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

Executive Board Meeting Minutes
March 26, 2026
West Whiteland Township Building

ATTENDANCE

Board Officers – Candie Miller (West Nottingham Twp) President, Steve Allaband (New Garden Twp) 1st Vice President, Charles Fleischmann (Upper Oxford Twp) via phone, 2nd Vice President, Paul Mullin (Caln Twp) Treasurer. Board at Large – Ashley Gagne (West Goshen Twp), Rajesh Kumbhardare (West Whiteland Twp), Al Wright (East Fallowfield Twp), Dana Alan (West Vincent Twp, absent Kevin Houghton (West Bradford Twp).

Others In Attendance: Carol De Wolf, CCATO Ex. Director, Jim Marks, CCATO Website /IT, and Bambi Rivera, Chester County PC, Community Planning Director, Matt Fetick, Kennet Square Borough Mayor

CALL TO ORDER & APPROVAL OF AGENDA

President Candie Miller called the meeting to order and the agenda for the March 26, 2026, Raj made a first and Al seconded with board approval. The Board then moved into general administration.

GENERAL ADMINISTRATION

Guest, Matt Fetick, Kennett Square Borough Mayor

The board asked Matt to attend to meet the board as a candidate to take on the role of the Borough Representative on the CCATO Board. The board had an informal interview and discussions with Matt, learning about what he does as Mayor of Kennett Square and his interests and broad experiential background. The board was pleased to meet Matt and expressed how he would be an excellent choice for the CCATO board as the non-voting Borough representative. Candie was to follow up with Matt.

Approval of Meeting Minutes for February 26

The meeting minutes for February 26 were approved with a first motion by Raj, and second by Al.

Bills and Financial Reports

The February 26, 2026, bills and financial reports were presented by Paul. During discussion of the bills, an additional catering expense for the data center event was added in the amount of $431.25. A reimbursement/payment to Jim was revised from $500 to $800 to reflect his additional workload involved. Carol's payment of $2,400 included a previously lost check from August, which had been accounted for properly and not duplicated in current-year expenses. The Board also discussed a failed attempted refund through Stripe and confirmed that care had been taken to avoid duplicate repayment. The bills were approved by a motion by Steve, with a second by Dana, and vote by board. Financial reports were then presented by Paul, including sharing the CCATO current balance on hand of

approximately $120,000, with deposits already made toward upcoming obligations such as Hershey and Desmond-related to our annual event expenses.

EXECUTIVE SESSION

The Board had a brief executive session to discuss personnel matter. Jim's pay will be raised to $800 per month due to his additional duties.

EXECUTIVE DIRECTOR REPORT

Under the Executive Director's report, Carol confirmed that the new Chester County Municipal Directories had been received and distributed.

The Board discussed management of CCATO's Facebook and Instagram accounts. Kevin volunteered to post for the CACTO Facebook page and Instagram posting, and Ashley also has access and has volunteered to assist. Coordination will be worked out further. Jim was asked to follow up and coordinate with both, so they have appropriate access to accounts.

A lengthy debrief followed regarding the recent data center event. The Board discussed significant technical problems with the hybrid format, particularly the poor online audio experience, lack of adequate troubleshooting during the program, and the resulting frustration among virtual attendees. It was noted that attendance dropped for virtual viewing after the first hour. Carol emphasized that CCATO had originally preferred an in-person only format and had concerns in advance about the hybrid setup. The technical and coordination responsibilities were handled by county staff and their team, and the Board was clear that the problems were not a CCATO operational failure. Carol reported that she spoke afterward with County Planning Commission leadership, expressed CCATO's concerns, and received acknowledgment of the issues. Chester County will send a follow-up email to all 400 plus who registered. Despite the technical issues, those attending in person found the program valuable, and the Board agreed that educational sessions remain worthwhile.

APPROVED

The Board next discussed PSATS preparations. Revelry sign-ups were reported to be strong with about ten spots left. Registration fees do not cover the full meal cost, and CCATO subsidizes a portion of the event, as it did last year. Steve agreed to bring a mushroom basket for the PSATS event, and others will assist as needed.

A CCATO Fact Sheet was created with the assistance of Dana, and Carol thanked her for creating it in such a short timeline. The Board expressed that the piece was well done.

Carol reported that the sponsor's banner was being updated. The prior banner stand/system may be reused, which could be helpful from a cost standpoint.

The Board then discussed housing-related outreach following Carol's meeting with Kris Keller and Allies regarding an event to be held in August. The discussion centered on whether CCATO should participate in a program aimed at municipal officials and partner organizations to discuss practical municipal actions that may help address housing needs. The Board expressed interest and noted that the timing in August might be problematic and requested additional information regarding the intended audience, structure, and goals before making a final commitment.

Carol reported being approached by a representative associated with an AI/government technology business seeking information on sponsoring CCATO and visibility with municipalities in the region. A substantial discussion followed sponsorship guidelines. The Board discussed whether CCATO sponsorship should remain limited to established, known service providers that have a proven record with municipalities, such as engineers, solicitors, financial institutions, and similar municipal partners. Several members expressed concern that accepting a sponsor in a newer, less-tested technology lane could be perceived as tacit endorsement, especially where neither the company nor the product is well known to the Board. The general sentiment of the discussion was cautious, and the Board requested to hear from the representative and do some further follow-up research with PSATS and our municipal partners.

The Board also discussed requests for copies of the municipal directory from outside individuals or firms. It was noted that information in the Directory is public. At the same time, the Board acknowledged concerns expressed by some municipalities about the directory being used for unsolicited outreach. The consensus was that directory purchases may continue, but that unusual or questionable requests can still be flagged for Board awareness.

Carol then reported on a request from the Chester County 250 Commission for CCATO's assistance in distributing commemorative 3' x 5' flags to municipalities for a future 250th celebration event in August. The flags would be paid for by the commission. Board members expressed willingness to help distribute them, whether by hand delivery or mailing, but asked for more details first, including whether boroughs would also be included and how distribution is expected to work.

APPROVED

OLD BUSINESS - NONE

NEW BUSINESS - NONE

MUNICIPAL UPDATES

Under municipal updates, members shared local 250th anniversary and community event information. Caln Township reported plans for a three-day celebration in June, including a town tour, picnic, and trolley tours. It was also reported that West Whiteland Township received Gold Level recognition from Bird Town Pennsylvania, and East Fallowfield Township shared excitement about installation of a Purple Martin house and local Lafayette-related commemorative events. Carol also reported that a question had been raised about why all historic commissions do not appear in the municipal directory. She reviewed the matter and found that while many municipalities list their historic commissions, others do not provide that information or do not have formal commissions. She indicated that the directory update process should be revised next year to more clearly ask municipalities to confirm historic commission information.

NEXT MEETING APRIL 23, 2026. LOCATION TBD

ADJOURN

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