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

Executive Board Meeting Minutes
February 26, 2026

Board Attendance: Officers - Steve Allaband (New Garden Township) Vice President, Charles Fleischmann (Upper Oxford Township) Second Vice President, Paul Mullin (Caln Township) Treasurer. Board at Large - Kevin Houghton (West Bradford Township), Rajesh Kumbhardare (West Whiteland Township), Al Wright (East Fallowfield Township), Dana Alan (West Vincent Township).

In Attendance: Carol De Wolf, CCATO Ex. Director, Jim Marks, CCATO Website /IT, and Bambi Rivera, Chester County PC, Community Planning Director

I. Call to Order & Approval of Agenda

The CCATO Board Meeting was called to order by Steve Allaband, Vice President. The agenda was unanimously approved as modified in a motion by Kevin and seconded by Paul.

II. Approval of Meeting Minutes

Steve Allaband, vice president, asked if there were any comments on the meeting minutes of January 22, 2026. Hearing none, the meeting minutes were approved by a motion by Charles and seconded by Kevin with Rajesh and Steve abstaining. Steve announced that Barbara has decided to step down serving as an alternate board member. Carol asked to send any alternate board suggestions and mentioned; a Borough representative is also needed. A question arose on whether the nominations board handles this, and Carol shared that vacancies are handled by a vote of the board, and the non–voting Borough representative by President appointment.

Approval of Bills and Financial Reports

Paul Mullin, treasurer, presented the bills and reviewed financial reports. A motion to pay the bills was made by Kevin, seconded by Charles, and unanimously approved.

III. Executive Director Report

Directory – Carol said the directory is a heavy lift, requiring lots of coordination and time, and we are on schedule. We are sending proof off to printer, and we will get the art copy back to sign and return to be printed and mailed out by mid-March.
Sponsorship and Municipal Membership – We have $61,725 from 41 sponsorships, awaiting a couple sponsorship payments. Municipal membership numbers are like last year.
Events – The CCATO Data Center event is March 10, with Chester County PC, Montgomery County, and DVRPC. There are 118 registered in-person, and 130 for virtual as of today. We are waiting to hear from Chester County PC on final speakers. The Building Codes

Approved

Webinar by Theo Speedy of Gawthrop Greenwood, was held on February 18 at noon with one hundred attending. A debrief on this event will be held with their marketing staff. The board expressed their comments.

PSATS – Carol shared MCATO notified us; they do not desire to share room costs after this year. Carol shared Candie will attend the Presidents breakfast at PSATS. Jim shared our hospitality suite confirmed for Sunday and Monday evenings, and the Revelry CCATO luncheon on Monday, April 20, with the same menu as last year. Steve mentioned that we have a waiver to bring snacks for the room which he will handle. He will provide a mushroom basket.

Fall Annual CCATO Meeting – Jim updated the board on the cost of hosting at the Desmond for the annual CCATO conference to be held on November 12. The board preferred hosting at the Desmond. A deposit was approved to be sent. Jim also shared the sponsors area layout, the audio-visual equipment in the main dining area, and a second room upstairs for the business meeting prior. Food choices are varied and can be chosen later this year. Kevin shared that having sponsors logos rotating on the screen would be nice this year, which all thought was a great idea.

Chester County EEAB – Carol shared that Chester County PC is updating its Climate Action Plan and the last EEAB meeting discussions involved the process to do so.

Chester County Housing Initiative with Temple – Carol expressed she was asked to interview with a group of senior Temple graduates doing research to assist Chester County in options for solving housing issues. Following Charles Marone's "Strong Towns" he was promoted held last year by the Chester County Chamber of Business and Industry. We will hear more about this as they move along. Carol suggested to the Team to survey municipalities.

Board meeting with Chester County Commissioners – The board met with the Chester County Commissioners on February 25 to discuss several topics.

IV. New Business

Boot Camp - Raj mentioned he is serving on a panel for PSATS Boot Camp next week and asked if we have anything on CCATO to provide. The board discussed creating a Fact Sheet, and Dana Alan volunteered to help Carol create one. Boot camp is next Saturday, March 7 in Exton. It could also be at the table for the Data Center event and other events.

Municipal Updates

Board members shared updates on their respective municipalities.

V. Next Meeting

The board discussed in-person versus virtual meetings, and where to meet. The consensus was to continue meeting at West Whiteland meeting room for in-person meetings and not rotate, and a preference for in-person meetings. The next CCATO Board meeting will be in-person on March 26, 2026.

VI. Adjourn

A motion to adjourn was made by Paul, seconded by Dana, and unanimously carried.

Approved