Chester County Association of Township Officials

P.O. Box 125 * Nottingham, PA 19362

www.ccato.org

Executive Board Meeting Minutes

September 24, 2026

West Whiteland Township Building

Board Attendance: Officers: Candie Miller, President, Steve Allaband, 1st VP, Charles Fleischmann, 2nd VP, Paul Mullin, Treasurer, Board members: Al Wright, Rajesh Kumbhardarem, Kevin Houghton. A quorum of the Executive Board was present.

In Attendance: Carol De Wolf, CCATO Executive Director; Jim Marks, CCATO Website/IT; Bambi Griffin Rivera, Chester County Planning Commission Community Planning Director, and Steve Senn, President, and Ramsey Reiner, Vice President/Secretary, DelChester Public Works Association.

I. Call to Order and Approval of Agenda

President Candie Miller called the meeting to order at 6:03 p.m. A motion to approve the agenda was made by Steve and seconded by Al. The motion carried unanimously.

II. General Administration

Meeting Minutes: The Board reviewed the minutes from the June 18, 2026, meeting. A motion to approve the minutes was made by Kevin and seconded by Paul. The motion carried unanimously.

Bills: The Board reviewed the bill list covering the period since the June meeting. Members discussed the larger charges, including the PSATS hospitality suite and annual website expenses. A motion to approve payment of the bills was made by Al and seconded by Steve. The motion carried unanimously.

Financial Reports: The Board reviewed the balance sheet and profit-and-loss statement. Year-to-date results were approximately $2,700 ahead of the same period in 2025. Income was approximately $13,500 higher, while expenses were approximately $10,800 higher. The reports were received without further questions.

III. Guest Presentation

DelChester Public Works Association: Steve Senn and Ramsey Reiner presented an overview of the Association, which has served municipal public works professionals and vendors in Chester and Delaware counties since 1991. They described its mission to advance sound public works administration, share operational and technical practices, and provide local training and networking opportunities, including CDL and flagger training. The Board discussed ways CCATO could help increase awareness of DelChester programs. Jim Marks will share materials through CCATO's email and social-media channels, and information may also be forwarded to municipal secretaries and managers.

APPROVED

IV. Executive Director Report

CCATO Annual Conference: The annual conference is scheduled for November 12, 2026, at The Desmond Hotel in Malvern. The Board supported inviting a PSATS-recommended presenter for an abbreviated program on multigenerational communication, targeted to approximately 20-30 minutes, with other portions of the program shortened as needed. Nominations are being sought for municipal awards in transportation, open space, parks and recreation, and sustainability. West Chester University is expected to forward candidates for the Marshall Award so the recipient can be selected in October.

Tickets for the event will be available starting next week. The final venue payment will be due approximately two weeks before the event. The Board favored a menu of soy-honey glazed salmon, pan-seared sirloin with mushrooms, and a plant-based brown-rice risotto with grilled vegetables, subject to final venue confirmation. Hors d'oeuvres and dessert will be finalized separately.

Commissioners Meeting: The Executive Director is coordinating an October meeting with the County Commissioners after the County's budget presentation. The Board wants an update on the future of municipal planning and open-space grant funding and will continue monitoring the County budget process.

Recruiting and Committees: The nominating process will need candidates for three board-at-large positions and two alternates, with particular interest in improving geographic representation throughout the county. Members were asked to recommend eligible township supervisors.

Resolutions: No formal resolutions had been submitted. The Board discussed accessory dwelling units and the importance of preserving local land-use authority; community-solar legislation and homeowner-association restrictions on residential solar; and expanded EMS funding authority to address increasing service demands and staffing costs. Members agreed to review existing PSATS policy and County Climate Action Plan language before drafting proposals. Charles will coordinate the resolution process, and the required submission questions will be circulated to the Board. Any proposal for consideration at the November 12th membership meeting must be completed in the required format approximately one month in advance.

Other Updates: The Executive Director will meet with Comcast and County representatives regarding specific concerns about model data-center ordinance language and report back to the Board. Follow-up is also planned on the recent housing summit. A recycling-grant webinar hy Hough Associates is scheduled for September 30, and the earlier Equitable retirement-plan webinar proceeded despite limited registration. The Board supported retaining the printed directory as the primary format because it provides sponsor value and a useful historical record; any online distribution should remain controlled. An estimate for the 2027 directory is forthcoming.

V. Old Business

No old business was brought before the Board.

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VI. New Business

PSATS 2027 Hospitality Suite: Montgomery County will not participate in the 2027 hospitality-suite. The Board agreed by consensus to continue the Chester County suite on both Sunday and Monday.

PSATS 2027 Luncheon: PSATS has not yet assigned restaurant space but indicated that county associations will receive priority over sponsors and exhibitors. No further action was taken pending confirmation.

November and December Meetings: The regular November Board meeting will not be held because the annual membership meeting is scheduled for November 12th. The Board selected December 10, 2026, for the year-end Board meeting. A virtual format was favored because of weather uncertainty and holiday schedules. Members also discussed moving the regular 2027 board meetings from the fourth Thursday to the third Thursday. No final decision was made.

Board Succession: The Executive Director reviewed anticipated officer and board vacancies for 2027. The Nominating Committee will develop the slate in accordance with the bylaws and present at the November 12th meeting.

Sponsor Recognition: The Board supported displaying rotating sponsor logos on the venue screen during the annual conference. Staff will verify the current sponsor list before preparing the display and determining whether an updated printed banner is necessary.

CCATO Representation: Members discussed participation in other public meetings. The Board reaffirmed that members may identify their CCATO role when speaking in an individual capacity, but may speak on behalf of CCATO only when the Board has authorized a position.

VII. Municipal Updates

Members reported on a municipal solar project for a new public works facility. The approximately $575,000 installation is supported by a $500,000 state grant and may also qualify for tax credits. Estimated electric savings are approximately $6,000 per month.

Bambi will forward information on America 250 Chester County residential flags available for purchase to Jim Marks for distribution through CCATO channels. The residential flags are a separate, more affordable version of those distributed to municipalities, schools, and libraries.

New Garden Township received a $77,387 Local Share Account grant for a pneumatic device to be donated to Medic 94. Members also discussed Medic 94's prehospital blood program and its value in trauma response. New Garden completed a multi-year zoning and subdivision and land-development ordinance update, including locally tailored provisions for accessory dwelling units.

Other municipalities reported adopting or preparing data-center ordinances. One member also noted the twentieth anniversary of a municipal trash and recycling program and offered to share the program's structure with interested townships.

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A separate Local Share Account grant of approximately $100,000 will support equipment for Minquas Fire Company, benefiting several municipalities. Members also recognized a Caln Township municipal sustainability task force selected for a County Citizen Planner Award to be presented October 15th.

VIII. Next Board Meeting

The next CCATO Board meeting is scheduled for October 22, 2026, at 6:00 p.m. at the West Whiteland Township Building.

IX. Adjournment

With no further business, the meeting adjourned at 8:06 p.m.

APPROVED