Chester County Association of Township Officials
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Executive Board Meeting Minutes
May 28, 2026
West Whiteland Township Building

Board Attendance: Officers - Candie Miller, President; Steve Allaband, 1st Vice President; Paul Mullin, Treasurer, Charles Fleischmann, 2nd Vice President. Board Members - Rajesh Kumbhardare, Al Wright, Kevin Houghter, Dana Alan (by phone for portion of the meeting), Matt Fetick, Kennett Square Mayor, Borough Representative.

In Attendance: Carol DeWolf, CCATO Executive Director; Jim Marks, CCATO Communications, Guests Jeanne Franklin and Casey Cummins, Chester County Health Department; Amanda Coe and Himanshu Goil, Tech for Gov.

I. Call to Order & Approval of Agenda

The meeting was called to order by President Candie Miller at 6:02 pm. **A motion was made by Al and seconded by Steve to approve the agenda as presented. The motion carried.**

II. Presentations

Chester County Health Department: Jeanne Franklin and Casey Cummins provided an overview of the Chester County Health Department and its role serving municipalities and residents. They reviewed the department's major service areas, including environmental health, personal health, population health, emergency preparedness, mosquito and tick management, wells, sewage, public health complaints, and health education. The presenters noted that not every Pennsylvania county has a county health department and emphasized that Chester County's department can be a direct resource to municipalities.

Discussion focused on practical municipal issues, including hoarding complaints, coordination with code enforcement, mosquito concerns in retention basins and stormwater facilities, West Nile monitoring, mosquito dunks and treatment programs, tick-borne illness, well testing, septic system maintenance, air quality, and public health communications. The Health Department offered to provide newsletter, website, or social media content that municipalities could use for resident education. Board members suggested that outreach to township managers and environmental advisory councils could be useful. The Health Department indicated it may survey municipalities to identify topics of greatest interest.

Tech for Gov: Amanda Coe and Himanshu Goil presented information on Tech for Gov and its Igna artificial intelligence platform for local government. The presentation described municipal applications for AI-assisted resident engagement, website chat tools, voice assistance, multilingual communication, digital forms, workflow automation, internal document search, meeting minutes, right-to-know request support, and case management.

The presenters emphasized that the system is intended to work with existing municipal records and systems rather than replace them, and that human review and governance controls remain necessary. Board discussion included data security, use of internal versus public information, right-to-know compliance, redaction, accuracy, hallucination risk, record retention, solicitor review, staff concerns, and public trust. Members also discussed the need to treat AI as an administrative tool that may improve efficiency without replacing municipal employees. No formal action was taken during the presentation.

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III. General Administration

The Board reviewed the April 23, 2026 meeting minutes**. A motion was made by Steve and seconded by Paul to approve the minutes as written.** The motion carried, with Candie recusing due to not attending the April meeting.

The Board reviewed the bill list for April 24 through May 28, 2026, totaling $12,537.32. Expenses included administrative services, IT/web and administrative support, QuickBooks, PSATS hospitality expenses, credit card charges, and related event and operational expenses**. A motion was made by Steve and seconded by Paul to approve payment of the bills. The motion carried.**

The Board reviewed the financial reports. The Treasurer noted that April and May payments for administrative and IT/web support were included, along with PSATS-related expenses. The year-to-date profit and loss comparison showed net operating income of $21,062.40 compared to $3,993.16 for the same period in the prior year. **A motion was made by Al and seconded by Steve to approve the financial reports. The motion carried.**

IV. Executive Director Report

Allied Housing / Housing Summit: The Executive Director reported on communications with Allied Housing regarding its August 18 housing summit. The Board discussed whether CCATO should sponsor or otherwise be listed in connection with the event. Members supported sharing information about affordable housing resources but noted that use of the CCATO logo or formal sponsorship could imply endorsement. The Board requested additional information before making any commitment.

PSATS Hospitality Suite / Hershey Invoice: The Board discussed the PSATS hospitality suite invoice and the expected shared cost with MCATO. The total cost was reported to be lower than in recent years, with Sunday evening having stronger attendance than Monday. CCATO will continue discussions with MCATO regarding future participation and cost-sharing.

Potential Presenters and Sponsors: The Board discussed requests from Equitable and Dandelion Digital to attend a future meeting and present to the Board. Members preferred in-person presentations when possible. The June meeting date was discussed and tentatively moved to June 18, 2026, subject to confirmation, to allow in-person attendance by prospective presenters.

Sponsor Webinar: The Executive Director reported that a sponsor would like to present a September webinar regarding recycling grants and related municipal issues. The Board discussed scheduling the program as a lunch-and-learn style webinar, subject to receiving and reviewing presentation materials in advance.

America 250 Flags: The Board discussed assisting with distribution of America 250 flags to municipalities once the flags are received. Members indicated willingness to help distribute flags where practical.

Association and Sponsorship Requests: The Board discussed whether municipal-related associations should be treated as sponsors. Members noted that CCATO may be willing to share useful information from partner organizations but expressed concern about charging sponsorship fees to tax-supported or association-based entities. Further clarification will be sought before any decision.

Open Space Funding: The Board discussed a request from conservation organizations asking municipalities to support continued county open space funding. Members noted that open space funding, housing needs, and municipal priorities are complex and may vary by municipality. The Board discussed

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whether a letter to the County Commissioners would be more appropriate than circulating a proposed resolution. The materials will be shared with Board members for review before further action.

Tech for Gov Sponsorship Discussion: Following the presentation, the Board discussed whether Tech for Gov should be permitted to become a CCATO sponsor. Members discussed the emerging role of AI in municipal government, possible benefits, legal and operational concerns, and the distinction between accepting a sponsor and endorsing a vendor. The Board was generally supportive of allowing sponsorship, provided CCATO's name is not used in a way that implies endorsement beyond the normal sponsor relationship.

V. Old Business

Facebook Update: Jim Marks reported that CCATO's Facebook access issue had been resolved and that administrative access had been restored. Members discussed keeping the page active with appropriate updates.

VI. New Business

No formal new business was presented beyond the discussion items included in the Executive Director Report.

VII. Municipal Updates

Members provided brief municipal updates. New Garden Township reported receipt of an airport-related grant for hangar construction, upcoming air show planning, and continued work toward adoption of a revised zoning ordinance. East Fallowfield Township reported an appointment to fill a supervisor vacancy and noted upcoming America 250-related community events. Upper Oxford Township shared information on regional planning, data center concerns, and downtown revitalization efforts, including work related to the theater and related community improvements.

Kennett Borough reported on Third Thursday events, America 250 activities, and continued work related to redevelopment and cleanup of a significant brownfield site. West Bradford Township reported additional open space preservation and discussion of a data center ordinance intended to regulate, not promote, such uses. Other members reported upcoming America 250 events, community picnics, walking tours, trolley tours, and related local activities.

VIII. Next Meeting

The next CCATO Board meeting was discussed for June 18, 2026, in person, subject to confirmation and notice to the Board.

IX. Adjournment

With no further business to come before the Board, **A motion to adjourn was made by Steve and seconded by Kevin. The motion carried unanimously and the meeting was adjourned at 8:10pm**

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