# Chester County Association of Township Officials

**January 2026 Meeting Agenda**

January 22, 2026 @ 6:00 pm

Virtual meeting link

## I. CALL TO ORDER AND APPROVAL OF AGENDA

## II. GENERAL ADMINISTRATION

- Announce Board Executive Session held - date
- Approval Of Meeting Minutes – December 11, 2025
- Approval of Bills
- Financial Reports

## III. REORGANIZATION OF STAFF AND BOOKKEEPING VENDOR

- Personnel Consent Agenda ratifying board executive session action - One motion and second for first two actions below.
- Execute an Executive Director contract for Carol De Wolf
- Execute an IT/Website contract for Jim Marks
- Motion to not enter a contract with John McHugh to act as Secretary of CCATO and to pay him his 2025 rate for secretarial services through 2/28/26.
- Reconsider using third party bookkeeper service.

## IV. EXECUTIVE DIRECTOR REPORT

- PSATS Hotel Hershey Room and Revelry Luncheon. Sponsorship banner to be completed in March. CCATO voting delegates are needed.
- Board approval for PSATS attendance for Carol and Jim (In 2026 budget approved)
- Ethan, Jacob Scott directory quote and invoice ($8,800), and printing and mailing estimate.
- Events Update - March 17 Data Center event update.
- Gawthrop Greenwood (Thoedore Speedy) 30 Min Update with Q/A on topic of New Building Codes February 18 or 19.
- Delaware Valley Finance Authority Session
- CCATO Fall Conference dates and location (late October, or November 5th or 12th ??) – need to coordinate with PSATS, if it's October.
- Municipal Membership and Sponsorships Update

## V. MUNICIPAL UPDATES

## VI. NEXT MEETING – BOARD MEETING ON FEBRUARY 26, 2026

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## VII. ADJOURNMENT

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