Chester County Association of Township Officials

Executive Board Meeting Minutes

June 18, 2026 @ 6:00 PM
West Whiteland Township Building
1010 Commerce Drive, Exton, PA 19341

Board Attendance: Officers - Paul Mullin, Treasurer, Board Members – Dana Wright, Rajesh Kumbhardare, Al Wright, Kevin Houghter.

In Attendance: Carol DeWolf, CCATO Executive Director; Jim Marks, CCATO Communications, Guests: Charlie Coyle and Ryan Calhoun, EQUITABLE

I. CALL TO ORDER AND APPROVAL OF AGENDA

Executive Director Carol De Wolf called the June 18, 2026, Executive Board meeting to order at the West Whiteland Township Building. The Board reviewed the agenda that had been distributed for the meeting.

Members were asked whether there were any changes, additions, or other items to add to the agenda. No changes were requested. A motion was made to approve the agenda by Raj and was seconded by Al. The motion carried.

II. GENERAL ADMINISTRATION

Approval of Meeting Minutes - May 28, 2026

The Board reviewed the minutes from the May 28, 2026, Executive Board meeting. No changes were requested.

A motion was made to approve the May 28, 2026, meeting minutes by Kevin, seconded by Paul. The motion carried. Dana abstained because she was not present at the May meeting.

Approval of Bills

Treasurer Paul Mullin reviewed the bill list. The bills were described as limited in number and routine in nature, including service charges and payments to Jim Marks and Carol De Wolf.

After brief discussion, a motion was made by Al and seconded by Paul to approve payment of the bills as presented. The motion carried.

Financial Reports

The financial reports were reviewed. The Treasurer noted that the financial position was similar to the prior month and that the year-to-date net income was $13,659 compared to $4,073 for the same period in the prior year.

Members noted that CCATO remained ahead of the prior year's financial position. A motion was made by Kevin to approve the financial reports; Dana seconded the motion, and the motion carried.

III. GUEST PRESENTATION – EQUITABLE

Charlie Coyle and Ryan Calhoun of Equitable Advisors, a CCATO Platinum Sponsor, presented information on

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Equitable's retirement planning and 457 plan services for municipalities. They explained their fiduciary responsibilities, financial planning credentials, and support team structure.

The presentation focused on improving retirement plan service levels while reducing costs. Equitable described its experience administering 457 and 403(b) plans and outlined its process for transitioning municipal retirement plans, including employee education, enrollment assistance, plan administration support, and ongoing participant services.

Board members discussed the role of municipal managers, finance directors, and HR staff in retirement plan administration and the benefits of providing employees with direct access to financial planning resources. Equitable highlighted individual consultations, retirement planning seminars, and educational programs available to municipal employees.

The Board and presenters discussed a potential CCATO webinar targeted to township managers, finance directors, and other municipal decisionmakers. Equitable agreed to provide webinar materials in advance for Board review and coordination. September 9th, 2026, was discussed.

IV. EXECUTIVE DIRECTOR REPORT

Sponsor Webinar - Recycling Grants

Carol De Wolf reported on a discussion with Charles Rodenbaugh of Hoff, a CCATO platinum sponsor. Mr. Rodenbaugh expressed interest in presenting a webinar regarding recycling grants and related municipal funding requirements. The Board discussed September 30, 2026, as a possible date for the webinar at noon.

Members discussed the importance of reviewing the presentation materials in advance, including any PowerPoint, to confirm that the content is current, accurate, and useful to municipalities. The discussion included the relationship between recycling grant funding and municipal burn ordinances. Several members noted that local burn ordinances and DEP compliance requirements can be contentious but may affect recycling grant eligibility.

Delchester Public Works Association

The Board discussed a possible future presentation by Jay Pollinger regarding the Delchester Public Works Association and its role in training, networking, and public works support for municipalities. Members discussed focusing on the presentation on Chester County relevance and considered September as a possible future meeting date for that presentation.

Open Space and Vision Partnership Program Funding

Carol presented a draft letter to the Chester County Commissioners regarding continued funding for Chester County's municipal grant programs, including open space funding and the Vision Partnership Program. The Board discussed whether CCATO should circulate a proposed resolution or instead communicate its own position to the Commissioners.

Carol reported that she had spoken with representatives involved in conservation-related outreach and that there was concern about asking municipalities to adopt a uniform resolution. The Board discussed that

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individual municipalities may have different priorities and should be able to communicate their own positions directly to the County if they choose.

The letter prepared for the Commissioners expressed support for longstanding cash grant programs that allow municipalities to protect open space and undertake proactive municipal planning projects through consultants and local decision-making. Members also discussed the County's ongoing planning work and the possibility that County staff may seek to perform more planning services internally in the future.

The Board discussed the need to maintain regular communication with the County Commissioners. Members noted that CCATO generally meets with the Commissioners approximately twice per year and discussed September as an appropriate time for the next meeting, particularly before the County's budget process moves too far forward.

Chester County Climate Action Plan

Carol reported that Chester County is beginning work on an update to its Climate Action Plan through the County's Energy and Environment Board, on which she serves as CCATO's representative. The Board briefly discussed the status of the update and related municipal issues.

Housing Summit

Carol reported that she had spoken with Kris regarding the housing summit and that CCATO's logo would not be used as a sponsor logo. CCATO expects to receive additional information when the event agenda is finalized and may share the information with municipalities as appropriate.

Alternate Board Member

The Board discussed the need for an alternate board member from a municipality not already represented by the Board. Members discussed geographic balance and the benefit of bringing in someone who can learn CCATO's work and potentially move into a future voting position.

Annual Meeting and PSATS Coordination

Carol reported that PSATS requires information from CCATO regarding the annual convention meeting, including timing and logistics. The Board discussed the November annual meeting schedule at the Desmond, including a 5:00 PM business meeting followed by a 6:00 PM sponsor for networking and dinner.

America 250 Activities and Flags

Members discussed America 250 events occurring throughout Chester County municipalities. The Board discussed using CCATO's social media to share municipal America 250 activities and noted that the America 250 Commission maintains a website with event information.

Marshall Award

Carol raised the annual Marshall Award for a university student in the public administration field. The award amount is $1,000. Members discussed the history of the award and noted that it had been presented in prior years, with some interruptions during COVID and transition periods.

A motion was made by Raj to approve the $1,000 Marshall Award for 2026. The motion was seconded by Dana and carried. The award will be coordinated in advance of the November annual meeting if eligible applicants are identified.

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V. OLD BUSINESS - NONE

VI. NEW BUSINESS

Cancellation of July and August Meetings

The Board discussed the July and August meeting schedule. Members noted that CCATO traditionally does not meet during the summer months due to travel schedules and reduced availability. A motion was made by Kevin to cancel the July and August meetings. Al seconded the motion. The motion carried.

VII. MUNICIPAL UPDATES

East Fallowfield Township

An update was provided regarding a new supervisor who had recently joined the Board of Supervisors.

West Bradford Township

Members discussed demolition of an older Sears house to make way for a planned roundabout within the Township.

West Vincent Township

Dana reported that West Vincent Township had recently held a ribbon-cutting event for the Fellowship Trail, a long-term trail project connecting areas from Ludwig's Corner through Weatherstone to Evans Park. The event drew approximately 200 attendees.

Dana also reported passage of a data center ordinance. The ordinance was adopted to establish local standards and limit potential locations before any active application was filed.

The township's Environmental Advisory Council has also added pesticide education information to the municipal website. The resource is intended to help residents better understand pesticides, herbicides, lawn treatments, and possible environmental or health concerns. The discussion emphasized education rather than regulation.

America 250 Municipal Events

Members discussed municipal America 250 programming, including picnic events, historical tours, trolley tours, and township-based celebrations. Members noted that municipalities are holding events on different dates and that CCATO can help share information through social media.

VIII. NEXT BOARD MEETING

The next regular CCATO Board meeting is scheduled for September 24, 2026, in person. The Board does not plan to meet in July or August.

IX. ADJOURNMENT

There being no further business; a motion was made by Dana to adjourn. The motion was seconded by Paul, and the meeting was adjourned at 7:23 p.m.

APPROVED