committee.

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

- d. 2026 Township Meetings
 - i. Chairperson DiMonte made a motion to approve the 2026 Township Meeting Schedule as presented with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 2-0.
- e. 2026 Township Holidays
 - i. Vice Chairperson Retzlaff made a motion to approve the 2026 Township Holiday schedule as follows:

1. Thursday, January 1, 2026	New Years Day
2. Monday, January 19, 2026	Martin Luther King, Jr. Day
3. Monday, February 16, 2026	Presidents Day
4. Monday, May 25, 2026	Memorial Day
5. Friday, June 19, 2026	Juneteenth
6. Friday, July 3, 2026	Independence Day (Observed)
7. Monday, September 7, 2026	Labor Day
8. Wednesday, November 11, 2026	Veterans Day
9. Thursday, November 26, 2026	Thanksgiving Day
10. Friday, November 27, 2026	Day After Thanksgiving
11. Thursday, December 24, 2026	Christmas Eve
12. Friday, December 25, 2026	Christmas

The motion was seconded by Chairperson DiMonte. With there being no additional comments, the motion passed 2-0.

- f. Chairperson DiMonte made a motion to approve the following Resolutions as presented:
 - i. Resolution No. 2026-01: Establishing Boundaries for Emergency Services Providers
 - ii. Resolution No. 2026-02: Establishing & Maintaining Depository Accounts
 - iii. Resolution No. 2026-03: Pocopson Township Fee Schedule
 - iv. Resolution No. 2026-04: Pocopson Township Manager Salary
 - v. Resolution No. 2026-05: Pocopson Township Mileage Reimbursement
 - vi. Resolution No. 2026-06: Reappointing David Ziegler as a Member of the Zoning Hearing Board
 - vii. Resolution No. 2026-07: Reappointing Nate Wilson as a Member of the Zoning Hearing Board
 - viii. Resolution No. 2026-08: Reappointing Georgia Brutscher as an Alternate Member of the Zoning Hearing Board

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

VI. **Adjournment:** Chairperson DiMonte made a motion to adjourn the meeting at 6:53 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". The signature is fluid and cursive, with a long horizontal stroke at the end.

Neil D. Vaughn
Township Manager/Secretary