



Chester County Association of Township Officials

Post Office Box 371
West Grove, Pennsylvania 19390
+1-484-341-0420 Fax +1-215-827-5767
www.ccato.org

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

E. Martin (Marty) Shane
East Goshen Township

Alternate Board Members

Jack Hines
West Bradford Township

Past President

Richard Hicks
East Marlborough Township

Executive Director

Cary B. Vargo
Upper Uwchlan Township

October 8, 2016

The Chester County Association of Township Officials Fall Conference is Thursday, November 10, 2016. Enclosed please find the proposed slate of officers, the proposed 2017 CCATO budget, proposed bylaw changes, 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 10, 2016 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 <http://www.ccato.org/Calendar.aspx?EID=23>. Please register all conference attendees using the electronic form which can be found at our website located at <http://www.ccato.org/FormCenter/Fall-Conference-Registration-9/2016-Fall-Conference-Registration-49>. 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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INVITATION

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

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Upper Uwchlan Township

DATE: Thursday, November 10, 2016

*LOCATION: Mendenhall Inn
323 Kennett Pike
Chadds Ford, PA 19317*

TIME: 4PM Educational Session

*“Law Enforcement Body Cameras, the Pennsylvania
Wiretap Law, Right to Know, and Best Practices”*

Law Enforcement agencies nationally are operating in an ever increasingly difficult environment. The authority and responsibility carried by law enforcement officer's demands professionalism, transparency, and accountability. Body cameras are an additional tool that can assist law enforcement agencies in documenting and clearly communicating law enforcement interactions, whether they involve use of force or otherwise. Currently many Pennsylvania law enforcement agencies are evaluating the use of body cameras against the requirements of the Pennsylvania Wiretap Law and the Pennsylvania Right to Know Law. What do you need to know about these laws and how these requirements factor in to the decision to deploy body cameras in your police department? This session will provide an overview of these two laws as they relate to body cameras as well as an overview of a recent analysis and decision to deploy body cameras in a local Chester County Police Department.

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

Please register all conference attendees using the electronic registration form which can be found on our website at <http://www.ccato.org/FormCenter/Fall-Conference-Registration-9/2016-Fall-Conference-Registration-49>. 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



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**2016 CCATO Conference Business Meeting Agenda
Thursday, November 10, 2016**

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

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
6. Open Session – Questions, Comments
7. Adjournment



**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

Cary B. Vargo
Executive Director



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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.

CCATO Executive Board Slate of Officers -2017

Ernie Holling, President
Kevin Kerr, First Vice President
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

Jack Hines

Respectfully Submitted for your consideration.

Cary B. Vargo

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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

Bylaws
Chester County Association of Township
Officials



Revision History:

Proposed November 7, 2013

ARTICLE I.	NAME.....	3
ARTICLE II.	PURPOSE OF THE ASSOCIATION	3
ARTICLE III.	MEMBERSHIP	3
SECTION 3.01	ELECTED OFFICIALS.....	3
SECTION 3.02	APPOINTED OFFICIALS.....	3
SECTION 3.03	HONORARY MEMBERS.....	3
SECTION 3.04	ASSOCIATE MEMBERS.....	3
SECTION 3.05	AFFILIATE MEMBERS	3
SECTION 3.06	ELECTIVE OFFICE.....	3
SECTION 3.07	DUES.....	4
ARTICLE IV.	OFFICERS AND EXECUTIVE BOARD	4
SECTION 4.01	OFFICERS.....	4
SECTION 4.02	BOARD MEMBERS.....	4
SECTION 4.03	ALTERNATE BOARD MEMBERS.....	4
SECTION 4.04	PAST PRESIDENT	4
SECTION 4.05	STATE ASSOCIATION EXECUTIVE BOARD	5
SECTION 4.06	VACANCIES	5
ARTICLE V.	ELECTION OF OFFICERS AND EXECUTIVE BOARD	5
SECTION 5.01	TERM OF OFFICE.....	5
SECTION 5.02	VOTING.....	5
ARTICLE VI.	DUTIES OF OFFICERS AND THE EXECUTIVE BOARD	6
SECTION 6.01	PRESIDENT.....	6
SECTION 6.02	VICE PRESIDENTS	6
SECTION 6.03	TREASURER.....	6
SECTION 6.04	SECRETARY	6
SECTION 6.05	EXECUTIVE BOARD	7
ARTICLE VII.	COMMITTEES.....	7
SECTION 7.01	STANDING COMMITTEES.....	7
SECTION 7.02	AD HOC COMMITTEES	8
ARTICLE VIII.	MEETINGS	8
SECTION 8.01	MEETINGS OF THE ASSOCIATION	8
SECTION 8.02	QUORUM FOR ASSOCIATION MEETING	8
SECTION 8.03	MEETINGS OF THE EXECUTIVE BOARD	8
SECTION 8.04	QUORUM OF THE EXECUTIVE BOARD	8
ARTICLE IX.	AMENDMENTS.....	9
SECTION 9.01	NOTICE	9
SECTION 9.02	VOTE.....	9

Article I. Name

The name of the Association shall be the Chester County Association of Township Officials.

Article II. Purpose of the Association

The purpose of the Association shall be:

Promoting excellence in local government by advocating, educating and facilitating communications for the betterment and quality of life of the citizens of Chester County.

Article III. Membership

Section 3.01 Elected Officials

All individuals holding elected office in Chester County Townships of the Second Class or equivalent Home Rule and Optional Plan municipalities may be voting members of the Association.

Section 3.02 Appointed Officials

All appointed officials in the position of Manager, Secretary, and Treasurer may be voting members of the Association. Township Engineers and Solicitors may be non-voting members of the Association.

Section 3.03 Honorary Members

Honorary membership may be conveyed on persons elected to that position at a convention of the Association. Honorary membership is non-voting.

Section 3.04 Associate Members

Associate membership may be conveyed on such persons, organizations and municipalities by application and payment of dues. Associate members will be non-voting.

Section 3.05 Affiliate Members

Affiliate membership may be conveyed on such persons and organizations by application, payment of dues and approval of the Executive Board.

Section 3.06 Elected Officers

Elected officers, with the exception of Secretary, must be voting members of the Association as defined in Article III Membership. The President, Vice Presidents and Alternates shall be voting

members as defined in Section 3.01 Elected Officials. The Secretary is not required to be a member of the Association.

Section 3.07 Dues

Membership dues for municipalities shall be structured in tiers defined by population at the decennial census, is established by the Executive Board and presented at the Fall Business meeting in the budget submission. The dues for all municipalities shall be based on the rate established within the tiered structure.

No member may participate in Conventions and voting when their dues are unpaid for the current calendar year.

Dues for other organizations and Affiliate members shall be defined by the Executive Board and approved by the voting members as part of the budget submission at the Fall Business meeting.

Section 3.08 Membership Roster

Member organizations shall provide a roster of all members defined in this Article to include mailing address, telephone and e-mail address.

Article IV. Officers and Executive Board

The Executive Board of the Association is comprised of elected Officers and Board members.

Section 4.01 Elected Officers

- (a) President
- (b) First Vice President
- (c) Second Vice President
- (d) Treasurer
- (e) Secretary (Non-Voting Member)

Section 4.02 Board Members

There are five at large members of the Board.

Section 4.03 Alternate Board Members

There are two Alternate Board Members. The Alternate Board members may become voting members when a quorum of voting members is not present and the presiding officer requests them to perform that duty.

Section 4.04 Past President

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

Section 4.05 State Association Executive Board

Any member of the Pennsylvania State Association of Township Supervisors Executive Board who is a member as defined in Section 3.01 Elected Officials shall be a non-voting member of the Executive Board.

Section 4.06 Vacancies

Any vacancy will be filled by vote of the Executive Board. The appointed person shall serve for the remainder of the calendar year. The Nominating Committee shall place before the Fall Business meeting the name(s) of individuals to serve the remainder, if any, of the term.

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.

Article V. Election of Officers and Executive Board

Section 5.01 Term of Office

All candidates for President or Vice President must have served on the Executive Board and candidates for President, Vice President, Treasurer and Board Member must be a voting member as defined in Section 3.01 -- Elected Officials.

- (a) President, Vice Presidents and Treasurer – the term of office shall be one year and an individual may not hold more than four (4) consecutive terms.
- (b) Secretary – One year term with no limit of the number of consecutive terms.
- (c) Board Members – One three year term with no consecutive term. If more than two vacancies occur in the same year the first two terms will be three years and the remaining terms two years.
- (d) Alternate Board Members – One year term with no more than four (4) consecutive terms.

All terms of office shall begin on January 1st of the calendar year following the election. The term of office shall continue until successors are duly elected.

Section 5.02 Voting

Each dues-current Township shall select one (1) representative from their voting members defined in Section 3.01 and Section 3.02 and who must be present at the Fall Convention business meeting may vote in any election or issue. Voting by proxy is not allowed.

Any contested election shall be by secret ballot.

The Nominating committee shall submit a slate of candidates for the available offices and delegates to the state convention. Nominations may arise from the floor for any individual qualified for an office and who certifies in person or writing they will accept the duties and responsibilities of the office for which they are nominated.

Article VI. Duties of Officers and the Executive Board

Section 6.01 President

The President shall be the executive head of the Association and exercise all the power and perform all the duties usually pertaining to the office. He shall set the date(s) of and chair all meetings of the membership and the Executive Board. The President shall appoint all members of committees as defined in Article VII Committees.

Section 6.02 Vice Presidents

The Vice President(s) in order of rank shall preside in the absence of the President.

Section 6.03 Treasurer

The Treasurer shall (1) properly care for the monies collected by the Association; (2) maintain the financial records of the Association; (3) prepare payments for all approved expenditures; (4) provide materials required by the Audit Committee; (5) assure optimal separation of duties for financial transactions; and, (6) present financial reports at each meeting of the Executive Board.

Section 6.04 Secretary

The Secretary shall be responsible for (1) the preparation of agenda as define by the President; (2) the taking of and the preparation of written minutes of Executive Board and Business Meetings; (3) providing notifications to the membership; and (4) the filing of documents required by regulation or statute.

Section 6.05 Executive Board

- (a) The Executive Board shall have full charge of the affairs of the Association between meetings of the membership.
- (b) The Executive Board shall annually adopt a budget for the Association and establish dues and fees.
- (c) The Executive Board is responsible for implementation of the policies established by resolution of the Association.
- (d) The Executive Board shall cooperate and communicate with other municipal organizations.
- (e) The Executive Board will maintain communications with County and State officials and the Pennsylvania State Association of Township Supervisors.

Article VII. Committees

The President-Elect shall define and appoint the members for each committee following the Fall Convention election and prior to January 1 of the next calendar year.

Section 7.01 Standing Committees

(a) Auditing Committee

Three (3) Members. Annually the Auditing Committee shall review the accounts of the Association and present a report at the Spring Convention. Members of the Auditing committee shall be either members of the Association or Certified Public Accountants and not serving as an Officer or Board member of the Association.

(b) Nominating Committee

Three (3) Members. The Nominating Committee shall present to the Association the names of persons recommended, suitable and eligible to serve as Officers and Board Members for any position where the term expires at the end of the calendar year or a vacancy term is to be filled for the balance of a term. Additionally, the Nominating Committee shall recommend one (1) delegate to the state convention for every ten townships or fraction thereof. The Nominating Committee shall not include Officers nor Board Members of the Association as voting members.

(c) Resolutions Committee

Seven (7) Members. The Resolutions Committee shall poll the member Townships for suggested Resolutions for approval by the membership. The Committee may originate resolutions in addition to those submitted by townships. The resolutions shall be presented to the voting member municipalities at least four (4) weeks prior to the Convention at which an approval vote will take place.

Section 7.02 Ad Hoc Committees

All Ad Hoc Committees shall have at least one member of the Executive Board as a participant and be authorized by the Executive Board.

Article VIII. Meetings

Section 8.01 Meetings of the Association

A business meeting shall be held semi-annually at the time and place established by the Executive Board.

Section 8.02 Quorum for Association Meetings

A quorum is defined as representation from 35% of the dues-current member Townships.

Section 8.03 Meetings of the Executive Board

The Executive Board shall meet at least three times per year at a time and place set by the President or by the written request of three members of the Executive Board.

Section 8.04 Quorum of the Executive Board

Four (4) voting members of the Executive Board shall constitute a quorum. Should a quorum not be present for a scheduled meeting the presiding officer may enable an Alternate Board Member to become a voting member for that meeting.

Article IX. Compensation

Section 9.01 Secretary

The Secretary may be compensated by the Association at a rate established by the Executive Board and such rate included in the annual budget.

Section 9.02 Other Officers and Board Members

Other Officers and Board Members of the Association shall not be compensated.

Article X. Rules of Order

Section 10.01 Robert's Rules of Order

The rules of parliamentary procedure as laid down in *Robert's Rules of Order*, as revised, shall govern all meetings of the Association.

Article XI. Amendments

Section 11.01 Notice

Proposed amendments to these bylaws shall be conveyed to the member Townships a minimum of four (4) weeks prior to the business meeting at which they will be considered.

Section 11.02 Vote

Amendments to these bylaws require a majority vote of the voting Township members present at the business meeting.



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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

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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					
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					
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					
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