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Board of Supervisors Meeting Minutes Thursday, February 26, 2026, 6:30 p.m.

The regular monthly meeting of the Pocopson Township Board of Supervisors was held on February 26, 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; 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. The Board of Supervisors met in Executive Session on February 5, 2026, to discuss real estate matters.
 - b. The Board of Supervisors met in Executive Session on February 10, 2026, to discuss real estate matters.
- III. **Announcements**
 - a. None
- IV. **Public Comment**
 - a. Andrea Gosselin, Township Resident, commented on the recent pipe crossing repairs on Lenape Unionville Road.
- V. **West Chester Library Presentation**
 - a. Shannon McDonald, Marissa Tribuiani, and Janet Reiner appeared on behalf of the West Chester Library Board of Trustees to provide the Board of Supervisors with an annual update on programming, activities and funding. The Board of Supervisors welcomed them to attend the Township's annual Founders Day again this year, and that the Township is working internally to provide the funding checks to the libraries earlier in the year.
- VI. **Township Reports**
 - a. Commissions & Committees
 - i. Planning Commission
 1. The Planning Commission did not meet in February due to lack of agenda items.
 - ii. Historical Committee
 1. The Historical Committee did not meet in February.

iii. Parks, Recreation, and Trails (PRT) Committee

1. The PRT Committee met on February 12, 2026, and discussed partnering with the Historical Committee & Friends of Barnard Station for a Dare to Declare event in June, discussed the 2026 Founders Day, and discussed various initiatives for the year. They also met with Kim O'Leary, who is a potential new member of the Committee, and she was recommended to be appointed by the Board of Supervisors.

iv. Deer Management Committee

1. The Deer Management Committee met on February 9, 2026, and reviewed the past hunting season and discussed potential work to be completed for next season.

b. Public Works

- i. Public Works Director Knightly reported that the Public Works crews have been out for multiple winter weather events. 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 February 10, 2026, meeting held at the Pocopson Township Municipal Building. Mr. Vaughn reported that: the Commission reviewed and approved the financial reports and transactions as presented; the Commission is still investigating options for a change in financial institutions; the Fire & EMS response statistics were reviewed for January 2026; and the regional fire companies will be holding a local elected leaders training on February 28, 2026, from 8:30 a.m. to 12:30 p.m. The next meeting will be on March 10, 2026, at the East Marlborough Township Municipal Building.

d. Zoning Official

- i. The Board of Supervisors acknowledged receipt of the Zoning/Code Enforcement Activity Report dated January 12, 2026.

VII. **Old Business**

a. Resolution No. 2026-10 - Recognizing Raymond McKay for his service to Pocopson Township

- i. Chairperson DiMonte noted that Mr. McKay fell ill prior to the meeting and could not be present at the meeting, but she commented on Mr. McKay's accomplishments during his tenure as Supervisor and thanked him for his years of service. Chairperson DiMonte made a motion to approve Resolution No. 2026-10 recognizing Raymond McKay for this service to Pocopson Township with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 2-0.

VIII. **New Business**

a. 2025 Financial Review

- i. Township Manager Vaughn presented the 2025 financial review with the Board and public in attendance. Overall, the Township remains in excellent financial condition and continues to exercise fiscal responsibility in its spending.

- b. Appointing Kim O'Leary to the Parks, Recreation, and Trails Committee
 - i. Vice Chairperson Retzlaff stated that the Parks, Recreation, and Trails Committee has requested the appointment of Kim O'Leary. Ms. O'Leary expressed interest in serving on the Committee, and attended the most recent Parks, Recreation, and Trails Committee meeting to gain a better understanding of its roles and functions within the Township. Vice Chairperson Retzlaff made a motion to appoint Kim O'Leary to the Parks, Recreation, and Trails Committee with a term expiration of January 4, 2027, with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 2-0.
- c. Acceptance of Resignation of Supervisor Stumpo
 - i. Chairperson DiMonte stated Supervisor Stumpo has resigned from the Board of Supervisors, due to prolonged illness. Township Manager Vaughn read her formal resignation letter to the Board of Supervisors and public in attendance and she thanked everyone for their support over the years. The formal vacancy announcement was read, and the announcement will be posted to the Township website and sent via the Township's digital email platform. Chairperson DiMonte made a motion to accept the resignation of Supervisor Stumpo effective February 23, 2026, with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 2-0.

IX. **Correspondence**

- a. None.

X. **Treasurers Warrants**

- a. A motion was made by Chairperson DiMonte to approve the bill payment lists totaling \$79,043.40 for the period of January 27, 2026, to February 23, 2026, recommended for payment by the Township Treasurer that includes: 39 ACH transactions, 22 checks totaling \$48,430.12 from the General Fund; 7 checks totaling \$29,719.53 from the Liquid Fuels Fund; and 2 check totaling \$893.75 from the Escrow Account, with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 2-0.

XI. **Approval of Meeting Minutes**

- a. A motion was made by Vice Chairperson Retzlaff to approve the January 21, 2026, Board of Supervisors Work Session Meeting Minutes, and the January 29, 2026, Board of Supervisors Meeting Minutes, with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 2-0.

- XII. **Adjournment:** Vice Chairperson Retzlaff made a motion to adjourn the meeting at 7:05 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