POCOPSON
ESTABLISHED 1849

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Board of Supervisors Budget Workshop Meeting Minutes
Tuesday, September 29, 2026, 4:00 p.m.

The Board of Supervisors Budget Workshop Meeting was held on September 29, 2026, at 4:00 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, Supervisor; Sharon Gledhill, Township Bookkeeper; Mark Knightly, Public Works Director; and Neil D. Vaughn, Township Manager/Secretary.

There were no guests in attendance.

I. **Call to Order**: Chairperson DiMonte called the meeting to order at 4:00 p.m. and led the Pledge of Allegiance.

II. **Announcements**
   a. The Board of Supervisors will hold an additional budget workshop on Wednesday, October 21, 2026, as part of the Board of Supervisors Quarterly Work Session.

III. **Public Comment**
   a. None

IV. **2026 Preliminary Budget Discussion**
   a. Township Manager Vaughn introduced the draft preliminary budget and reviewed the proposed adoption schedule. The Board reviewed the budgets for each Township fund and discussed the status of the Open Space Fund and Fire & EMS Fund. The Board also reviewed employee salaries and medical benefits, capital projects and equipment replacement included in the Township's five-year capital plan, library funding, proposed 2027 road projects, grant-funded projects and related revenue, Township website improvements, and stormwater (MS4) projects.

      Staff will continue to work through the budget and will research additional items as needed in preparation for the next meeting, which will be held on October 21, 2026, as part of the Board of Supervisors Quarterly Work Session.

V. **Adjournment:** Chairperson DiMonte made a motion to adjourn the meeting at 5:56 p.m. with a second by Supervisor Leonard. With there being no additional comments, the motion passed 3-0.

Respectfully submitted,

Neil D. Vaughn
Township Manager/Secretary