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Board of Supervisors Meeting Minutes
Monday, September 28, 2026, 6:30 p.m.

The regular monthly meeting of the Pocopson Township Board of Supervisors was held on September 28, 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 four guests 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. None

III. **Announcements**
   a. Thank you to everyone who attended this year's Founders Day Celebration on Saturday, September 12, 2026, and a special thank you to the Parks, Recreation, and Trails Committee for their efforts coordinating the event.

   b. The Board of Supervisors will hold a public budget workshop on September 29, 2026, at 4:00 p.m. at the Township Administration Building.

IV. **Public Comment**
   a. None

V. **West Chester Public Library Annual Presentation**
   a. Faith Dopirak, Director of the West Chester Library, provided an annual update to the Board of Supervisors that summarized the activities and programs that were held at the library this past year. Ms. Dopirak presented the Board with a budget request that would keep the current funding allocation the same for 2027, increasing to $2.50 per capita in 2028 ($11,138), and $3.00 ($13,365) per capita in 2029. The library is also requesting a one-time contribution of $8,920 in the first quarter of 2027 to fund an immediate replacement of the library's aging roof. Ms. Dopirak thanked the Board for allowing the library to participate in Founders Day and for the time to present.

      Linda Moore, Township Resident, questioned about County and State funding for the library and the age ranges of those utilizing the library system.

VI. **Public Hearing**
   a. Ordinance No. 3 of 2026 – Amending the Non-Uniform Pension Plan Administered by the Pennsylvania Municipal Retirement System

i. Chairperson DiMonte made a motion to open the Public Hearing for Ordinance No. 3 of 2026 – Amending the Non-Uniform Pension Plan Administered by the Pennsylvania Municipal Retirement System with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 3-0.

Township Manager Vaughn noted that the Township currently offers a defined benefit retirement plan to its employees. Employees become vested in the retirement plan after five years of service. Under a defined benefit plan, employees do not make supplemental contributions, and their retirement benefit is determined by an approved formula based on years of service and final average salary. The proposed ordinance would amend the Township's plan to allow employees to make voluntary contributions to their retirement plan. This would be at no additional cost to the Township, and any supplemental contributions would be made solely by the employee.

Township Manager Vaughn 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. Mr. Vaughn 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 3 of 2026 with a second by Supervisor Leonard. With there being no additional comments, the motion passed 3-0.

VII. **Township Reports**

a. Commissions & Committees
   i. Planning Commission
      1. The Planning Commission did not meet in September due to a lack of agenda items.

   ii. Historical Committee
      1. The Historical Committee met on September 9, 2026, and discussed its involvement in Founders Deay, the upcoming yard sale fundraiser scheduled for September 19, 2026, the Committee's 2027 budget request, and website updates.

   iii. Parks, Recreation, and Trails (PRT) Committee
      1. The PRT Committee did not hold a formal meeting in September. The Committee held a coordination call prior to Founders Day to discuss final event details.

   iv. Open Space Advisory Committee
      1. The Open Space Advisory Committee met on September 8, 2026, to review the progress of the open space program during the year and discuss ideas and projects for 2027.

b. Public Works
   i. Township Manager Vaughn reported that the fall chipping began on September 28 and was moved up due to the storm that occurred on September 1. Mr. Vaughn also

noted that the 2026 paving projects will begin in early October and thanked the Public Works Department for their help with Founders Day.

c. Kennett Fire & EMS Regional Commission
   i. Township Manager Vaughn provided an update on the September 8, 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 August activity reports for Fire & EMS were reviewed; the Commission approved the 2027 municipal allocation formula; the 2027 budget was discussed and presented upon by the Commission Administrator and Regional Fire Chief; and the Commission will have a special meeting on September 29, 2026, to consider the 2027 Budget. The next regular meeting of the Commission will be on October 13, 2026, at the Kennett Township Municipal Building.

      Chairperson DiMonte stated that she was shocked at the cost of equipment specifically for Fire & EMS use.

      Linda Moore, Township Resident, questioned the ability to spread the purchases of equipment out by the fire companies.

d. Zoning Official
   i. The Board of Supervisors acknowledged receipt of the Zoning/Code Enforcement Activity Report dated August 17, 2026.

e. Comprehensive Plan Update Task Force
   i. The Comprehensive Plan Update Task Force did not meet in September due to the Labor Day Holiday. The Brandywine Conservancy hosted an informational table at Founders Day to provide information about the Comprehensive Plan update, along with activities and survey for visitors.

      Vice Chairperson Retzlaff stated that the Brandywine Conservancy reported that the Township had one of the highest response rates for surveys conducted as part of recent Comprehensive Plan projects.

VIII. **Old Business**
a. None

IX. **New Business**
a. Ordinance No. 3 of 2026 – Amending the Non-Uniform Pension Plan Administered by the Pennsylvania Municipal Retirement System
   i. Chairperson DiMonte made a motion to approve Ordinance No. 3 of 2026 amending the Non-Uniform Pension Plan administered by the Pennsylvania Municipal Retirement System, with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 3-0.

b. 2027 Pension Plan Minimum Obligations (MMO)
    i. Vice Chairperson Retzlaff stated that the Minimum Municipal Obligation (MMO) is the yearly amount a municipality in Pennsylvania is required to put into its employee pension plan. This amount is set by state law to ensure there is enough money to pay for employee's retirement benefits, cover plan expenses, and keep the pension plan financially healthy. The amount due as the Township's obligation is $30,702 which will be paid in 2027 to the Pennsylvania Municipal Retirement System. Vice Chairperson Retzlaff made a motion to approve the 2027 pension plan minimum municipal obligation in the amount of $30,702, with a second by Supervisor Leonard. With there being no additional comments, the motion passed 3-0.

c. Township Medical Benefits Renewal
    i. Supervisor Leonard stated that the Township's medical benefits are due for renewal on October 1, 2026. The most favorable option is to remain with the current benefits plan. The plans' cost is expected to increase by 12%, a trend that is being experienced with other providers. Supervisor Leonard made a motion to approve the renewal of the Township medical benefits plan and to authorize the Township Manager to execute any needed paperwork on behalf of the Township, with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 3-0.

d. 2025 Township Financial Audit
    i. Chairperson DiMonte stated that the 2025 financial audit has been received and no findings were noted. The financial summary was submitted to DCED in May and advertised in accordance with the requirements of the Second-Class Township Code.

    Chairperson DiMonte stated that she would like to see more in-depth details on the audit, particularly with procedures.

    Supervisor DiMonte made a motion to acknowledge receipt of the 2025 Township Financial Audit, noting that no findings were identified with a second by Supervisor Leonard. With there being no additional comments, the motion passed 3-0.

e. Wawaset Farm Estates Incomplete Improvements Agreement Extension
    i. Vice Chairperson Retzlaff stated that the Township has continued working with the Wawaset Farm Estates Homeowners Association (HOA) and the estate attorney for Jack Becker toward the completion of the final improvements for Wawaset Farm Lane. The Township Solicitor has prepared agreements for both parties. The HOA has executed its agreement, which is ready for the Board's consideration. Vice Chairperson Retzlaff made a motion to approve the execution of the Incomplete Improvements Agreement between the Township and the Wawaset Farm Estates Homeowners Association, with a second by Supervisor Leonard. With there being no additional comments, the motion passed 3-0.

f. Bid Award – Wawaset Farm Lane Paving
    i. Supervisor Leonard stated that the Township advertised bids for the final paving of Wawaset Farm Lane. Bids were due to the Township by September 18, 2026, at 10:00 a.m. The bids were publicly opened at that time. Following a review of the

submissions, the lowest responsible bidder was determined to be Long's Asphalt, Inc., with a total bid amount of $61,099.04. Supervisor Leonard made a motion to approve awarding the Wawaset Farm Lane final paving project to Long's Asphalt, Inc. in the amount of $61,099.04, with a second by Chairperson DiMonte. 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 $390,789.22 for the period of August 25, 2026, to September 28, 2026, recommended for payment by the Township Treasurer that includes: 40 ACH transactions, 30 checks totaling $114,578.55 from the General Fund; 2 checks totaling $8,940.74 from the Liquid Fuels Fund; 1 check totaling $67,342.96 from the Capital Reserve Fund; 2 ACH transactions, 1 check totaling $2,800.80 from the Open Space Fund; 1 check totaling $196,735.59 from the Fire & EMS Fund; and 1 check totaling $390.58 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 Supervisor Leonard to approve the August 24, 2026, Board of Supervisors Meeting Minutes, with a second by Vice Chairperson Retzlaff. With there being no additional comments, the motion passed 3-0.

XIII. **Adjournment:** Vice Chairperson Retzlaff made a motion to adjourn the meeting at 7:21 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