

Adams County Association of Township Officials

Stephanie A. Egger, President
Keith A. Whittaker, Treasurer

Coleen N. Reamer, Vice-President
Marcia V. Weaver, Secretary

EXECUTIVE COMMITTEE MEETING **February 11, 2015**

The Adams County Association of Township Officials (ACATO) Executive Committee met at Hamilton Township, Abbottstown, PA on Wednesday, February 11, at 1:30 pm. Stephanie Egger, President, Hamilton Township presided. Those attending were: Coleen Reamer, Vice-Chairman, Hamiltonban Township; Diane Groft, Convention Committee Chair & Programs Planning Committee Chair, Mt. Pleasant Township; Debby Brogan, Resolutions Committee Chair, Hamilton Township; Bob Gordon, Legislative Committee Chair, Hamiltonban Township; Barbara Underwood, Public Relations Chair, Cumberland Township and Marcia Weaver, Association Secretary, Reading Township.

Minutes

The Minutes of the December 10, 2014 Executive Committee Meeting were approved as submitted on a motion by Ms. Groft and seconded by Ms. Reamer; motion carried. Ms. Egger, Ms. Underwood and Mr. Gordon abstained.

Treasurer's Report

Mr. Whittaker did not attend the meeting but provided an Account QuickReport, Profit & Loss Report and Balance Sheet as of February 10, 2015. He also prepared a Profit & Loss Report showing each fiscal year from 2011 through 2014.

Audit Report

The 2014 Audit Report dated February 6, 2015 was provided. It also included a Summary of 2014 Financial Activity.

OLD BUSINESS

Ms. Weaver reported that thank you notes were sent to vendors attending the convention in the beginning of January. She did not receive a form from PSATS yet to report new officers but will contact PSATS to provide updates. She sent updates to Loretta Weaver for the web site. Ms. Reamer was also in contact with Loretta Weaver regarding changes to the web site.

Suggestions for training included a Project Management Seminar conducted by Ron Harris; IT Training, GIS Program Training & Pictometry; and recording of Subdivision and Land Development Plans. Ms. Reamer will also include a Road Master's Forum survey in the next newsletter.

Convention Evaluations were reviewed and comments noted. Suggestions included inviting county services and office supply vendors to the mid-year conference. Ms. Egger will provide W.B. Mason, office supplies vendor, with information on the next conference.

Spring Conference

The Spring Conference will be held May 27th at the Emergency Management Center. Registration will begin at 5:30 pm. Ms. Egger made arrangements for this year's topic to be "Employee Manuals: Are Yours Up to Date or Bin Worthy?" The speaker will be Eric Brown, Esquire, from Siana Bellwoar and McAndrew, LLP. The information will be geared toward what is needed in a non-uniform employee manual. Ms. Reamer will ask for questions on this topic in her newsletter to share with the speaker. Ms. Groft and the Programs Committee will check with various food service providers.

NEW BUSINESS

Committee Reports:

Ms. Egger recommended going out for bids for printing of the convention booklets. Ms. Groft will check with Buchanan Valley Fire Company to obtain information regarding this year's convention.

PSATS Conference, April 19-22, 2015

The Association will participate in donating a basket of items made locally in Adams County for the PSATS Conference. The baskets will be added to their giveaways as door prizes and the townships and county associations will receive special recognition for participating.

Secretary Luncheon

The Secretaries Luncheon will be held on July 29th, from 11:30 am to 2:00 pm at the Adams County Emergency Management Center. Ms. Reamer will reserve the center. Judy Chambers, Penn State Extension Office, and Melissa Morgan from the PSATS Legal Department will be invited to attend. Ms. Groft will obtain catering prices from SCCAP, Biggerstaff and the Altland House. Ms. Egger will talk with W.B. Masons about a gift idea. Ideas for decorations and suggestions for obtaining a sponsor to help with the costs were also discussed.

Ms. Weaver had to leave the meeting at 2:50 pm. Ms. Brogan recorded the remaining minutes.

Fall Conference

Ms. Groft stated there may be a problem with the date of the Conference because November 11th is Veteran's Day. After discussion concerning the vendors, etc.; Ms. Brogan made a motion to change the date of the Fall Conference to November 18th. Ms. Reamer seconded the motion. Motion passed by unanimous vote.

Ms. Brogan suggested that the Association ask former Lt. Gov. James "Jim" Cawley. All members thought this was a good idea. Ms. Egger stated that she will get in touch with David Sanko at PSATS to help her get Jim Cawley as the speaker. It was also suggested that for the up-coming 100th Conference in 2017, the Association should ask David Sanko if he would reserve the date.

OTHER BUSINESS

Grassroots Members

Ms. Egger presented a listing of the members PSATS has listed for the Grassroots membership. It was noted that there are several mistakes. Mr. Gordon volunteered to go over the list and send a corrected one to PSATS. Ms. Egger asked that he send her a copy. The Senate Finance Committee will be holding a series of hearings on issues related to tax exempt charities. The Bill #4, Purely Public Charities will be discussed beginning next week.

ACATO Newsletter

Ms. Reamer will continue to do the ACATO Newsletter and was given several suggestions of items to mention at the meeting today.

Adams County Transportation Planning Organization (ACTPO)

Mr. Gordon stated that he attended the Adams County Transportation Planning Organization (ACTPO) meeting on January 28th. He presented a report of what was discussed. Bob Gordon, Coleen Reamer and Marcy Krum are our delegates to the ACTPO Board. Dave Arendt is the alternate. Andrew Merkel, Adams County Planning and Development, will be hosting a Seminar, informing us of what ACTPO represents.

Adams County Conservation District Representative

The members were informed that Barb Underwood will be the Association's representative at the Adams County Conservation District.

Next Meeting Scheduled

Ms. Egger stated that the next meeting will be held on Wednesday, April 29th at 1:30 pm at Reading Township. There is also a tentative meeting scheduled for Wednesday, May 20th, if needed, before the upcoming conference.

ADJOURNMENT

Having nothing further to discuss, Mr. Gordon made a motion to adjourn at 3:40 pm. Ms. Underwood seconded the motion. Motion carried. Meeting adjourned.

Respectfully submitted,

Marcia V. Weaver
Association Secretary

Respectfully submitted,

Debby A. Brogan
Secretary, Hamilton Township