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Pocopson Township Open Space Advisory Committee Meeting Minutes Tuesday, May 12, 2026, 7:00 p.m.

The Pocopson Township Open Space Advisory Committee Meeting was held on May 12, 2026, at 7:00 p.m. at the Pocopson Township Municipal Building, 664 South Wawaset Road, West Chester, PA 19382.

In attendance were Open Space Advisory Committee Members: Alice Balsama, Suzanne Breiseth, Ken Dabundo (virtual), Andrea Healy (virtual), Matthew Johnsen; Sandra Retzlaff, Board of Supervisors Liaison; and Neil D. Vaughn, Township Manager/Secretary.

There were no guests in attendance.

I. **Call to Order:** The meeting was called to order at 7:03 p.m.

II. **Public Comment**

a. None

III. **Old Business**

a. None

IV. **New Business**

a. Introduction & Organization

i. As this was the first meeting of the Open Space Advisory Committee, those in attendance took the time to introduce themselves. Township Manager Vaughn advised that the Committee would need to formally organize and appoint a chairperson.

Following a brief discussion, a motion was made by Alice Basalma to appoint Ken Dabundo as the Chairperson of the Pocopson Township Open Space Advisory Committee with a second by Suzanne Breiseth. With there being no additional comments, the motion passed 5-0.

b. Review of Open Space Program

i. Township Manager Vaughn provided a summary of the Township's Open Space Program to date. In 2008, the Open Space Tax was implemented, and the Township secured various conservation or agricultural easements in the following years. The last time the Open Space Advisory Committee was appointed was in 2011. The Open Space Tax is due to sunset in 2029, following the final payment on the note utilized for the easement acquisitions. Before the sunset of the tax, the Township would like to explore any additional acquisitions that are available.

At 7:29 p.m., the Committee entered into an executive session for the purpose of discussing real estate matters. The executive session concluded at 8:03 p.m. at which point the Committee reconvened in public session. No official action was taken during executive session.

- c. Chester County Open Space Summit
 - i. Township Manager Vaughn stated that Chester County is hosting their annual Open Space Summit on June 1, 2026, and that any member of the Committee is welcome to attend.
 - d. Future Meeting Schedule
 - i. Township Manager Vaughn stated that the Committee needs to establish their meeting schedule for the remainder of the year so the meeting dates can be advertised accordingly. The Committee agreed to continue to meet on the second Tuesday of the month at 7:00 p.m. except for August when they will not meet.
- V. **Adjournment:** Alice Balsama made a motion to adjourn the meeting at 8:16 p.m. with a second by Matthew Johnsen. With there being no additional comments, the motion passed 5-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Neil D. Vaughn', with a stylized, flowing script.

Neil D. Vaughn
Township Manager/Secretary