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Board of Supervisors Meeting Minutes Monday, July 27, 2026, 6:30 p.m.

The regular monthly meeting of the Pocopson Township Board of Supervisors was held on July 27, 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; Amanda Sundquist, Township Solicitor; Mark Knightly, Public Works Director; and Neil D. Vaughn, Township Manager/Secretary.

There were fourteen guests in attendance; thirteen 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 met in Executive Session on July 7, 2026, to discuss legal matters regarding the Hallelynn Subdivision.
- III. **Announcements**
 - a. The Chester County Prison and Chester County Youth Center provided an update to the Board prior to the Board of Supervisors meeting. These updates will be provided quarterly, with the final scheduled update occurring on October 26, 2026.
 - b. 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.
- IV. **Public Comment**
 - a. None
- V. **Zoning Hearing Board Application Presentation**
 - a. 6 Scaleby Lane (Ciliberti) - Variance request from maximum impervious lot coverage and swimming pool setback requirements related to the construction of an in-ground pool.
 - i. Michael Ciaccio, the applicant's pool contractor, presented the application to the Board of Supervisors. The applicant is seeking approval to construct an in-ground pool at 6 Scaleby Lane (UPI No. 63-3-119.5) and requires zoning relief to permit the maximum impervious coverage to increase from the allowable 10% to 16.23%, as well as relief from the side and rear yard setback requirements to accommodate the proposed pool. Mr. Ciaccio noted that neighboring property owners support the project. He also reviewed the retaining wall, stormwater management, and fencing details, as well as the setback relief required for the various components of the pool.

Vice Chairperson Retzlaff questioned whether the applicants would comply with all items outlined in ARRO's review letter dated June 25, 2026. The applicants indicated that they would.

Supervisor Leonard questioned whether the applicants would provide replacement trees for those that would need to be removed as part of the project. The applicants stated that they would take this into consideration.

Chairperson DiMonte made a motion to support the Zoning Hearing Board Application for 6 Scaleby Lane conditioned upon the applicant's compliance with the ARRO review letter dated June 25, 2026, along with any other subsequent review letters and that the applicants shall provide replacement trees upon the lot for any trees that are removed in connection with the construction of the in-ground pool and related improvements. The motion was seconded by Supervisor Leonard and with there being no additional comments, the motion passed 3-0.

VI. Public Hearing

- a. Ordinance No. 1 of 2026 - Amending the Pocopson Township Zoning Ordinance to Incorporate Data Center Regulations
 - i. Chairperson DiMonte made a motion to open the Public Hearing for Ordinance No. 1 of 2026 - Amending the Pocopson Township Zoning Ordinance to Incorporate Data Center Regulations with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 3-0.

Chairperson DiMonte noted that the proposed Ordinance is to establish clear proactive regulations for data centers should any proposal be submitted in the future. The Ordinance was developed with input from the Planning Commission, legal counsel, professional consultants, and guidance from state and county planning resources. There is no proposed data center application before the Township.

Solicitor Sunquist reviewed the Board's exhibits for the hearing, and an opportunity was provided for the Board of Supervisors and public to ask questions about the Ordinance. Ms. Sunquist noted that the Board would formally vote on the Ordinance adoption in the "New Business" portion of the meeting.

Chairperson DiMonte made a motion to accept the Board's exhibits and to close the public hearing for Ordinance 1 of 2026 with a second by Supervisor Leonard. With there being no additional comments, the motion passed 3-0.

- b. Ordinance No. 2 of 2026 - Amending the Intergovernmental Cooperation Agreement for the Kennett Fire & EMS Regional Commission Facilitating Reentry of the Borough of Kennett Square into the Commission
 - i. Chairperson DiMonte made a motion to open the Public Hearing for Ordinance No. 2 of 2026 - Amending the Intergovernmental Cooperation Agreement for the Kennett Fire & EMS Regional Commission Facilitating Reentry of the Borough of Kennett Square into the Commission with a second by Supervisor Leonard. With there being no additional comments, the motion passed 3-0.

Chairperson DiMonte noted that the proposed Ordinance is to amend the Intergovernmental Cooperation Agreement to allow the Borough of Kennett Square back into the Regional Commission following their withdrawal in 2023. The initial Intergovernmental Cooperation Agreement was adopted in 2017 to allow for the collaboration and funding for the delivery of fire & EMS services within the region.

Solicitor Sunquist reviewed the Board's exhibits for the hearing, and an opportunity was provided for the Board of Supervisors and public to ask questions about the Ordinance. Ms. Sunquist noted that the Board would formally vote on the Ordinance adoption in the "New Business" portion of the meeting, as with the prior Ordinance.

Chairperson DiMonte made a motion to accept the Board's exhibits and to close the public hearing for Ordinance 2 of 2026 with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 3-0.

VII. Work Session Summary - July 15, 2026

- a. Township Manager Vaughn provided a summary of the July 15, 2026, Work Session. Representative Sappey was in attendance to introduce herself to the Township's newest Supervisors and to provide an update on matters affecting local municipalities. Additional discussion topics included Township communications, data center issues and challenges, the 2027 budget, and progress of various ongoing projects.

VIII. Township Reports

- a. Commissions & Committees
 - i. Planning Commission
 - 1. The Planning Commission met on July 1, 2026, and reviewed the 6 Scaleby Lane Zoning Hearing Board application and 350 Locust Grove Road Conditional Use application.
 - ii. Historical Committee
 - 1. The Historical Committee met on July 8, 2026, and discussed the upcoming open houses for Barnard Station and Locust Grove Schoolhouse, the upcoming yard sale benefit to be held on September 19, 2026, at Locust Grove Schoolhouse, and reviewed ideas for the 2027 Day of Giving volunteer day.
 - iii. Parks, Recreation, and Trails (PRT) Committee
 - 1. The PRT Committee met on July 9, 2026, and discussed the upcoming Founders Day event which will be on September 12, 2026. The save the date cards have been sent, and the Committee reviewed progress on obtaining sponsorships and raffles.
 - iv. Open Space Advisory Committee
 - 1. The Open Space Advisory Committee met on July 14, 2026, and was provided a presentation from Abbie Kessler from the Brandywine Red Clay Alliance who gave an overview of their organization and the Committee continued its review of the ranking system for potential properties.

- b. Public Works
 - i. Public Works Director Knightly reported that prep work for the 2026 paving projects has been completed which included tree trimming along Four Streams Drive and a new stormwater pipe installed across Parkerville Road.
- c. Kennett Fire & EMS Regional Commission
 - i. Township Manager Vaughn provided an update on the July 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 Commission approved the quarterly volunteer incentive payments and quarterly contributions to the response agencies; the Fire & EMS response statistics were reviewed for June 2026; the Commission approved changing banks from Wells Fargo to Citadel Federal Credit Union; the Commission approved the purchases of rescue tools, a ventilator, and an ambulance remount, all of which will be capital purchases; and the Regional Fire Department is working with the Fire District Administrator to create a spreadsheet to track capital expenditures. The next meeting of the Commission will be on August 18, 2026, at the Pocopson Township Municipal Building.
- d. Zoning Official
 - i. The Board of Supervisors acknowledged receipt of the Zoning/Code Enforcement Activity Reports dated May 26, 2026, and June 15, 2026.
- e. Comprehensive Plan Update Task Force
 - i. Township Manager Vaughn noted that there was no meeting of the Comprehensive Plan Update Task Force in July.

IX. Old Business

- a. None

X. New Business

- a. Ordinance No. 1 of 2026 - Amending the Pocopson Township Zoning Ordinance to Incorporate Data Center Regulations
 - i. Supervisor Leonard made a motion to approve Ordinance No. 1 of 2026 amending the Pocopson Township Zoning Ordinance to incorporate data center regulations, with a second by Chairperson DiMonte.

Andrea Gosselin, a Township Resident, urged the Board to pass the Ordinance.

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

- b. Ordinance No. 2 of 2026 - Amending the Intergovernmental Cooperation Agreement for the Kennett Fire & EMS Regional Commission Facilitating Reentry of the Borough of Kennett Square into the Commission
 - i. Chairperson DiMonte made a motion to approve Ordinance No. 2 of 2026 amending the Intergovernmental Cooperation Agreement for the Kennett Fire & EMS Regional Commission facilitating reentry of the Borough of Kennett Square into the

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

- c. Resolution No. 2026-22 – Adopting the Chester County Hazard Mitigation Plan
 - i. Vice Chairperson Retzlaff stated that the County has completed the update to the Chester County Hazard Mitigation Plan. This plan is updated every five years, and the update process is led by the Chester County Department of Emergency Services. The Township participated in the update process by attending work sessions and providing data to the County for inclusion in the plan. Each municipality adopts the County Plan as its own Hazard Mitigation Plan, and the Resolution will formally adopt this.

Supervisors Leonard questioned what is covered as part of the plan and Township Manager Vaughn advised that it covers a wide range of items including winter weather emergencies, flooding, droughts, among others.

Vice Chairperson Retzlaff made a motion to approve Resolution No. 2026-22 adopting the Chester County Hazard Mitigation Plan as the Pocopson Township Hazard Mitigation Plan with a second by Supervisor Leonard. With there being no additional comments, the motion passed 3-0.

- d. Capital Purchase Request – Back-up Generator for the Township Administration Building
 - i. Vice Chairperson Retzlaff stated that as part of the 2026 Capital Budget, the Township allocated funds for the purchase of a back-up generator. Pricing was received from two COSTARS vendors, with Premium Power being the lowest price received.

Chairperson DiMonte questioned if the site preparation was included in the pricing, which was noted that it was by Public Works Director Knightly.

Supervisors Leonard questioned the location of the generator. Public Works Director Knightly stated that it would be on the north side of the Administration Building.

Supervisor Leonard made a motion to approve the purchase of a back-up generator utilizing the COSTARS program, at a cost not to exceed \$70,000, using funds from the Capital Fund and authorizing the Township Manager and/or Public Works Director to execute all necessary documents related to the project. The motion was seconded by Chairperson DiMonte and with there being no additional comments, the motion passed 3-0.

XI. Correspondence

- a. None

XII. Treasurers Warrants

- a. A motion was made by Chairperson DiMonte to approve the bill payment lists totaling \$438,216.81 for the period of June 23, 2026, to July 27, 2026, recommended for payment by the Township Treasurer that includes: 38 ACH transactions, 35 checks totaling \$110,756.70 from the General Fund; 4 checks totaling \$4,140.52 from the Liquid

Fuels Fund; 3 ACH transaction totaling \$125,913.25 from the Open Space Fund; 1 check totaling \$196,735.59 from the Fire & EMS Fund; and 1 check totaling \$670.75 from the Route 52 Intersection Improvement Fund, with a second by Supervisor Leonard. With there being no additional comments, the motion passed 3-0.

XIII. **Approval of Meeting Minutes**

- a. A motion was made by Supervisor Leonard to approve the June 22, 2026, Board of Supervisors Meeting Minutes, with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 3-0.

- XIV. **Adjournment:** Chairperson DiMonte made a motion to adjourn the meeting at 8:03 p.m. with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 3-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Neil D. Vaughn", with a stylized flourish extending to the right.

Neil D. Vaughn
Township Manager/Secretary