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## **Board of Supervisors Meeting Minutes Monday, May 18, 2026, 6:30 p.m.**

The regular monthly meeting of the Pocopson Township Board of Supervisors was held on May 18, 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; Barney Leonard, Township Supervisor; Mark Knightly, Public Works Director; and Neil D. Vaughn, Township Manager/Secretary.

There was one guest in attendance.

- 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. Vice Chairperson Retzlaff and Supervisor Leonard both attended the Comprehensive Plan Update Community Visioning Session that was held on May 4, 2026. The visioning session was an open house format and there were no actions considered or taken during this event.
- III. **Announcements**
  - a. Thank you to everyone who attended the Community Visioning Session held on May 4, 2026, as part of the Township's Comprehensive Plan Update. Those unable to attend are encouraged to visit the Township website and complete the survey, which will directly guide the Township's vision for growth, preservation, and community priorities for the next decade and beyond.
  - b. Please visit the Township website's event calendar for information on upcoming events, including Chester County Town Tours, Dare to Declare and Ice Cream Social, and the monthly Barnard Station & Locust Grove Schoolhouse Open Houses.
- IV. **Public Comment**
  - a. Supervisor Leonard commented that it was good to have a full Board quorum again and thanked Chairperson DiMonte and Vice Chairperson Retzlaff for their efforts to keep the Township moving forward.
- V. **Township Reports**
  - a. Commissions & Committees
    - i. Planning Commission
      1. The Planning Commission met on May 6, 2026, and reviewed the Draft Data Center Regulations Ordinance, as worked on by the Planning Commission Solicitor. The Planning Commission provided final recommendations on the draft and unanimously voted in favor to send the updated version to the Board of Supervisors for consideration when ready.

- ii. Historical Committee
    - 1. The Historical Committee did not meet in May due to scheduling conflicts.
  - iii. Parks, Recreation, and Trails (PRT) Committee
    - 1. The PRT Committee met on May 14, 2026, and discussed the June 21<sup>st</sup> Dare to Declare event and continued with planning efforts for the 2026 Founders Day which included identifying potential sponsors and raffle donors for the event.
  - iv. Open Space Advisory Committee
    - 1. The Open Space Advisory Committee met on May 12, 2026 and organized as this was their first meeting; Ken Dabundo was appointed as the Chair of the Committee. The Committee reviewed the status of the Township's Open Space Program, past progress made, and opportunities as the program moves forward. The Committee also selected future meeting dates, and information about the Chester County Open Space Summit was shared with the Committee.
- b. Public Works
    - i. Public Works Director Knightly reported that the Public Works Department is preparing for the Township paving projects and that the tar & chip projects have been completed.
  - c. Kennett Fire & EMS Regional Commission
    - i. Township Manager Vaughn provided an update on the May 12, 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 Fire & EMS response statistics were reviewed for April 2026; the Commission discussed and recommended approval of the updated Intergovernmental Cooperation Agreement which would allow Kennett Square Borough to once again participate as a member of the Commission; and the Fire Chief reviewed various upcoming capital projects. The next meeting will be on June 9, 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 April 15, 2026.
  - e. Comprehensive Plan Update Task Force
    - i. Township Manager Vaughn stated that there was no formal meeting of the Comprehensive Plan Update Task Force in May as the Community Visioning Session was held in lieu of the monthly meeting. The next meeting of the Comprehensive Plan Task Force will be on June 1, 2026, at 5:30 p.m.

VI. **Old Business**

- a. None

VII. **New Business**

- a. Resolution No. 2026-18 - Recognizing Public Works Week
  - i. Chairperson DiMonte stated that National Public Works Weeks runs from May 17, 2026, through May 23, 2026, with a theme of "Rooted in Service, Powered by Community." The Township appreciates the hard work and dedication of our Public Works staff. Chairperson DiMonte made a motion to approve Resolution No. 2026-18 recognizing Public Works Week from May 17, 2026, through May 23, 2026, with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 3-0.
  
- b. Resolution No. 2026-19 - Friends of Barnard Station Agreement Extension
  - i. Vice Chairperson Retzlaff stated the initial agreement between the Township and Friends of Barnard Station is due to expire on June 30, 2026. The agreement allows the Township to extend said agreement for up to two additional five-year periods. The Township Solicitor suggested one minor revision to the agreement, which updates the Township's address. The extended agreement terms would run from July 1, 2026, to June 30, 2031.

Supervisor Leonard questioned some of the language in the agreement as it pertained to the construction of the Township administration building at the time of signing the agreement. The Board agreed that the language should be changed to reflect this.

Vice Chairperson Retzlaff made a motion to approve Resolution No. 2026-19, extending the agreement between Pocopson Township and the Friends of Barnard Station, with making the appropriate changes to the agreement and/or Resolution which removes the last sentence in Section D (12) that notes the construction of the Township Building. The motion was seconded by Supervisor Leonard and with there being no additional comments, the motion passed 3-0.

- c. Public Works Laborer Appointment
  - i. Chairperson DiMonte stated that the Township has completed interviews for the Public Works Laborer position, and a candidate has been recommended to the Board of Supervisors by the Public Works Director and Township Manager. Chairperson DiMonte made a motion to approve the hiring of John "Jack" Law, IV to the Public Works Laborer position, with a start date of June 29, 2026, under the terms and conditions of the conditional offer letter dated May 4, 2026. The motion was seconded by Vice Chairperson Retzlaff and, with there being no additional comments, the motion passed 3-0.

VIII. **Correspondence**

- a. None

IX. **Treasurers Warrants**

- a. A motion was made by Chairperson DiMonte to approve the bill payment lists totaling \$48,185.24 for the period of April 28, 2026, to May 18, 2026, recommended for payment by the Township Treasurer that includes: 28 ACH transactions, 13 checks totaling \$43,828.75 from the General Fund; 2 checks totaling \$647.14 from the Liquid Fuels

Fund; 2 checks totaling \$3,611.00 from the Capital Reserve Fund; 2 ACH transactions totaling \$2,896.64 from the Open Space Fund; and 1 check totaling \$98.35 from the Historical Fund, with a second by Supervisor Leonard. With there being no additional comments, the motion passed 3-0.

X. **Approval of Meeting Minutes**

- a. A motion was made by Supervisor Leonard to approve the April 15, 2026, Board of Supervisors Work Session Meeting Minutes and the April 27, 2026, Board of Supervisors Meeting Minutes, with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 3-0.

- XI. **Adjournment:** Vice Chairperson Retzlaff made a motion to adjourn the meeting at 7:00 p.m. with a second by Supervisor Leonard. With there being no additional comments, the motion passed 3-0.

Respectfully submitted,



Neil D. Vaughn  
Township Manager/Secretary