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Board of Supervisors Work Session Meeting Minutes Wednesday, April 15, 2026, 5:00 p.m.

The Quarterly Work Session of the Pocopson Township Board of Supervisors was held on Wednesday, April 15, 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; Barney Leonard, Supervisor; 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 5:01 p.m. and led the Pledge of Allegiance.
- II. **Announcements**
 - a. The Chester County Prison will provide an update to the Board of Supervisors and the public on April 27, 2026, from 6:00 p.m. to 6:30 p.m., prior to the April Board of Supervisors meeting. These updates will be provided quarterly, with additional meetings scheduled for July 27, 2026, and October 26, 2026.
 - b. The Board of Supervisors will hold quarterly work sessions in 2026. The remaining work sessions are scheduled for July 15, 2026, and October 26, 2026.
 - c. 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.
- III. **Public Comment**
 - a. None.
- IV. **Discussion Topics**
 - a. Brandywine Scenic Byway Commission Update
 - i. The Township's representatives to the Brandywine Scenic Byway Commission, Sarah Mims and David Scranton, provided an update on the activities of the Commission. Each participating Township has two representatives on the Commission, and Mr. Scranton was recently appointed as the Chair of the Commission. Projects being worked on currently include a redesigned website, continued work with partners on highlighting the Byway, designing "rack" cards to be placed in informational areas, and working on community outreach opportunities.
 - b. Board of Supervisors Liaison Review
 - i. Township Manager Vaughn reviewed the liaison appointments that would need to be changed with the resignation of Ricki Stumpo and the appointment of Supervisor Leonard. The Board discussed the matter and decided that Supervisor Leonard would be the Supervisor representative to the Comprehensive Plan Update Task

Force, and that Vice Chairperson Retzlaff would be the Supervisor liaison to the newly formed Open Space Advisory Committee and the Agricultural Security Area Committee. Township Manager Vaughn noted that these changes would be on the agenda for the April Board of Supervisors meeting for formal action.

- c. Open Space Program
 - i. Township Manager Vaughn reviewed the progress of the research into the previous Open Space program, specifically the past make-up and actions of the Open Space Advisory Committee. Vice Chairperson Retzlaff advised that she has reached out to five prospective residents to serve on the newly formed Open Space Advisory Committee, which will be appointed at the April Board of Supervisors meeting.
- d. Chester County Velo Bike Race
 - i. Township Manager Vaughn reviewed the progress of the Chester County Velo Bike Race, which will occur on May 17 in the Township. The event flyer was reviewed and will be sent to the applicant once all final comments are received. Township Manager Vaughn stated that he will advise the applicant that the flyer needs to go out in a timely manner and to all residents along the course and in larger developments within the area. The Township will post information about the race on the Township website and send it out via the Township's email system (Constant Contact).
- e. Township Newsletter Frequency
 - i. Township Manager Vaughn stated that there seemed to be interest in adding an additional newsletter this calendar year. It was agreed that there is enough pertinent information to pass along and that the Township should send out three newsletters per year. Various topics were noted that can be included in the issue, and the Township Manager advised that staff would put together an outline of content for all newsletters to be reviewed.
- f. Miscellaneous Discussion
 - i. Township Manager Vaughn reported on the progress of the Township's 2026 goals. The progress of the employee handbook update was discussed, along with the hopeful timeline for completing it. Mr. Vaughn also asked the Board for feedback on the creation of a Committee Handbook and stated that he would send a sample for review.
 - ii. Township Manager Vaughn asked the Board if they would like to meet with Representative Sappey for an update at a future work session, and they were agreeable to the idea. Mr. Vaughn will reach out to the Representative's office to schedule it.

- V. **Adjournment:** Supervisor Leonard made a motion to adjourn the meeting at 6:39 p.m., seconded by Chairperson DiMonte. There being no additional comments, the motion passed 3-0.

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