



P.O. Box 1, Pocopson PA 19366
Office: 610.793.2151 Fax: 610.793.1944
www.pocopson.org

Board of Supervisors Meeting Minutes Monday, March 23, 2026, 6:30 p.m.

The regular monthly meeting of the Pocopson Township Board of Supervisors was held on March 23, 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; Amanda Sundquist, Township Solicitor; and Neil D. Vaughn, Township Manager/Secretary.

There were seventeen guests in attendance: sixteen 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 attended an informational training session hosted by the Kennett Regional Fire Department on February 28, 2026, from 8:30 a.m. to 12:30 p.m.
- III. **Announcements**
 - a. The Chester County Prison will provide their quarterly update to the Board of Supervisors and public prior to the Board of Supervisors meeting on April 28, 2026, from 6:00 p.m. to 6:30 p.m.
 - b. As part of the Comprehensive Plan Update, there will be a Community Visioning Session held on May 4, 2026, from 5:30 p.m. to 7:00 p.m. at the Township Building. This is an opportunity for those attending to give valuable feedback on the long-term future of Pocopson Township.
- IV. **Public Comment**
 - a. None
- V. **Township Reports**
 - a. Commissions & Committees
 - i. Planning Commission
 1. The Planning Commission did not meet in March due to lack of agenda items.
 - ii. Historical Committee
 1. The Historical Committee met on March 11, 2026. Don McKay, Historical Committee Chairperson, was in attendance and provided an update on their activities including their annual Hoods BBQ fundraiser, interior painting, and the plaster project that was completed.
 - iii. Parks, Recreation, and Trails (PRT) Committee
 1. The PRT Committee met on March 12, 2026, and discussed the Dare to Declare event in June, planning efforts for the 2026 Founders Day, and various initiatives for the year.

- b. Public Works
 - i. Township Manager Vaughn reported that Spring chipping begins on March 30th and will last much of the week, PennDOT completed improvements at the Locust Grove Road and Lenape Unionville Road intersection, and that the new public works laborer position has been advertised.
- c. Kennett Fire & EMS Regional Commission
 - i. Township Manager Vaughn provided an update on the March 10, 2026, meeting held at the East Marlborough Township Municipal Building. Mr. Vaughn reported that: the Commission reviewed and approved the financial reports and transactions as presented; the Commission discussed a direct donation, which was decided to be placed in the volunteer incentive fund; the Fire & EMS response statistics were reviewed for February 2026; the Commission discussed the potential of Kennett Square Borough rejoining the Commission; and they thanked Gabby Ratliff for the local officials training class held in February. The next meeting will be on April 14, 2026, at the Kennett Township Municipal Building.
- d. Zoning Official
 - i. The Board of Supervisors acknowledged receipt of the Zoning/Code Enforcement Activity Report dated March 20, 2026.
- e. Comprehensive Plan Update Task Force
 - i. Township Manager Vaughn provided an update on the Comprehensive Plan Update Task Force meeting that was held on March 3, 2026. At the meeting, the Task Force: nominated Township Manager Vaughn as the Task Force Chair which will coordinate logistics with the Brandywine Conservancy throughout the update process; set their meeting schedule; selected initial key sections of the plan to highlight and identify goals; created an initial list of stakeholder interviewees for the Brandywine Conservancy to begin scheduling interviews with.

VI. **Old Business**

- a. None

VII. **New Business**

- a. Resolution No. 2026-12 - Recognizing Pennsylvania 811 Safe Digging Month
 - i. Vice Chairperson Retzlaff stated that 811 Safe Digging month is recognized annually to emphasize the importance of calling 811 before any digging activity. Each year, municipalities across the Commonwealth show their support for Safe Digging Month by passing Resolutions or Proclamations. Vice Chairperson Retzlaff made a motion to approve Resolution No. 2026-12 recognizing April as Pennsylvania 811 Safe Digging Month with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 2-0.
- b. Resolution No. 2026-13 - Authorizing the Procurement of Materials and Services Through the Municipal Cooperative of Southern Chester County
 - i. Vice Chairperson Retzlaff stated that the Township once again participated in the joint materials bid through the Municipal Cooperative of Southern Chester County for

diesel fuel and road oil. Bids were received by London Grove Township and opened on March 4, 2026. The lowest responsible bidders were Dixie Land Energy, at \$2.90 per gallon for ultra-low sulfur diesel fuel, and Asphalt Maintenance Solutions, LLC, at \$6.59 per gallon (delivered) for road oil. Vice Chairperson Retzlaff made a motion to approve Resolution No. 2026-13 authorizing the procurement of materials and services through the Municipal Cooperative of Southern Chester County, with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 2-0.

- c. Resolution No. 2026-14 - Authorizing Interfund Transfers and Amending the 2026 Budget
 - i. Chairperson DiMonte stated that during the 2026 budget process, the Township identified moving funds from the General Fund to other funds to better plan for future expenditures. Since that time, there were matters that arose that require modification to the 2026 budget. Chairperson DiMonte made a motion to approve Resolution No. 2026-14 authorizing interfund transfers and amending the 2026 adopted budget, with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 2-0.

- d. Resolution No. 2026-15 - Recognizing Ricki Stumpo for her Service to Pocopson Township
 - i. Chairperson DiMonte stated that due to Ms. Stumpo's illness, she had to resign from the Board of Supervisors in March. While she could not be in attendance, Chairperson DiMonte highlighted Ms. Stumpo's accomplishments during her tenure as a Township Supervisor, employee and volunteer. Chairperson DiMonte made a motion to approve Resolution No. 2026-15 recognizing Ricki Stumpo for her service to Pocopson Township, with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 2-0.

- e. Winston Lane One Way Directional Change Request
 - i. Vice Chairperson Retzlaff stated that the Riverside at Chadds Ford Homeowners Association has requested Township approval to reverse the direction of the one-way traffic flow on the upper circle of Winston Lane, for properties in the 608-619 address range. There are no restrictions in the approved subdivision plans or dedication documents that would prohibit the changing of the direction of the one-way loop, and the Township's Public Works Director has indicated that he has no operational concerns with the proposed change. Vice Chairperson Retzlaff made a motion to approve the Winston Lane one-way directional change with the following conditions: the HOA will cover all costs associated with relocating the traffic signage; and the HOA will notify all residents in the community, including a mailed notice to those directly affected of the change, with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 2-0.

- f. Special Event Permit - Chester County Velo Road Race
 - i. Chester County Velo, represented by Scott Gamble, submitted a Special Events Permit to hold a road race cycling event in the Township, on May 17, 2026. Mr. Gamble stated that the race would be a 2.5-mile loop starting at Pocopson Park, traveling Locust Grove to South Wawaset Road, to Corinne Road, back onto Locust

Grove Road, and finishing at the park. The race would utilize rolling closures and would only utilize one travel lane on the roadway with traffic being managed by volunteer marshals; there would be a lead vehicle and tail vehicle surrounding the racers. The event would be a USA Cycling sanctioned event, and they would hold the required insurance for the race. There will be approximately 5 races throughout the day, each lasting around 1.5 hours with the first race starting at 8:00 a.m. and the last race ending around 4:30 p.m.; each race would contain around 50 cyclists going an average of 25 mph.

Vice Chairperson Retzlaff questioned how they would calm traffic during the race. Mr. Gamble advised that they utilize their volunteer marshals, signage, and pace vehicles in the front and back of the racers.

Chairperson DiMonte asked about the culvert on Locust Grove Road and if it could be a hazard to the riders. Mr. Gamble stated that the riders will take a test lap before the official start of the race, so they are aware of the road conditions.

Vice Chairperson Retzlaff questioned if EMS would be required for this event. Mr. Gamble stated that he spoke to Longwood Fire Company and they would not be on site for the event. He also stated in the event of an injury, they would provide first aid until EMS arrived.

Chairperson DiMonte asked if the Prison will be notified. Township Manager Vaughn advised he would reach out to the Warden.

Barney Leonard, Township resident, had a question about spectators.

David Carlick, Township resident, had a question about the speed of the cyclists during the race.

Linda Moore, Township resident, has a comment about the neighbor notifications.

Vice Chairperson Retzlaff asked about park usage. Mr. Gamble advised they would police the park, remove any trash, and will have porta-potties brought in for use by the racers.

Following the presentation, Chairperson DiMonte made a motion to authorize the conditional approval of the Special Events Permit Application for the Chester County Velo Road Race Cycling Event adhering to the conditions set forth in the March 19, 2026, review memorandum from the Township Zoning Officer, with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 2-0.

- g. Chester County Town Tours Event at Barnard Station
 - i. Chairperson DiMonte stated that the Historical Committee and Friends of Barnard Station have once again applied to be a site for the Chester County Town Tours hosted by the Chester County Planning Commission; the 2025 event was cancelled due to weather. The County is hosting additional sites this year in conjunction with

the America250 events. The County Planning Commission has approved Barnard Station as a site, and the event is scheduled for June 11, 2026. The Historical Committee and Friends of Barnard Station have asked to utilize the overflow parking area and Township meeting room, and staff will coordinate any needs as the event approaches. Chairperson DiMonte made a motion to authorize the Chester County Town Tour Event on June 11, 2026, at Barnard Station, with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 2-0.

h. Historical Committee Expenditure Request

i. Historical Committee Chairperson McKay requested to spend up to \$300 from the Historical Fund for the framing of vintage photos to be displayed at the Locust Grove School House. Vice Chairperson Retzlaff made a motion to approve the Historical Committee expenditure request for the framing of vintage photos not to exceed \$300, with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 2-0.

i. Consideration and Potential Appointment to Fill the Township Supervisor Vacancy

i. Chairperson DiMonte stated that the Board of Supervisors will consider the appointment of a new Township Supervisor to fill the vacancy created by the resignation of Ricki Stumpo. The five candidates who submitted were: David Carlick, Andrea Gosselin, Matt Johnson, Barney Leonard, and Janet Reiner. The selected candidate will serve until the first Monday of January 2028.

Solicitor Sundquist reviewed the process that would be followed for the Board's consideration of appointment.

Each candidate provided an initial opening statement, and each was asked generalized and individual questions by the Board of Supervisors.

Following the questioning, an opportunity for public comment was opened. Kevin Gosselin, Township resident, stated his support for Andrea Gosselin due to her interest in the Township and her running for the position in the past election.

Chairperson DiMonte moved to appoint Janet Reiner to the vacant Board of Supervisors position. There was no second to the motion.

Vice Chairperson Retzlaff moved to appoint Barney Leonard to the vacant Board of Supervisors position, with a second by Chairperson DiMonte.

Chairperson DiMonte spoke about Mr. Leonard's prior experience as a Township Supervisor.

Vice Chairperson Retzlaff also noted Mr. Leonard's prior experience and knowledge of some of the issues being worked on currently by the Township.

Chairperson DiMonte thanked everyone for submitting to remain involved in Township activities, and that there will be two seats up for Board positions in the 2027 municipal election.

With there being no additional comments, the motion passed 2-0.

VIII. **Correspondence**

- a. Township Manager Vaughn read an email that thanked Public Works Director Knightly and the entire Public Works crew for their efforts throughout the year.

IX. **Treasurers Warrants**

- a. A motion was made by Chairperson DiMonte to approve the bill payment lists totaling \$196,395.00 for the period of February 24, 2026, to March 23, 2026, recommended for payment by the Township Treasurer that includes: 40 ACH transactions, 24 checks totaling \$153,387.39 from the General Fund; 5 checks totaling \$41,559.29 from the Liquid Fuels Fund; and 1 ACH transaction totaling \$1,448.32 from the Open Space Fund, with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 2-0.

X. **Approval of Meeting Minutes**

- a. A motion was made by Vice Chairperson Retzlaff to approve the February 26, 2026, Board of Supervisors Meeting Minutes, with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 2-0.

- XI. **Adjournment:** Vice Chairperson Retzlaff made a motion to adjourn the meeting at 8:32 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