



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

President

Stephen Allaband
New Garden Township

1st Vice President

David M. Connors
London Grove Township

2nd Vice President

Murph Wysocki
Tredyffrin Township

Treasurer

Marty Shane
East Goshen Township

Secretary

Trish Fagan
New London Township

Assistant Secretary

Diane E. Hicks
Kennett Township

Executive Board

John Auerbach
Franklin Township

Sandra D'Amico
Upper Uwchlan Township

Charles DeLone
East Caln Township

Carol DeWolf
Westtown Township

Charles Fleischmann
Upper Oxford Township

Borough Representative

Christopher Bashore
Malvern Borough

Alternate Board Member

Christopher Butchkoski
West Pikeland Township

Mark Freed
Tredyffrin Township

Past President

Richard Hicks
Kennett Township

Executive Director

Ernie Holling
West Pikeland Township

November 7, 2020

The Chester County Association of Township Officials Fall Conference is Thursday, November 12, 2020. Enclosed, please find the minutes from the 2019 business meeting, the proposed slate of officers, and the proposed 2021 CCATO budget as well as two proposed resolutions to forward to PSATS. 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 12, 2020 via web meeting.

Conference materials have been sent to you via email and can also be located on CCATO's website located at CCATO.org.

Please register all conference attendees using the electronic form which can be found at our website located at [CCATO 2020 Fall Conference](http://CCATO.org). 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.

Stephen Allaband

Steve Allaband

CCATO President
New Garden Township



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President

Stephen Allaband
New Garden Township

November 5, 2020

1st Vice President

David M. Connors
London Grove Township

Agenda November 12, 2020 Business Meeting

2nd Vice President

Murph Wysocki
Tredyffrin Township

1. Consent Agenda
 - a. Approval of the Minutes from November 19, 2019.
 - b. Approval of the Slate of Elected and appointed candidates
 - c. Approval of the 2021 calendar year budget
 - d. Approval of two resolutions to be sent forward to PSATS.
2. Open Discussion for Questions and Comments
3. Adjournment

Treasurer

Marty Shane
East Goshen Township

Secretary

Trish Fagan
New London Township

Assistant Secretary

Diane E. Hicks
Kennett Township

Executive Board

John Auerbach
Franklin Township

Sandra D'Amico
Upper Uwchlan Township

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East Caln Township

Carol DeWolf
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West Pikeland Township

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Westtown Township

Secretary

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New London Township

Assistant Secretary

Diane E. Hicks
Kennett Township

Executive Board

Stephen Allaband
New Garden Township

John Auerbach
Franklin Township

Christopher Bashore
Malvern Borough

Sandra D'Amico
Upper Uwchlan Township

Charles DeLone
East Caln Township

Charles Fleischmann
Upper Oxford Township

Alternate Board Member

E. Martin (Marty) Shane
East Goshen Township

Past President

Richard Hicks
East Marlborough Township

Executive Director

Cary. Vargo
Upper Uwchlan Township

November 12, 2019

2019 CCATO Conference Business Meeting Minutes

Thursday, November 21, 2019

On the motion of Charles DeLone and second by Stephen Allaband
Items one through four were unanimously adopted as a Consent Agenda

1. Approval of Minutes from Thursday, November 8, 2018
2. Approval of the 2020 Proposed Slate of Officer
3. Approval of the Proposed 2020 Budget
4. Approval of Bylaws Amendment – See Proposed *Section 4.08 Executive Director* in attached copy of the Association's Bylaws

The Executive Board may appoint an Executive Director at compensation to be determined by Executive Board resolution, on an annual basis, with powers and duties to be determined by the Executive Board.

5. Open Session – Questions, Comments

On the motion of E. Martin Shane and second of Murph Wysocki the following Alternate Members were nominated and unanimously approved:\

- Christopher Butchkoski
- Mark Freed

6. Adjournment

Respectfully Submitted

Ernie Holling

Ernie Holling, President.



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Carol DeWolf
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Charles Fleischmann
Upper Oxford Township

Borough Representative

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West Pikeland Township

Mark Freed
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Past President

Richard Hicks
Kennett Township

Executive Director

Ernie Holling
West Pikeland Township

Slate of Officers, Directors, and Appointees

• **Officers**

Stephen Allaband , New Garden Township	President (2021)
David Connors , London Grove Township	1st VP (2021)
Murph Wysocki , Tredyffrin Township	2nd VP (2021)
Marty Shane , East Goshen Township	Treasurer (2021)
Trish Fagan , New London Township	Secretary (2021)
Diane Hicks , Kennett Township	Assistant Secretary (2021)

• **Directors – New**

Mark Freed , Tredyffrin Township	Member (2023)
Candi Miller , West Nottingham Township	Member (2022)
John Auerbach , Franklin Township	Member (2023)
Charles Fleischmann , Upper Oxford Township	Member (2022)

• **Directors – Alternates**

Christopher Butchkoski , West Pikeland	Alternate (2021)
Charles DeLone , East Caln Township	Alternate (2021)

• **Directors – Continuing**

Carol DeWolf , Westtown Township	Member (2022)
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• **Appointments – One Year**

Ernie Holling , West Pikeland Township	Executive Director
Christopher Bashore , Malvern Borough	Borough Representative



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Chester County Association of Township Officials Budget vs. Actuals 2020: 2021 Budget

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Kennett Township

Executive Director

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West Pikeland Township

	Actual YTD	2020 Budget	2021 Budget
Income			
CCATO Dues	\$34,550.00	\$58,500.00	\$58,500.00
Directory Income	\$4,190.00	\$4,000.00	\$4,000.00
Fund Balance	\$0.00	\$10,090.00	\$10,090.00
Investments	\$0.00	\$10.00	\$10.00
SEATO Mtgs.	\$0.00	\$1,000.00	\$1,000.00
Services	\$900.00	\$0.00	\$0.00
Special Events Income	\$0.00	\$30,000.00	\$30,000.00
Total Special Events Income	\$6,960.00	\$30,000.00	\$30,000.00
Total Income	\$46,605.84	\$103,600.00	\$103,600.00
Expenses			
Administration Costs	\$21,375.00	\$28,500.00	\$28,500.00
Awards and Gifts	\$960.10	\$1,200.00	\$1,200.00
Total Business Expenses	\$4,455.90	\$2,500.00	\$2,500.00
Contract/Training Services	\$0.00	\$400.00	\$400.00
Directory Expenses	\$19,143.00	\$19,000.00	\$19,000.00
Operations	\$4,820.45	\$6,000.00	\$6,000.00
SEATO Meetings	\$0.00	\$1,000.00	\$1,000.00
Special Events Expense	\$14,305.00	\$45,000.00	\$45,000.00
Unapplied Cash Bill Payment Expense	\$0.00	\$0.00	\$0.00
Total Expenses	\$65,059.45	\$103,600.00	\$103,600.00

Wednesday, Oct 28, 2020 09:44:15 AM GMT-7 - Cash Basis



RESOLUTIONS PROPOSED BY THE CHESTER COUNTY ASSOCIATION OF TOWNSHIP OFFICIALS

The Executive Board of the Chester County Association of Township Officials (CCATO) proposes two resolutions to provide you with exercisable options related to the elected office of tax collector and the elected board of auditors. The proposed options would allow townships – should they believe it appropriate – to have a process to remove the elected office/board. In many townships the tax collector has been replaced by County or commercial operations negating the need to have an elected tax collector. Likewise, the appointment of a certified or competent public accountant for audits and related activities removes those duties from the elected auditors. An additional duty for them is setting the salary of elected supervisors working as an employee. With a certified or competent public accountant and a policy of no employment status for supervisors there is no role of auditors.

The Resolutions propose that the Pennsylvania State Association of Township Supervisors (PSATS) adopt resolutions to addressing the legislature to allow (1) a board of supervisors and the tax collector to eliminate the office by resolution; and (2) a board of supervisors and a majority of the elected auditors to eliminate the township board of auditors by resolution. The process of including the elected tax collector and auditors in the removal procedure is to assure that the office/board is not discontinued without their consent. Under the proposal, either office/board could be reconstituted by resolution of the board of supervisors.

Note that the Borough Code automatically abolishes the office of elected borough auditor or controller when the borough appoints an independent auditor.

The goal is to eliminate the need to find candidates for election or appointment to an office which serves no function for the township. This provides an option for townships that wish to simplify their elected structure.

RESOLVED THAT the Pennsylvania Association of Township Officials urges the General Assembly of Pennsylvania and the Governor of Pennsylvania to amend Sections 407 and 1001 of the Second Class Township Code so that a board of supervisors, together with the elected township tax collector, may by resolution eliminate the office of the elected township tax collector; provided however that such office of elected township tax collector may be reconstituted upon further resolution of the board of supervisors.

RESOLVED THAT the Pennsylvania Association of Township Officials urges the General Assembly of Pennsylvania and the Governor of Pennsylvania to amend Sections 404 and 917 of the Second Class Township Code so that when a board of supervisors appoints a certified or competent public accountant or a firm of certified or competent public accountants to make an examination of all the accounts of the township, the board of supervisors, together with a majority of the township's elected auditors, may by resolution eliminate the elected board of auditors; provided however that such elected board of auditors may be reconstituted upon further resolution of the board of supervisors.



PENNSYLVANIA STATE ASSOCIATION OF TOWNSHIP SUPERVISORS

RESOLUTION NO. _____

A RESOLUTION OF THE PENNSYLVANIA STATE ASSOCIATION OF TOWNSHIP SUPERVISORS OFFICIALS URGING THE PENNSYLVANIA GENERAL ASSEMBLY AND GOVERNOR TO PROVIDE FOR THE ABOLISHMENT OF ELECTED TAX COLLECTORS IN SECOND CLASS TOWNSHIPS

WHEREAS, Section 406 of the Second Class Township Code provides that the electors of each township shall elect one tax collector;

WHEREAS, Section 1001 of the Second Class Township Code provides that a tax collector shall collect taxes levied within the township; and

WHEREAS, many of the member townships of the Pennsylvania Association of Township Officials have reported that a local tax collector is not needed because, among other reasons, their taxes are collected by the County.

NOW, THEREFORE BE IT RESOLVED THAT the Pennsylvania Association of Township Officials urges the General Assembly of Pennsylvania and the Governor of Pennsylvania to amend Sections 407 and 1001 of the Second Class Township Code so that a board of supervisors, together with the elected township tax collector, may by resolution eliminate the office of the elected township tax collector; provided however that such office of elected township tax collector may be reconstituted upon further resolution of the board of supervisors.

RESOLVED this ____ day of _____, 2020.

**PENNSYLVANIA STATE ASSOCIATION
OF TOWNSHIP SUPERVISORS**

Attest:

, Secretary



PENNSYLVANIA STATE ASSOCIATION OF TOWNSHIP SUPERVISORS

RESOLUTION NO. _____

A RESOLUTION OF THE PENNSYLVANIA STATE ASSOCIATION OF TOWNSHIP SUPERVISORS URGING THE PENNSYLVANIA GENERAL ASSEMBLY AND GOVERNOR TO PROVIDE FOR THE ABOLISHMENT OF ELECTED AUDITORS IN SECOND CLASS TOWNSHIPS

WHEREAS, Section 404 of the Second Class Township Code provides that the electors of each township shall elect auditors to serve as a board of auditors for the township;

WHEREAS, Section 917 of the Second Class Township Code authorizes a board of supervisors to, by resolution, appoint a certified or competent public accountant or a firm of certified or competent public accountants to make an examination of all the accounts of the township;

WHEREAS, Section 917(c) of the Second Class Township Code provides that when an accountant or firm is appointed, the board of auditors shall not audit, settle or adjust the accounts audited by the appointee but shall perform the other duties of the office;

WHEREAS, many of the member townships of the Pennsylvania Association of Township Officials have found that, once a township appoints a certified or competent public accountant or a firm of certified or competent public accountants, there are no other duties required of the board of auditors; and

WHEREAS, Section 1005(7)(ii) of the Borough Code provides that when an independent auditor is appointed, the office of elected borough auditor or controller is abolished.

NOW, THEREFORE BE IT RESOLVED THAT the Pennsylvania Association of Township Officials urges the General Assembly of Pennsylvania and the Governor of Pennsylvania to amend Sections 404 and 917 of the Second Class Township Code so that when a board of supervisors appoints a certified or competent public accountant or a firm of certified or competent public accountants to make an examination of all the accounts of the township, the board of supervisors, together with a majority of the township's elected auditors, may by resolution eliminate the elected board of auditors; provided however that such elected board of auditors may be reconstituted upon further resolution of the board of supervisors.

RESOLVED this ____ day of _____, 2020.

PENNSYLVANIA STATE ASSOCIATION
OF TOWNSHIP SUPERVISORS

Attest:

, Secretary