

Adams County Association of Township Officials

LouAnn Boyer, President
Susan Plank, Treasurer

Shaun Phiel, Vice President
Shannon Hare, Secretary

Minutes of the April 9, 2025 Meeting

The Executive Committee of the Adams County Association of Township Officials (ACATO) met on Wednesday, April 9, 2025, at Cumberland Township Temporary Building located at 120 Country Club Lane Gettysburg. President Boyer called the meeting to order at 1:00 PM.

Roll Call of members present. LouAnn Boyer, President; Shaun Phiel, Vice-President; Susan Plank, Treasurer; Shannon Hare, Secretary; Carol Bollinger, Chair of Programs Committee

Minutes: Vice President Phiel made a motion, seconded by Susan Plank to approve the minutes from the December 11, 2024 Executive Committee meeting as written. Motion carried, unanimously.

Treasurer's Report: Susan Plank presented the Treasurer's report. She reported that Association dues have been sent out. She received dues from five Townships prior to the meeting and was given two more at the meeting that were sent to Union Township. The total amount available, not including the two checks just received was \$4,407.60. Carol Bollinger moved, seconded by Vice President Phiel to accept the Treasurer's Report. Motion carried, unanimously.

Committee Reports:

- Convention and Program's Committee: Ms. Bollinger said that this year's Convention is booked at SAVES on November 19, 2025. The theme will revolve around firefighters. There was discussion about talking to SAVES to ask about getting a firefighter to explain how much each piece of turnout gear is. There is a need for someone to do the invocation this year since Wilbur Slothour from Land and Sea retired. The Secretary Luncheon will be held at Hoss's in Gettysburg July 30, 2025. The Program's Committee will talk with Hoss's about possibly adding additional menu options. Flagger Training is scheduled for April 17, 2025. As of now, there are 20 people registered. The cut-off for registration is Friday April 11, 2025. The Executive Board donated \$250 to the Pennsylvania State Police Ceremonial Honor Guard unit because they presented the colors and National Anthem during the Convention. The unit said that they are not able to accept donations so the check was returned. Vice President Phiel reported that they did say that there were other groups that we could make the donation to in their honor. President Boyer and Vice President Phiel will talk to the Lieutenant at the next COG meeting about who those groups were. The Program's Committee was proud to announce that Melissa Zirkle, Secretary at Germany Township is their newest member.
- Resolutions/Legislative Committee: President Boyer reported that there is a Resolution proposal regarding prevailing wage.
- Finance Committee. The 2024 audit was completed and found to be acceptable. Susan Plank will send the audit report to everyone.
- ACTPO Delegates: Darrin Catts, Oxford Township; Scott Small, Conewago Township; and LouAnn Boyer, Conewago Township are serving as ACTPO Delegates. They have been attending meetings. President Boyer reported that route 116 and McSherrystown will be done this summer. The Eisenhower Drive extension is supposed to be bid the end of this year or beginning of next year.
- ACATO Delegates to PSATS: President Boyer has not been able to reach Wes Thompson from Reading Township. She will reach out to him again along with Greg Cole from Menallen Township. President Boyer and Vice President Phiel will both be attending the PSATS Convention. Vice President Phiel will be bringing the basket that he is putting together from ACATO.

- Public Relations: President Boyer and Vice President Phiel will reach out to the Gettysburg Times for a pre-convention story and possibly a story or a picture of the Secretary Luncheon.
- Bylaws Committee: The Executive Committee looked at the Bylaws and unanimously decided that there was no need to make changes. Vice President Phiel said that the cost put into it does not justify the outcome.
- Nominations Committee: President Boyer will reach out to Colleen Reamer to see if she would be a part of the Nominations Committee again this year.

Other Business:

President Boyer mentioned that maybe the Association could look into additional trainings. Some examples are Right To Know training or Grant Writing Training. The Executive Committee agreed that a survey could be done to find out the interest of additional trainings, including other subjects of interest.

The next meeting will take place on July 9, 2025 at 1 PM at the Temporary Cumberland Township Building located at 120 Country Club Lane Gettysburg.

With no further business to discuss, Vice President Phiel motioned to adjourn at 2:10 PM, seconded by Carol Bollinger. Motion carried, unanimously.

Respectfully submitted,
Shannon M. Hare
Adams County Association Secretary