

Adams County Association of Township Officials

Coleen Reamer, President
Donna Dixon, Treasurer

Emma Seibert, Vice President
Diane Groft, Secretary

Minutes of the August 8, 2012 Executive Committee Meeting

The Adams County Association of Township Officials (ACATO) Executive Committee met on Wednesday, August 8, 2012, at 12:45 PM at the Mt. Pleasant Township Municipal Building, 1035 Beck Road, Gettysburg, PA. Those attending were Sandy Spence, Vice President, Franklin Township; Donna Dixon, Treasurer, Tyrone Township; and Diane Groft, Secretary, Mount Pleasant Township. Also in attendance were Bob Gordon, Hamiltonban Township, Barb Underwood, Cumberland Township, and Emma Seibert, Tyrone Township. Coleen absent due to family emergency; Diane, here, however-- a family emergency affected an early departure from meeting.

Approval of the Minutes of the June 6, 2012 meeting will be deferred until the next executive meeting.

Treasurer's report:

Submitted by Donna Dixon – present balance \$7,535.63, to date, with Secretary Luncheon expenses at \$397.98. Emma Seibert motioned and Barb Underwood seconded accepting report; all in favor. Motion by Emma Seibert, 2nd by Barb Underwood and approved to update account records as necessary. Donn Dixon will be able to complete this activity.

Old Business: -- Review of Secretary's Luncheon – 14 in attendance. Very good input and sharing among attendees. E-mail discussion group developed for future information sharing.

Motioned by Emma Seibert, 2nd by Bob Gordon to consider a type of training session to be scheduled for possibly October with Mitch Hoffman, York Adams Tax Bureau, Gettysburg office director, for information and guidance on the new reporting under Act 32 for Earned Income Tax and other taxes for secretaries and elected officials. Discussion to possibly involve the Borough's assn. members as well on this training. 9 to noon possible time frame.

Nov. 14 convention: After discussion on various program details, official's booklet, guest speakers, guest attendees, etc., a date was set for compiling vendor and township invitations, registration forms for August 30, 1 pm Mt. Pleasant Township. Details of agenda, disclaimer statement (for vendors), other program information discussed further and will finalize at next executive meeting. As part of evening discussion, be sure to ask about other training interests, comment sheet, critiques.

New Business: – nothing to report at this time.

Committee Members for 2012

- Audit – Craig Rockey, Keith Whittaker – one opening
- Conference – Sandy Spence – solicit assistants as needed for various duties.
- Nominations - Carol Merryman -- openings
- Programs – Coleen Reamer and Emma Seibert -- one opening
- Resolutions – still open
- Public Relations – Barb Underwood -- openings
- Legislative -- Bob Gordon -- openings

The next Executive Committee meeting is scheduled for **Thursday, October 4, 2012 at 12:30 PM at Mt. Pleasant Township.** Program booklet layout, final preparations for Convention and facility details to be completed at this meeting.

With no further business, motion by Bob Gordon, 2nd by Barb Underwood to adjourn at 2:30 p.m.

Respectfully submitted,

Diane Groft, Secretary