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

**Executive Board Meeting Minutes**
**April 23, 2026**
**West Whiteland Township Building**

**Board Attendance**: Officers - Steve Allaband (New Garden Township) Vice President, Paul Mullin (Caln Township) Treasurer. Board Members - Rajesh Kumbhardare (West Whiteland Township), Al Wright (East Fallowfield Township), Ashley Gagne (West Goshen Township)

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

## I. Call to Order & Approval of Agenda

The meeting was called to order by Stephen Allaband. A quorum was confirmed to be present. The agenda, as previously distributed, was reviewed by the Board and approved by general consent with no revisions or objections noted.

## II. Approval of Meeting Minutes and Financial Reports

The Board reviewed the minutes from the March 26, 2026, meeting. No corrections were requested. A motion to approve the minutes was made by Paul Mullin and seconded by Al Wright. The motion carried unanimously.

The Board reviewed the current bill list and financial reports. Routine expenses include insurance premiums, technology subscriptions including Mailchimp and Microsoft services, website hosting, and postage. A motion was made by Rajesh Kumbhardare to approve payment of the bills and accept the financial reports. The motion was seconded by Al Wright and passed unanimously.

## III. Executive Director Report

**PSATS Follow Up:** The Board discussed recent participation in the PSATS Conference. Members reported strong CCATO engagement and visibility, with several sponsors present and appreciative of the Association's efforts. The CCATO hospitality suite in the Starlight Room was considered successful, with particularly strong attendance on Sunday evening and solid participation on Monday.

The CCATO luncheon was reviewed positively. The luncheon had 82 registered participants and 79 attendees representing 19 municipalities. Attendees expressed appreciation for having a dedicated lunch venue during the conference. The net cost to the Association was approximately $1,700 to $1,800 after collecting payments. The Board supported hosting the luncheon again in

2027, subject to PSATS availability and post-event review. A Monday time slot is preferred if available**.**

The Board also discussed the future of the hospitality suite arrangement, including uncertainty regarding Montgomery County's continued participation. Additional sponsorship support was briefly discussed, but no formal action was taken. The Board agreed to await further feedback before making structure or funding decisions.

**May Meeting Invite**: The May 28, 2026, Board meeting at West Whiteland Township was discussed. The Board plans to include short informational presentations from prospective partners and speakers, including Himanshu Goil of Tech for Gov and Jeanne Franklin, Chester County Public Health Director. These presentations are informational only, with no immediate decisions or commitments expected.

**Communications Webinar**: A communications professional from Dandelion Digital expressed interest in presenting municipal communications strategies and potentially becoming a sponsor. The Board indicated interest in hearing from her, while noting that multiple presentations at one meeting should be balanced to maintain meeting efficiency**.**

IV. **New Business –** None

V. **Old Business –** None

VI. **Municipal Updates**

Members discussed ongoing municipal challenges, particularly financial strain on ambulance and fire services. Funding pressures remain a significant issue across the region.

The Chester County Planning Commission announced the Town Tours kickoff event scheduled for April 30, 2026, at the West Chester Historic Courthouse. The event is part of the America 250 initiative and will include a ceremonial opening, guided tours, and community engagement activities.

**VII. Next Meeting**

The next CCATO Board Meeting is scheduled for May 28, 2026, at 6:00 PM at West Whiteland Township. Meeting location arrangements will be coordinated in advance.

VIII. **Adjourn**

With no further business to come before the Board, a motion to adjourn was made by Paul Mullin and seconded by Al Wright. The motion carried, and the meeting was adjourned.