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## **Board of Supervisors Meeting Minutes Monday, April 27, 2026, 6:30 p.m.**

The regular monthly meeting of the Pocopson Township Board of Supervisors was held on April 27, 2026, at 6:30 p.m. at the Pocopson Township Municipal Building, 664 South Wawaset Road, West Chester, PA 19382.

In attendance were Sandra Retzlaff, Vice Chairperson; Barney Leonard, Township Supervisor; and Neil D. Vaughn, Township Manager/Secretary.

There were eleven guests in attendance: ten in person, and one virtual.

- I. **Call to Order:** Vice Chairperson Retzlaff 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 April 15, 2026, to discuss personnel matters related to the Public Works Laborer position.
- 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 scheduled for July 28<sup>th</sup> and October 27<sup>th</sup>.
  - 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. Victoria Manning, a Township resident, commented on the Township's historic regulations, particularly as it related to demolition permits.
  - b. Suzanna Breiseth, a Township resident, commented on the Route 52 Roundabout plantings, and the PECO reliability projects occurring within the Township.
- V. **Zoning Hearing Board Application Presentation**
  - a. 821 Folly Hill Road (Socolofsky) - Variance request from the maximum impervious coverage requirements related to driveway construction for an approved single-family dwelling
    - i. Jonathan Long, Esq., the applicant's attorney, presented the application to the Board of Supervisors. The applicant is currently constructing a single-family home at 821 Folly Hill Road (UPI No. 63-3-124.1). Mr. Long stated that the applicant originally proposed a pervious parking area as part of the overall driveway design to reduce the amount of impervious coverage on the lot. After monitoring conditions during the winter, it was determined that impervious paving would be the best for this area. In making these proposed changes, it would increase the proposed impervious coverage on the lot to 12.98%, which exceeds the allowable 10% maximum for the

lot. Mr. Long noted that they would comply with all Township review letters and that the Township's Planning Commission voted not to oppose the application as presented.

Vice Chairperson Retzlaff made a motion to support the Zoning Hearing Board Application for 821 Folly Hill Road (Socolofsky) with the following conditions: the Zoning Officer confirms the calculation of impervious coverage stated in the application; the Zoning Officer confirms the proposed stormwater management facilities are sufficient to handle the additional impervious coverage; and compliance with the Castle Valley review dated March 30, 2026, and any subsequent review letters. The motion was seconded by Supervisor Leonard and, with there being no further comments, the motion passed 2-0.

VI. **Work Session Summary - April 15, 2026**

- a. Township Manager Vaughn provided a summary of the April 15, 2026, Work Session. The Township representatives for the Brandywine Valley Scenic Byway Commission provided an update on the activities of the Commission. Additional discussion topics included a review of the Board's liaison assignments, progress on the Open Space program, outstanding items from the Chester County Velo Bike Race, newsletter printing frequency, and progress on the 2026 goals.

VII. **Township Reports**

a. Commissions & Committees

i. Planning Commission

1. The Planning Commission met on April 1, 2026, and reviewed the 821 Folly Hill Road application. The Planning Commission also discussed initial thoughts and feedback on what they would like included in the draft data center ordinance that is being worked on and will be further discussed at their May meeting.

ii. Historical Committee

1. The Historical Committee met on April 8, 2026, and continued planning efforts for the June 11<sup>th</sup> Town Tours event, and the June 21<sup>st</sup> Date to Declare event, discussed the moving of the website host for the general historical content for the Locust Grove Schoolhouse website, and met with a prospective new member for the Committee.

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

1. The PRT Committee met on April 9, 2026, and discussed the June 21<sup>st</sup> Dare to Declare event and continued with planning efforts for the 2026 Founders Day. Additionally, Brittan Anderson stepped down as the Chairperson on the PRT Committee but remains a member. Rachel DeHaven was appointed the new Chairperson.

b. Public Works

- i. Township Manager Vaughn reported that the Public Works Department is working on various maintenance projects throughout the Township, and that interviews are being conducted for the Public Works Laborer position.

- c. Kennett Fire & EMS Regional Commission
  - i. Township Manager Vaughn provided an update on the April 14, 2026, meeting held at the Kennett Township Municipal Building. Mr. Vaughn reported that the Commission reviewed and approved the financial reports and transactions as presented; the Fire & EMS response statistics were reviewed for March 2026; an update on the status of various apparatus projects was provided, and approval was given to order a new brush fire unit; and next steps for Kennett Square Borough to rejoin the Commission were discussed. The next meeting will be on May 12, 2026, at the Kennett 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.
- 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 April 6, 2026. At the meeting, the Task Force: reviewed the Community Survey which will be used in conjunction with the Community Visioning Session; and began the review of the Open Space and Recreation key issue sections.

VIII. **Old Business**

- a. None

IX. **New Business**

- a. Resolution No. 2026-16 - Joint Paving and Surface Treatment Bid Acceptance
  - i. Township Manager Vaughn stated that the Municipal Cooperative of Southern Chester County returned to joint bidding for paving and surface treatment projects. Bids were received through London Grove Township, and the lowest responsible bidders were Long's Asphalt, Inc. for the paving bid and Asphalt Industries, Inc. for the surface treatment bid. Vice Chairperson Retzlaff made a motion to approve Resolution No. 2026-16 approving the joint paving and surface treatment bids through the Municipal Cooperative of Southern Chester County with a second by Supervisor Leonard. With there being no additional comments, the motion passed 2-0.
- b. Resolution No. 2026-17 - Establishing & Maintaining Depository Accounts (Updated)
  - i. Township Manager Vaughn stated that, as part of the annual reorganization meeting, the Township adopts a resolution designating the financial accounts and authorized signatories to be used throughout the year. With the recent appointment of Supervisor Leonard to the Board, the initial resolution requires an update. Supervisor Leonard made a motion to approve Resolution No. 2026-17 - Establishing & Maintaining Depository Accounts, which updates Resolution No. 2026-02, passed on January 5, 2026, with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 2-0.

- c. Appointing the Pocopson Township Open Space Advisory Committee
  - i. Vice Chairperson Retzlaff stated that the Township is exploring the future of the Open Space Program and evaluating available options in advance of the scheduled sunset of the Open Space Tax in 2029, when the current notes have been fully paid. An initial step in this process is the appointment of an Open Space Advisory Committee to begin a review of the program. Vice Chairperson Retzlaff made a motion to appoint Andrea Healy, Suzanne Breiseth, Matthew Johnsen, Alice Balsama, and Ken Dabundo to the Pocopson Township Open Space Advisory Committee with terms expiring on January 4, 2027. The motion was seconded by Supervisor Leonard and, with there being no additional comments, the motion passed 2-0.
- d. Reassignment of Board Liaison Appointments
  - i. Supervisor Leonard stated that following his appointment to the Board of Supervisors, the annual Board appointments were reviewed at the April Work Session and minor changes were needed for the appointments. Supervisor Leonard made a motion to appoint Barney Leonard as the Board of Supervisors Representative to the Comprehensive Plan Task Force, and Sandra Retzlaff as the Liaison to the Open Space Advisory Committee and as the Elected Official Representative and Chair of the Agricultural Security Area Committee with all terms to expire on June 4, 2027. The motion was seconded by Vice Chairperson Retzlaff and with there being no additional comments, the motion passed 2-0.
- e. Appointing Steve Ansay to the Historical Committee
  - i. Supervisor Leonard stated that the Historical Committee has requested the appointment of Steve Ansay to serve on the Committee. Mr. Ansay expressed interest in serving and recently attended the Committee's April meeting. Supervisor Leonard made a motion to appoint Steve Ansay to the Historical Committee for a term expiring on January 4, 2027, with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 2-0.
- f. Capital Purchase Request - Computer Replacements
  - i. Township Manager Vaughn stated that as part of the 2026 Capital Budget, the Township allocated funds for the managed replacement of computers and laptops. Staff, in conjunction with Sage Business Systems, recommend replacing one desktop computer with monitor, and one laptop which will replace the oldest machines in the inventory. Vice Chairperson Retzlaff made a motion to approve the purchase of one computer with monitor and one laptop, at a cost not to exceed \$3,500 utilizing budgeted funds from the Capital Fund, with a second by Supervisor Leonard. With there being no additional comments, the motion passed 2-0.

X. **Correspondence**

- a. None

XI. **Treasurers Warrants**

- a. A motion was made by Vice Chairperson Retzlaff to approve the bill payment lists totaling \$423,748.50 for the period of March 24, 2026, to April 27, 2026, recommended for payment by the Township Treasurer that includes: 43 ACH transactions, 25 checks totaling \$151,803.18 from the General Fund; 3 checks totaling \$9,718.00 from the Liquid

Fuels Fund; 1 check totaling \$59,567.75 from the Capital Reserve Fund; 2 ACH transactions totaling \$2,896.64 from the Open Space Fund; 1 check totaling \$196,735.59 from the Fire & EMS Fund; and 4 checks totaling \$3,027.34 from the Escrow Fund, with a second by Supervisor Leonard. 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 March 23, 2026, Board of Supervisors Meeting Minutes, with a second by Supervisor Leonard. With there being no additional comments, the motion passed 2-0.

XIII. **Adjournment:** Vice Chairperson Retzlaff made a motion to adjourn the meeting at 7:31 p.m. with a second by Supervisor Leonard. With there being no additional comments, the motion passed 2-0.

Respectfully submitted,



Neil D. Vaughn  
Township Manager/Secretary