Chester County Association of Township Officials
P.O. Box 125 * Nottingham, PA 19362
484-202-0551
www.ccato.org

Executive Board Meeting Minutes
January 22, 2026

CALL TO ORDER & APPROVAL OF AGENDA

The CCATO Executive Board Meeting was called to order at 6:09 PM EST by the president. Notice was given that the meeting was being recorded via Microsoft Teams.

Those in attendance were Candie Miller, West Nottingham Township (President) , Charles Fleischmann, Upper Oxford Township(Second Vice President), Paul Mullin, Caln Township (Treasurer),Kevin Houghton, West Bradford Township, Al Wright, East Fallowfield Township, Dana Alan, West Vincent Township, Carol De Wolf (Executive Director), Jim Marks (IT and Website), and John McHugh (Secretary).

The agenda was unanimously approved as modified in a motion by Charlie, seconded by Paul.

GENERAL ADMINISTRATION

Candie welcomed everyone to the first meeting of the year. The president announced that two Executive Sessions by the Board were conducted regarding personnel, January 12, 2026, and January 14, 2026.

APPROVAL OF MEETING MINUTES

The president asked if there were any comments or corrections to the meeting minutes from December 11, 2025. Hearing none, the president called for a motion to approve the minutes.

The December 11, 2025, meeting minutes were approved by a motion by Paul, seconded by Dana.

APPROVAL OF BILLS

Approved

The treasurer presented the Bills List and reviewed each payment totaling $6,729.93. Charles asked for clarification on whether the checks were already written, and Candie explained that the January payments had not been written, and the EFT payments were debited and automatically withdrawn each month. The president called for a motion to approve the bill payments.

The motion to pay the bills, including the transfers, was made by Kevin, seconded by Charles, and unanimously carried.

FINANCIAL REPORTS

The president provided the financial reports for the Board's review.

REORGANIZATION OF STAFF AND BOOKKEEPING VENDOR

Personnel Consent Agenda ratifying board executive session actions to Execute an Executive Director contract for Carol De Wolf and Execute an IT/Website contract for Jim Marks.

A motion to ratify both approved contracts was made by Paul and seconded by Kevin.

Motion to ratify the executive board's decision to not provide a contract to John McHugh this year for secretarial duties. CCATO is providing him with January and February pay of $800 per month to complete duties assigned to him.

A motion to ratify the executive board's decision to provide a contract was made by Charles and seconded by Paul.

Cancel the proposal to accept bookkeeping services of DelVal as a third-party bookkeeper. Charles added a request for gratuity to be provided.

A motion to ratify the decision to cancel the proposed services of DelVal contract was made by Al and seconded by Charles.

Candie Miller as President has agreed to continue to manage Quick Books.

EXECUTIVE DIRECTOR REPORT

Carol mentioned we need some voting delegates at PSATS representing CCATO. Paul, Kevin volunteered, and Jim and Carol can also represent CCATO. Carol will ask some other municipal members to obtain our allowed number.

The Executive Director asked Jim for an update on the PSATS Hotel Hershey Room and Revelry Luncheon.

Approved

Jim reported that the reservation for the hospitality suite at the Hershey Hotel was approved last fall, and the required deposit was paid. The suite is confirmed for Sunday and Monday evenings, and no further action is needed at this time. Additional arrangements, such as refreshments and supplies, will be coordinated soon.

Regarding the luncheon at the Revelry, Jim reported that he received the credit card form, and a deposit of approximately $500–$525 is required at this time to hold the luncheon room. The president agreed to have Jim complete the transaction.

There was a brief discussion on the menu options. Also, the ticket cost is suggested to be $25.00 for the Monday event.

Motion to set the ticket price at $25 for the luncheon was approved in a motion by Charlie and seconded by Kevin.

The executive director will follow up with the MCATO (Montgomery County Association of Township Officials) to confirm the cost of the hospitality suite to be shared between both associations.

New sponsors have come on board, so the CCATO sponsorship banner will be updated in March.

Also, Jim and Carol will be joined by Paul and Kevin as voting delegates at the PSATS conference.

Board approval of PSATS attendance for Carol and Jim

The Executive Director requested Board approval for the PSATS conference expenses associated with her attendance and Jim's attendance at the conference.

Motion to approve the PSATS conference expenses made by Dana and seconded by Paul.

Approval for the directory quote from Ethan Jacob Scott & Associates

The Executive Director outlined the work required to produce the 2026 CCATO Directory and requested approval of an $8,800 estimate from EJS (Ethan, Jacob, Scott). Carol noted that there are surplus copies of the 2025 directory and suggested that sponsors receive four copies instead of three in 2026.

The President requested clarification regarding the various costs of the directory based on pages. Carol mentioned number of pages vary by number of sponsors, and ad sizes they receive according to sponsor type. We will know the final total at the final draft phase.

Motion to approve the EJS estimate of $8,800 was made by Al Wright and seconded by Paul Mullin.

Data Center Event Update

The Data Center program is structured as a half-day session scheduled for March 10, 2026. The session will begin with an overview of how they operate, the different types of facilities, current industry trends, impacts on electric generation and utility rates, environmental and community considerations, and lessons learned.

Approved

The event will be held at the Technical College High School – Pickering Campus, located at the south end of Phoenixville. There is no fee to use this facility. Rachel Griffith of the Chester County Planning Commission is coordinating with the County's graphics team to prepare the event materials along with CCATO and Montgomery County. Continental breakfast, with a preliminary catering estimate of $8 to $10 per person. Details need to be worked out for the registration, the event recording, and the availability of volunteers to assist.

Registration will be handled through the CCATO for the in-person attendees, and Chester County will handle the webinar's registration and managing it during the event.

Webinar on Zoning Code Updates

Theo Speedy of Gawthrop Greenwood has requested to partner with CCATO to present a 30-minute webinar on the new building code updates that took effect on January 1, 2026. The target audience includes municipal planning staff and municipal officials who work directly with building codes.
This webinar will be hosted on February 19, 2026. A board comment suggested for the time to be noon rather than early morning. Carol will explore lunch time for this webinar.

Sponsorship and Municipality Membership Update

The Executive Director indicated that sponsor renewals for 2026 are underway, with some sponsors renewed and others pending response, with nearly half of the municipalities having renewed.

The Delaware Valley Regional Finance Authority (DelVal) has joined CCATO as a new Platinum Sponsor as Equitable as well.

Date and location of the CCATO Fall Conference

The Executive Director raised the question of when to hold the 2026 CCATO Fall Conference, noting that several potential dates ranging from late October to mid-November were presented for consideration. The location of the conference was also discussed. A decision will need to be made as soon as possible to ensure that a reservation can be secured. The Desmond will be explored.

Meeting With the Chester County Commissioners

An upcoming date is being explored to meet with the Chester County Commissioners. Carol will reach out for topics to the board.

OLD BUSINESS

None

Approved

NEW BUSINESS

None

MUNICIPAL UPDATES

- Upper Oxford Township

The Township reported that the establishment of a land bank is under consideration as a potential tool to support affordable housing initiatives. Discussion focused on potential funding sources, noting that no specific funding mechanism has been identified. The Township indicated that additional clarification is needed regarding land acquisition priorities, including whether properties would consist of agricultural land or focus on redevelopment and reuse opportunities such as brownfields, vacant commercial or office properties, or other underutilized developed parcels.

Concern was expressed regarding uncertainty in future federal funding and its potential impact on the Vision Partnership Program and conservation funding. It was reported that the County has suspended contributions to certain nonprofit organizations as a precautionary measure. Agricultural preservation funding will continue in the current year, with $2.3 million allocated to match state funding. Community revitalization funds operate on a two-year rotation and are not available this year. Previously approved Vision Partnership Program grants will be honored for existing projects; however, no new projects will be funded this year. These actions were described as a temporary pause, with consideration of reinstated items in future funding cycles.

- Caln Township

The Township reported the successful award of multiple grants totaling approximately $1.4 million through the Commonwealth Financing Authority (CFA). These funds will support several ongoing infrastructure and utility projects.

In addition, the Township was awarded $1.3 million through the DCED Multimodal Transportation Fund to support the reconstruction of the Town Meeting House Road Bridge, representing a significant benefit to the Township's transportation infrastructure.

The Township also received $105,000 through the Pennsylvania Small Water and Sewer Program to fund Phase II of a sewer extension project.

The Township noted that several additional grant awards have also been received, and staff continue to pursue available funding opportunities to support capital improvements and municipal priorities.

Approved

- West Vincent Township

  The Township reported that it was awarded a significant grant last year related to the preservation of approximately 78 acres, and staff continue to work through the required steps to complete that process. Based on current information, the project remains active.
  The Township reported significant current planning activity related to development proposals. A proposal by Toll Brothers involves a 47-unit residential development on a long-standing farmland parcel that has been in agricultural use for more than 200 years. As part of the proposal, approximately 118 acres, roughly 60 percent of the property, would remain open and preserved. Township officials and the Planning Commission are actively engaged in reviewing the proposal and working to achieve the best possible outcome, recognizing that the development is permitted under current regulations.

  In addition, the Township reported that a residential development proposal by PulteGroup is also under review.

  Other than these items, the Township noted no major new initiatives. There is, however, growing concern among officials and residents regarding the potential siting of data centers in the region, particularly given the Township's proximity to East Vincent Township. The Township expressed interest in hearing perspectives from multiple sides of the issue and noted the importance of understanding county-level policy direction, potential impacts, and available regulatory options.

- West Bradford Township

  The Township reported that there are no major new initiatives underway at this time. The most notable recent action was the reduction of real estate property taxes, which was adopted as part of the Township's budget several months ago. This action received regional attention, including coverage by The Philadelphia Inquirer, and generated significant positive feedback from Township residents.

  Aside from the tax reduction, the Township is currently focused on routine administrative and operational matters.

  By way of background, the Township did not levy a real estate property tax before 2019. The tax was implemented at that time to meet financial and security requirements necessary to support Township operations and obligations.

- East Fallowfield Township

Approved

Al reported that East Fallowfield Township currently has infrastructure projects underway and has secured grant funding to support these efforts. The Mortonville Road Bridge reconstruction project continues to progress, and the Saw Mill Road culvert replacement project has advanced to the bid authorization stage. Both projects are being funded through a combination of state and other grant sources.

Al also reported on school district updates within the Coatesville Area School District. The new Doe Run Elementary School is scheduled to open in August 2026. As part of this transition, East Fallowfield Elementary School, originally constructed in the 1930s, will be closed.

With respect to development activity, Al noted that most residential growth in the Township occurred in prior years, with the majority of subdivisions developed in the early 2000s. At this time, the Township does not anticipate new residential development, as the period of significant growth has largely passed.

- West Nottingham Township

West Nottingham Township was awarded a $700,000 Commonwealth Financing Authority (CFA) grant. The Township is serving as the sponsoring municipality for the Oxford Area Historical Association, enabling the Association to purchase a building for its operations. The funds are being passed through the Township for that purpose.

In addition, the Township is actively working on the development of a data center ordinance, with efforts currently underway to address land use, infrastructure, and regulatory considerations.

NEXT MEETING

The next CCATO Executive Board meeting will be on FEBRUARY 26, 2026. It will be announced to be an in-person meeting.

ADJOURN

A motion to adjourn was made by Al, seconded by Charlie, and unanimously carried. The meeting ended at 7:02 pm EST.

The meeting ended at 7:28 PM

Approved