

# Adams County Association of Township Officials

**John Gormont, President**  
**Wendy Peck, Treasurer**

**John Aldridge, Vice President**  
**Sheri Moyer, Secretary**

## **EXECUTIVE COMMITTEE MEETING** **July 10, 2018**

The Adams County Association of Township Officials (ACATO) Executive Committee met at Mount Joy Township, Gettysburg, Pennsylvania on Tuesday July 10, 2018 at 1:00 p.m.

**Present:** John Gormont, President, Mount Joy Township; John Aldridge, Vice-President, Union Township; Bob Gordon, Legislative Chair and Audit Committee, Hamiltonban Township; Bruce Hartman, Audit Committee Chair, Mount Joy Township; Wendy Peck, Association Treasurer, Liberty Township; Diane Groft, Conference & Programs Committee Chair, Mount Pleasant Township; and Sheri Moyer, Association Secretary, Mount Joy Township

**Call to Order:** John Gormont, presiding.

**Starting Time:** 1:00 p.m.

### **Approval of Minutes:**

- Executive Committee Meeting Minutes, July 10, 2018: Ms. Groft moved, seconded by Ms. Peck, to accept the minutes as presented. Motion carried unanimously.

### **Old Business:**

- Letter dated May 21, 2018 from PSATS thanking the Association for the gift basket for the annual conference.

### **New Business:**

- Treasurer Report: Ms. Peck prepared the report year to date. She went through all the deposits and found the former treasurer was using an accrual method. In February a deposit was made, which included the Huntington payment, but the check was not included in the deposit and the bank adjusted it accordingly. In March the check was redeposited which is why it got doubled booked. Ms. Peck said she contacted Huntington who confirmed that they only made one payment so no money will be refunded. The error in accounting has been fixed. Ms. Groft moved, seconded by Ms. Moyer, to accept the report as presented. Motion carried unanimously.

Ms. Groft said there are some supplies they will need to purchase for the November convention mailings. Generally they purchase a roll of stamps, envelopes, label and paper. Ms. Peck moved, seconded by Mr. Hartman to approve \$75.00 expenses for the November convention. Motion carried unanimously.

**Committee Reports:**

- Nominations - Carol Merryman, Chair: Ms. Groft said that this will start gearing up in September.
- Resolutions - Chair Vacancy: No report.
- Public Relations - Vacancy: Following discussion, it was decided to keep the Public Relations committee but leave it vacant for the time being.
- Legislative - Bob Gordon, Chair: Mr. Gordon said there was not anything new to report. Most of the legislation, they are interested in is still pending. The next session begins in September and ends November 30, 2018.
- Audit - Mr. Hartman, Chair: No report.
- Conference & Programs - Ms. Groft, Chair:

✚ Secretary Luncheon Update: Ms. Groft said at this point she has 9 reservations for the luncheon. Two secretaries replied stating that they are not attending. She said they have until July 17<sup>th</sup> before they have to give a final count for ordering the food. They have some questions to discuss as topics. She said she will contact Susan Smith to let her know what those are. Mr. Gormont suggested reaching out to Berwick and Latimore townships that are not members. Ms. Groft stated we can, and have in the past offered it to them for a \$15.00 fee. Mr. Gormont moved, seconded by Mr. Gordon to offer this to the two non-members at the rate of \$10.00 per person. Motion carried unanimously.

✚ November Conference Update: Ms. Groft said that in August the committee will be meeting to get the mailing together. She said that the entertainment has been finalized. It will be comedy entertainment for approximately 15-20 minutes. Ms. Groft said they are doing this free of charge. Following a discussion, it was decided that some kind of gift card should be provided. A theme of "101 Dalmatians" was suggested since this is the 101<sup>st</sup> convention.

✚ Zoning Hearing Board Training Update: Ms. Groft said that the training would be in conjunction with the county. They have two possible dates for ZHB training; August 30<sup>th</sup> or the last Wednesday in October (October 31, 2018). Since the October date falls on Halloween it was decided to omit that date. It was decided to go for the August 30<sup>th</sup> date. It will be held either in the EMS or Human Resource building and would start 6-6:30 p.m. Jonathan Andrews from McNees Wallace & Nurick will be the presenter who will provide this training at no cost to either the county or ACATO. ACATO will provide refreshments (i.e., water/juice and cookies).

✚ Sunshine/RTK Laws Training Update: Ms. Groft said if we wanted to do a training session it would have to be sometime in October or wait until next year. Following discussion, it was decided to wait until next year and look to schedule it for March, 2019.

## Approved September 22, 2018

- By-Laws - John Aldridge, Chair: Mr. Aldridge handed out drafts of the proposed By-Laws. Ms. Peck said she feels the Treasurer needs to be revised to define the length of time one can serve. Also, it should have wording that the individual cannot serve as both the treasurer and secretary at the same time. Mr. Gormont said he feels the treasurer should be an elected position. Mr. Aldridge asked that everyone review the draft proposal and provide feedback to him prior to the September meeting so that a revised draft will be ready for discussion.

The next meeting is scheduled for September 11, 2018 at 1:00 p.m.

**Adjournment:** With no further business to be discussed by the Board, Ms. Moyer moved, seconded by Ms. Peck to adjourn the meeting. Motion carried unanimously. Meeting adjourned 2:15 p.m.

Respectfully Submitted,

Sheri L. Moyer  
Association Secretary