



Chester County Association of Township Officials
Post Office Box 219
New London, Pennsylvania 19360
+1-484-341-0420 Fax +1-215-827-5767
www.ccato.org

October 10, 2017

INVITATION

TO BE OUR GUEST AT THE CHESTER COUNTY ASSOCIATION'S FALL CONFERENCE

DATE: Thursday, November 9, 2017
LOCATION: Mendenhall Inn
323 Kennett Pike
Chadds Ford, PA 19317
TIME: 4PM Educational Session

“Chester County Population Projections, Municipal Planning and Infrastructure Considerations”

The Chester County Planning Commission and the DVRPC have projected **9%** population growth in Chester County by the year *2020* and a **20%** increase in population by *2040*! What is the projected growth in your municipality, regionally? Proper planning, funding, and implementation of needed planning documents, and infrastructure improvements is critical to successfully managing regional growth. Join us at the Fall conference to discuss all of the issues that should be considered when attempting to plan for and manage population growth.

5:30 PM Business Meeting
6:00 PM Social Hour
7:00 PM Dinner

Please register all conference attendees using the electronic registration form which can be found on our website at [CCATO Fall Conference Registration](#). If you cannot use the electronic form please email registration to e-services@ccato.org no later than October 30th. Please specify if you would like Prime Rib or Salmon for dinner. If you require additional assistance please feel free to contact us 1-484-341-0420.

President

Ernie Holling
West Pikeland Township

1st Vice President

Kevin Kerr
Upper Uwchlan Township

2nd Vice President

David M. Connors
London Grove Township

Treasurer

Carol De Wolf
Westtown Township

Secretary

Trish Fagan
New London Township

Assistant Secretary

Diane E. Hicks
Kennett Township

Executive Board

John Auerbach
Franklin Township

Janie Baird
Newlin Township

Charles Fleischmann
Upper Oxford Township

Mark Freed
Tredyffrin Township

Michael Cotter
West Chester Borough

Alternate Board Members

E. Martin (Marty) Shane
East Goshen Township

Jack Hines
West Bradford Township

Past President

Richard Hicks
East Marlborough Township

Executive Director

Cary B. Vargo
Upper Uwchlan Township



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The Chester County Association of Township Officials Fall Conference is Thursday, November 9, 2017. Enclosed please find the proposed slate of officers, the proposed 2018 CCATO budget, and proposed resolutions submitted by members for your consideration. Please ensure these documents are reviewed by your Board and given to the voting member who will be attending the business meeting scheduled for Thursday, November 9, 2017 at 5:30 PM at the Mendenhall Inn.

Conference materials have been sent to you via email and can also be located on CCATO's website located at: [Conference Materials](#). Please register all conference attendees using the electronic form which can be found at our website located at [CCATO Fall Conference Registration](#). Electronic registration will facilitate the creation of conference badges and will allow us to streamline the registration process. If you are unable to register using the online form please feel free to contact us at e-services@ccato.org or via phone at 1-484-341-0420.

As always, the Executive Board appreciates your attendance and input at our Conferences and we look forward to seeing you soon.

Ernie Holling

Ernie Holling

CCATO President
West Pikeland Township



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**2017 CCATO Conference Business Meeting Agenda
Thursday, November 9, 2017**

Solicit input, comments, questions, or concerns. Items can be approved via a consent agenda with one vote or individually.

1. Approval of the Proposed Slate of Officers
2. Approval of the Proposed 2018 Budget
3. Approval of Minutes from Thursday, November 10, 2016
4. Open Session – Questions, Comments
5. Adjournment



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Executive Director

Cary B. Vargo
Upper Uwchlan Township

Let me start by saying thank you to all of the CCATO Executive Board members who have previously served the organization and those who served in 2017, your time and dedication should be noted and is appreciated. Thank you to the members of the Nominating Committee for your time and efforts given to the organization. Enclosed for your review and consideration is the proposed slate of officers for 2018. This slate of officers will be formally considered at the Fall conference business meeting scheduled for Thursday, November 9, 2017 at 5:30 p.m.

CCATO Executive Board Slate of Officers -2018

Kevin Kerr, President
David Connors, First Vice President
Janie Baird, Second Vice-President
Ernie Holling, Member Executive Board
Trish Fagan, Secretary
Diane Hicks, Assistant Secretary
John Auerbach, Member Executive Board
Charles Fleishman, Member Executive Board
Charles DeLone, Member Executive Board

Alternate Board Members

E. Martin Shane

Past Presidents

Richard Hicks

Respectfully Submitted for your consideration.

Cary B. Vargo

Cary B. Vargo

Executive Director



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Assistant Secretary

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 Kennett Township

Executive Board

John Auerbach
 Franklin Township

Janie Baird
 Newlin Township

Charles Fleischmann
 Upper Oxford Township

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Jack Hines
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 Upper Uwchlan Township

October 10, 2017

The following budget is presented for your consideration. Special events revenue and expenditures are expected to be on target by the end of the budget year, post conference. CCATO's cash position continues to be strong with no concerns at this time.

CCATO Proposed 2018 Budget

	2017 Actual	2017 Budget	% of Budget	2018 Budget
Income				
CCATO Dues	46,400.00	43,650.00	106.30%	52,500.00
Directory Income	7,516.10	15,000.00	50.11%	8,000.00
Investments	61.54	55.00	111.89%	80.00
SEATO Mtgs.		3,000.00	0.00%	1,000.00
Services (re-class to SE Income)	1,650.00			0.00
Fund Balance				5,560.00
Special Events Income	12,070.00	31,500.00	38.32%	31,500.00
Total Income	67,697.64	93,205.00	72.63%	98,640.00
Expenses				
Administration Costs	21,375.00	21,500.00	99.42%	22,500.00
Awards and Gifts	693.15	800.00	86.64%	800.00
Business Expenses	1,741.93	2,500.00	69.68%	2,500.00
Contract/Training Services		405.00	0.00%	0.00
Directory Expenses	16,992.00	18,000.00	94.40%	17,000.00
Operations	7,259.01	6,000.00	120.98%	7,000.00
SEATO Meetings		3,000.00	0.00%	1,000.00
Special Events Expense	33,339.90	41,000.00	81.32%	47,840.00
Total Expenses	81,400.99	93,205.00	87.34%	98,640.00

* Directory income is partially reflected in the CCATO dues line item as part of the Affiliate program

Respectfully submitted for your consideration.

Cary B. Vargo

Cary B. Vargo

Executive Director



**CCATO ANNUAL BUSINESS MEETING
NOVEMBER 10, 2016
MENDENHALL INN**

The 2016 CCATO Business meeting was called to order By Ernie Holling at 5:30 p.m.

Ernie Holling reviewed all items appearing on the consent agenda distributed with the Fall conference materials to include: (1) Approval of Minutes from Thursday, November 5, 2015 (2) Approval of the Proposed Slate of Officers (3) Approval of Proposed Bylaw Changes (4) Approval of Proposed Resolutions (5) Approval of the Proposed 2017 Budget.

Materials are included with these minutes for reference.

Scott Piersol, East Brandywine Township Manager, made a motion to adopt the consent agenda as presented. Marty Shane, East Goshen Township Supervisor, seconded the motion.

Hearing no questions Ernie Holling called for the vote. The consent agenda passed.

Respectfully submitted,

Cary B. Vargo

Cary B. Vargo
Executive Director



**CCATO ANNUAL BUSINESS MEETING
NOVEMBER 5, 2015
MENDENHALL INN**

The annual CCATO Business meeting was called to order BY Ernie Holling at 5:27 p.m.

PROPOSED SLATE OF OFFICERS:

The proposed slate of officers was reviewed by Ernie Holling.

CCATO Executive Board Slate of Officers -2016

Ernie Holling, President

Kevin Kerr, First Vice President

David Connors, Second Vice President

Carol DeWolf, Treasurer

Trish Fagan, Secretary

Diane Hicks, Assistant Secretary

Russell Strauss, Member Executive Board

John Auerbach, Member Executive Board

Janie Baird, Member Executive Board

Charles Fleishman, Member Executive Board

Stephanie Silvernail, Member Executive Board

Alternate Board Members

Marty Shane

Mark Freed

Rick Smith (East Goshen Township) made a motion to accept the proposed slate of officers as presented. Scott Piersol (East Brandywine Township) seconded the motion. The vote was called and all were in favor.

APPROVAL OF PROPOSED RESOLUTIONS:

Rick Smith reviewed the resolutions recommended for approval/adoption. The recommended resolutions are as follows:

Resolved that PSAT’s seek legislation to amend Act 93 of 1994 to require insurance companies reimburse any expenses incurred by volunteer fire companies before claim is paid to the named insured.

Resolved that PSATS support legislation amending the MPC prohibiting the use of bonds as a permitted form of financial security for the installation of improvements required by an approved subdivision and/or land development plan.

Resolved that PSATS support legislation that would create a means of funding capital improvements similar to the PENNVEST program that is available for clean water projects.

The nominations committee had moved approval of the proposed resolutions. Carmen Battavio (East Goshen Township) seconded the motion. The vote was called and all were in favor.

PROPOSED 2016 BUDGET ADOPTION:

Cary Vargo provided a summary of the proposed 2016 CCATO Budget. Revenue and expenditures proposed are \$99,905. \$14,105 in available unencumbered fund balance is being used to balance the budget. This use of fund balance is not expected or planned to be a re-occurring event.

Rick Smith made a motion to adopt the budget as presented. The motion was seconded by Scott Piersol. The vote was called and all were in favor.

ANNOUNCEMENTS:

MuniciPAY – Ernie Holling reported that CCATO is now able to accept payment via credit card using MuniciPay. A link has been placed on the CCATO website to the third party pay site.

Septage Management Program – Ernie Holling reported that CCATO has been working with the Chester County Health Department to resume the County wide Septage Management System. The new system is expected to be functional and available or municipalities in January, 2016.

SEATO Conference Calls – Ernie Holling reported that the Presidents and Executive Directors of SEATO will participate in a monthly conference call with representatives of PSAT’s, Dave Sanko and Elam Herr, to discuss pending issues of import to the Southeast region of the Commonwealth.

Respectfully submitted,

Cary B. Vargo

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Executive Director



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October 8, 2016

2016 Consent Agenda Material

Let me start by saying thank you to all of the CCATO Executive Board members who have previously served the organization and those who served in 2016, your time and dedication should be noted and is appreciated. Thank you to the members of the Nominating Committee for your time and efforts given to the organization. Enclosed for your review and consideration is the proposed slate of officers for 2017. This slate of officers will be formally considered at the Fall conference business meeting scheduled for Thursday, November 10, 2016 at 5:30 p.m.

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David Connors, Second Vice President
Carol DeWolf, Treasurer
Trish Fagan, Secretary
Diane Hicks, Assistant Secretary
John Auerbach, Member Executive Board
Janie Baird, Member Executive Board
Charles Fleishman, Member Executive Board
Mark Freed, Member Executive Board
E. Martin Shane

Alternate Board Members

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2016 Consent Agenda Material

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The following bylaw changes are proposed:

Section 4.04 Past President shall be amended to allow all past presidents to be non-voting members of the executive board and shall now read:

Past presidents shall be non-voting members of the Executive Board.

Section 4.07 is added to allow a non-voting borough representative to participate on the Executive Board and shall read as follows:

Section 4.07 Borough Representative

The President-Elect shall in December appoint a Borough representative as a non-voting member of the Executive Board for the following calendar year.

Respectfully Submitted for your consideration.

Ernie Holling

Ernie Holling

CCATO President

West Pikeland Township



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2016 Consent Agenda Materials

The following proposed resolutions are presented for your consideration. The proposed resolutions have been drafted in direct response to issues and concerns raised in 2016. Your consideration is appreciated.

(2016-1) Resolved, that PSATS support legislation that would amend the Wiretap Act (P.L. 831 No. 164 Chapter 57) to be revised to allow the recording of speech during the operation of first responder body cameras and first responder vehicle mounted cameras.

(2016-2) Resolved, that PSATS support modifications to legislation and regulations addressing off-property billboards assuring compliance with the Constitution of the Commonwealth of Pennsylvania Article 1 § 27. "Natural resources and the public estate."

Respectfully Submitted for your consideration.

Ernie Holling

Ernie Holling

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2016 Consent Agenda Material

The following budget is presented for your consideration. Variances in the budget, specifically in the following line items: dues and directory income, is due to timing of directory marketing, invoicing and receipt of payments related to affiliate membership. Year-end totals (2016) in these line items are expected to be consistent with those amounts shown in the 2015 actuals.

	2015 Budget	2015 Actual	2016 Budget	2016 Actual	2017 Budget
Income					
CCATO Dues	36,800.00	57,550.00	29,475.00	30,600.00	43,650.00
Directory Income	16,500.00	15,143.29	12,375.00	8,040.35	15,000.00
Fund Balance			10,575.00		
Investments	75.00	120.83	54.00	36.69	55.00
Miscellaneous Income	125.00	50,000.00	90.00		
SEATO Mtgs.	1,200.00		900.00		3,000.00
Services				380.00	
Special Events Income	28,600.00	31,525.00	21,429.00	14,430.00	31,500.00
Total Income	83,300.00	154,339.12	74,898.00	53,487.04	93,205.00
Gross Profit	83,300.00	154,339.12	74,898.00	53,487.04	93,205.00
Expenses					
Administration Costs	16,500.00	21,500.00	21,375.00	21,354.00	21,500.00
Awards and Gifts	1,100.00	994.12	819.00	650.80	800.00
Business Expenses	2,205.00	2,292.34	1,827.00	2,507.45	2,500.00
Contracted Svcs	550.00	250.00	405.00		405.00
Directory Expenses	16,500.00	17,280.00	12,735.00	18,235.00	18,000.00
Facilities & Equipment				1,198.79	
Operations	2,500.00	878.05	4,896.00	6,206.96	6,000.00
SEATO Meetings	2,200.00	491.83	1,305.00	320.58	3,000.00
Special Events Expense	41,500.00	41,050.22	31,491.00	29,614.50	41,000.00
TAG Grant Consultant		33,300.00		16,700.00	
Total Expenses	83,055.00	118,036.56	74,853.00	96,788.08	93,205.00

Respectfully submitted for your consideration.

Cary B. Vargo

Cary B. Vargo

Executive Director