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Board of Supervisors Meeting Minutes Monday, June 22, 2026, 6:30 p.m.

The regular monthly meeting of the Pocopson Township Board of Supervisors was held on June 22, 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 were five guests in attendance; four 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 were all in attendance at the June 21, 2026, Dare to Declare event.
- III. **Announcements**
 - a. Residents and stakeholders are encouraged to share their thoughts and priorities as part of the Township's Comprehensive Plan update. Please visit the Township's website to complete a brief online survey that will help shape the Township's values and vision.
 - b. Please visit the Township website's event calendar for information on upcoming events, including the Dare to Declare and Ice Cream Social, monthly Barnard Station & Locust Grove Schoolhouse Open Houses, and Founders Day.
- IV. **Public Comment**
 - a. None
- V. **Township Reports**
 - a. Commissions & Committees
 - i. Planning Commission
 1. The Planning Commission did not meet in June due to lack of agenda items.
 - ii. Historical Committee
 1. The Historical Committee did not meet in June as they were preparing for the Chester County Town Tours event held on June 11, 2026.
 - iii. Parks, Recreation, and Trails (PRT) Committee
 1. The PRT Committee did not meet in June as the Chester County Town Tours event conflicted with their meeting.

- iv. Open Space Advisory Committee
 - 1. The Open Space Advisory Committee met on June 9, 2026, and reviewed the ranking system for potential property acquisitions as outlined in the Open Space Priorities Plan which was adopted in 2026. The Committee reviewed various sample properties and how the ranking system would be applied to those properties. The Committee will meet next on July 14, 2026.
- b. Public Works
 - i. Public Works Director Knightly reported that prep work for the 2026 paving projects will begin the week of June 29, 2026, and that new Public Works Employee Jack Law, IV, will be starting with the Township on June 29, 2026.
- c. Kennett Fire & EMS Regional Commission
 - i. Township Manager Vaughn provided an update on the June 9, 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 Fire & EMS response statistics were reviewed for May 2026; is working on its annual audit and the paperwork has been submitted to begin the audit process; reviewed the progress of the Intergovernmental Cooperation Agreement adoption process which would permit Kennett Square Borough to rejoin the Commission; and decided to change the August meeting date to August 18, 2026. The next meeting will be on July 14, 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 June 1, 2026. At the meeting, the Task Force: discussed the accomplishments and recommendations for the Recreation section of the plan and began the review of the Natural Resources key issue sections.

VI. **Old Business**

- a. None

VII. **New Business**

- a. Resolution No. 2026-20 – Honoring H. Francis “Fran” McArdle’s Years of Service to Pocopson Township
 - i. Chairperson DiMonte stated that after 20 years of service to Pocopson Township, H. Francis McArdle (“Fran”) retired from his position with Keystone Municipal Services, who is the Township Building Inspection firm. The Township thanks Fran for everything he has done and wishes him well in his retirement. Chairperson DiMonte made a motion to approve Resolution No. 2026-20 honoring H. Francis McArdle’s years of service to Pocopson Township and wishing him well in his well-deserved

retirement, with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 3-0.

- b. Resolution No. 2026-21 – Recognizing Donald McKay for Being Presented the Jane L.S. Davidson Historic Preservation Award
 - i. Vice Chairperson Retzlaff stated that Historical Committee Chairperson Donald McKay will be presented with the Jane L.S. Davidson Historic Preservation Award on June 23, 2026, by the Chester County Historic Preservation Network. The Township appreciates and thanks Mr. McKay for his dedication in guiding the Township's historic preservation efforts. Vice Chairperson Retzlaff made a motion to approve Resolution No. 2026-21 recognizing Donald McKay for being presented the Jane L.S. Davidson Historic Preservation Award by the Chester County Historic Preservation Network with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 3-0.
- c. Permission to Advertise: (i) Zoning Ordinance Amendments to Incorporate Data Center Regulations and (ii) Ordinance to Amend the Kennett Fire & EMS Regional Commission Intergovernmental Cooperation Agreement
 - i. Chairperson DiMonte stated that the Township has two ordinances that have been prepared and ready for advertisement. The first is a Zoning Ordinance amendment to incorporate Data Center Regulations into the Zoning Ordinance. This has been worked on by the Planning Commission and Township Solicitors. The proposed ordinance establishes regulations to location, size, noise, water, and sewer requirements, among other items. The Planning Commission has recommended that the Board of Supervisors adopt the proposed regulations.

The second is an update to the Intergovernmental Cooperation Agreement, which would allow Kennett Square Borough to rejoin the Kennett Fire & EMS Regional Commission. This has been recommended for approval by the Regional Commission.

Vice Chairperson Retzlaff stated that she wants to make sure that the Ordinance would be strong enough to survive any validity challenges. Township Manager Vaughn stated that it was reviewed by two of the Township's Planning Commission Solicitors and the Township Solicitors, along with consultants and staff.

Supervisor Leonard questioned the timing for Ordinance adoption. Township Manager Vaughn stated that both ordinances would be on the agenda for the July Board of Supervisors meeting.

Chairperson DiMonte made a motion to approve the advertisement of public hearings on the following proposed Ordinances: (i) Zoning Ordinance amendments to incorporate data center regulations and (ii) Ordinance to amend the Kennett Fire & EMS Regional Commission Intergovernmental Cooperation Agreement. The motion was seconded by Supervisor Leonard and, with there being no additional comments, the motion passed 3-0.

- d. Water Line Installation Request from Friends of Barnard Station
 - i. Supervisor Leonard stated that Friends of Barnard Station has requested permission from the Township to install a water line from the Township Building to the dairy barn foundation area behind Barnard Station, where there will be a yard hydrant for watering flowers within this area. The cost of installation will be covered by a private foundation. Supervisor Leonard made a motion to approve the request by Friends of Barnard Station to install a water line from the Township Building to the dairy barn foundation remnants, with all associated project costs to be covered by Friends of Barnard Station with a second by Vice Chairperson Retzlaff.

Chairperson DiMonte commented about securing the yard hydrant to prevent unauthorized use. Township Manager Vaughn and Public Works Director Knightly noted that the yard hydrant would be able to be secured and will do so upon installation.

With there being no additional comments, the motion passed 3-0.

- e. Traffic Study Authorization - South Wawaset Road from Corinne Road to Bridge Road (Route 842)
 - i. Supervisor Leonard stated that the Township has recently received traffic safety related concerns on South Wawaset Road between Corinne Road and Bridge Road (Route 842). In working with state officials as best as possible, they have advised sending a letter requesting a study of the roadway. Supervisor Leonard made a motion to authorize the Township Manager to send PennDOT an authorization to conduct a speed, traffic, and/or safety study on South Wawaset Road from Corinne Road to Bridge Road (Route 842), with a second by Chairperson DiMonte. 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 \$138,033.85 for the period of May 19, 2026, to June 22, 2026, recommended for payment by the Township Treasurer that includes: 42 ACH transactions, 22 checks totaling \$60,323.58 from the General Fund; 6 checks totaling \$58,854.45 from the Liquid Fuels Fund; 1 check totaling \$8,239.50 from the Capital Reserve Fund; 1 ACH transaction totaling \$1,448.32 from the Open Space Fund; and 1 check totaling \$9,168.00 from the Route 52 Intersection Improvement Fund, with a second by Vice Chairperson Retzlaff. 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 May 18, 2026, Board of Supervisors Meeting Minutes, with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 3-0.

- XI. **Adjournment:** Vice Chairperson Retzlaff made a motion to adjourn the meeting at 7:03 p.m. with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 3-0.

Respectfully submitted,

Neil D. Vaughn
Township Manager/Secretary