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Board of Supervisors Meeting Minutes Monday, August 24, 2026, 6:30 p.m.

The regular monthly meeting of the Pocopson Township Board of Supervisors was held on August 24, 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; and Neil D. Vaughn, Township Manager/Secretary.

There were nineteen guests in attendance; eighteen 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. None
- III. **Announcements**
 - a. The Board of Supervisors will hold Public Budget Workshops on September 29, 2026, at 4:00 p.m. and on October 21, 2026, at 5:00 p.m., as part of their quarterly work session.
 - b. Pocopson Township Founders Day will be held on Saturday, September 12, 2026, from 11:00 a.m. to 4:00 p.m. at Pocopson Park. Visit the Founders Day page on the Township website for more information.
- IV. **Public Comment**
 - a. Terrence Gumpfer, Township Resident, commented on chipping following storm events.
 - b. Sherri Kriza, Township Resident, commented on park maintenance.
- V. **Pennsylvania State Police Report**
 - a. Lieutenant Covert provided an update from the State Police and reviewed the 2026 stats for the Township and reviewed the data dashboard that the State Police host on their website. Lieutenant Covert also discussed the Youth Center incident and how they operate on incidents such as these.

Chairperson DiMonte questioned the use of Flock Cameras in the area and Lieutenant Covert discussed what cameras are in the area and how they are used.
- VI. **Zoning Hearing Board Application Presentation**
 - a. 1150 Pocopson Road (Brandywine Ace) - Variance request from maximum height limits for signs for the replacement of a freestanding sign.
 - i. Kevin Coutts, the applicant's sign contractor, presented the application to the Board of Supervisors. The applicant is seeking approval to construct a freestanding sign, replacing the existing sign fronting Street Road at 1150 Pocopson Road (UPI No. 63-4-165) and requires zoning relief to exceed the maximum height limit for a

freestanding sign of 8'; the applicant is seeking a height of 13' 7". Mr. Coutts stated that they are seeking to replace the existing sign, which is aged, with a new freestanding sign, that incorporates an LED sign face. Mr. Coutts noted that during their presentation to the Planning Commission, it was discussed that there will be an intersection project in the coming years completed by PennDOT at the Pocopson Road and West Street Road intersection. Due to this, the applicants reviewed the sign location and moved it away from the right-of-way, further into the property. Due to this, the sign height request changed slightly, but remained consistent with the grade change. Mr. Coutts advised that the fence configuration may need to be changed due to this, and that the removable letter sign located on the property will be removed.

Chairperson DiMonte questioned the LED portion of the sign, and how it operates. Mr. Coutts stated that the Township does not have any regulations regarding electronic LED signs but understands the concerns about these types of signs. He noted that the applicant has agreed to and has submitted a voluntary list of conditions regarding the sign operations. Mr. Coutts reviewed the voluntary conditions which include utilization of automatic brightness controls, programming to limit brightness during the day and evening, messages will only be static and not have any flashing or scrolling messages, each message duration will be a minimum of three seconds before changing, message transitions will occur by an instantaneous change, there will be no audible components with the sign, and that the sign content will be limited to advertising for Brandywine Ace Hardware. Larry Drennen, co-owner of the Brandywine Ace, did confirm that they would be willing to post Township related events and information.

Supervisor Leonard provided photos of the current conditions at the site. Supervisor Leonard noted that he was concerned about the sign distracting drivers and site distance from the sign.

Vice Chairperson Retzlaff questioned the applicant if the sign could be more consistent with the general character of the area and Township. They stated that they would look into that and they could potentially use stone from the removable letter sign being removed.

Terrence Gumpfer, Township Resident, commented about setting a president with a decision on the application.

Vice Chairperson Retzlaff made a motion to support the Zoning Hearing Board Application for 1150 Pocopson Road (Brandywine Ace) with the following conditions: compliance with the voluntary conditions for the LED sign as supplied by the applicant, and the applicant shall design the sign to be consistent with the general character of the surrounding area and the Township as a whole. The motion was seconded by Chairperson DiMonte and with there being no further comments, the motion passed 3-0.

- b. 451 East Lafayette Drive (Goebel) – Variance request from front yard setback requirements for the construction of an accessory structure (garage).
 - i. Gregory Goebel, property owner, presented on the application to the Board of Supervisors. The applicant is seeking approval to construct a 480 sq. ft. accessory structure (garage) at 451 East Lafayette Drive (UPI No 63-4-3.85) and requires zoning relief to permit the construction of the structure within the minimum front yard setback. Mr. Goebel stated that his property is a corner lot, which gives the property two front yards per the Zoning Ordinance. Mr. Goebel stated that he has support of his neighbors and the Planning Commission supported the application due to the unique physical circumstances of the lot.

Supervisor Leonard made a motion to support the Zoning Hearing Board Application for 451 East Lafayette Drive (Goebel), with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 3-0.

VII. **Township Reports**

- a. Commissions & Committees
 - i. Planning Commission
 - 1. The Planning Commission met on August 5, 2026, and reviewed the 451 East Lafayette Drive and 1150 Pocopson Road Zoning Hearing Board applications.
 - ii. Historical Committee
 - 1. The Historical Committee met on August 12, 2026, and discussed their community engagement and social media outreach, updating their website, upcoming open house events at Barnard Station and the Locust Grove Schoolhouse, and potential grant opportunities.
 - iii. Parks, Recreation, and Trails (PRT) Committee
 - 1. The PRT Committee met on August 13, 2026, and discussed the upcoming Founders Day event to be held on September 12, 2026. The final details of the event were reviewed, as well as progress on sponsorship and raffle donations.
 - iv. Open Space Advisory Committee
 - 1. The Open Space Advisory Committee did not meet in August.
 - v. Deer Management Committee
 - 1. The Deer Management Committee met on August 19, 2026, and reviewed what maintenance items they would like to complete in anticipation of the upcoming hunting season and will hold a work detail on August 22, 2026.
- b. Public Works
 - i. Township Manager Vaughn reported that the paving projects for the year will be completed in October.
- c. Kennett Fire & EMS Regional Commission
 - i. Township Manager Vaughn provided an update on the August 18, 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; it was noted that all municipalities have passed the amendment to the Intergovernmental Cooperation Agreement, which permits Kennett Square Borough to rejoin the Commission; the preliminary 2027 budget was reviewed; and the Commission will hold an additional meeting in September to approve the 2027 Budget, which will be held on September 29, 2026, at 5:00 p.m. The next meeting of the Commission will be on September 8, 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 July 17, 2026.
- e. Comprehensive Plan Update Task Force
 - i. Township Manager Vaughn stated that the Comprehensive Plan Task Force met on August 3, 2026, and reviewed the Historic Resources, Scenic Resources, and Guiding Growth sections of the plan. The Brandywine Conservancy staff reported that more than 100 survey responses have been received. They will also be setting up a table at Founders Day to promote the survey and provide information about the Comprehensive Plan update.

VIII. **Old Business**

- a. None

IX. **New Business**

- a. Acceptance of Brandywine Conservancy Mini-Grant
 - i. Supervisor Leonard stated that the Township has been awarded \$10,364 through the Brandywine Conservancy Mini-Grant Program for the installation of wayfinding signage, benches, and additional trash and recycling receptacles along the Township's trail system. The total project cost is \$12,955, with the Township providing a matching contribution of \$2,591. The grant project is expected to be completed in 2027. Supervisor Leonard made a motion to accept the Brandywine Conservancy Mini-Grant in the amount of \$10,364 and authorize the Township Manager to execute the grant agreement and nondiscrimination clause, with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 3-0.
- b. Appointing Jefferey Reiner to the Parks, Recreation, and Trails Committee
 - i. Vice Chairperson Retzlaff stated that the parks, Recreation, and Trails Committee has requested the appointment of Jeffrey Reiner to serve on the Committee. Mr. Reiner expressed an interest in serving and attended the Committee's August 13 meeting, where he gained a better understanding of its responsibilities and membership. Vice Chairperson Retzlaff made a motion to appoint Jeffrey Reiner to the Parks, Recreation, and Trails Committee with a term expiration of January 4, 2027, with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 3-0.

- c. Appointing Raymond McKay to the Historical Committee
 - i. Chairperson DiMonte stated that the Historical Committee has requested the appointment of Raymond McKay to serve on the Committee. Mr. McKay has attended recent Committee meetings and would be a valuable asset due to his extensive knowledge of the Township and surrounding areas. Chairperson DiMonte made a motion to appoint Raymond McKay to the Historical Committee with a term expiration of January 4, 2027, with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 3-0.
- d. Route 52 & Parkerville Road Improvements Bid Award
 - i. Supervisor Leonard stated that bids were recently advertised for the intersection improvements at Route 52 & Parkerville Road. Bids were due on Friday, August 21, 2026, and two bids were received for the project. The lowest responsible bidder was Long's Asphalt, Inc. with a total bid amount of \$28,346. Supervisor Leonard made a motion to approve awarding the Route 52 & Parkerville Road improvements bid award to Long's Asphalt, Inc. in the amount of \$28,346 with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 3-0.

X. **Correspondence**

- a. None

XI. **Treasurers Warrants**

- a. A motion was made by Chairperson DiMonte to approve the bill payment lists totaling \$292,113.92 for the period of July 28, 2026, to August 24, 2026, recommended for payment by the Township Treasurer that includes: 41 ACH transactions, 22 checks totaling \$80,191.29 from the General Fund; 3 checks totaling \$1,506.13 from the Liquid Fuels Fund; 1 check totaling \$209,219.25 from the Open Space Fund; 1 check totaling \$196,735.59 from the Fire & EMS Fund; and 1 check totaling \$1,197.25 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.

XII. **Approval of Meeting Minutes**

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

- XIII. **Adjournment:** Supervisor Leonard made a motion to adjourn the meeting at 8:12 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