

Adams County Association of Township Officials

William J. Chantelau, President
Stephanie Egger, Vice President

Helen Rex, Executive Secretary
Donna Dixon, Secretary
Robin Crushong, Treasurer

Minutes of the February 9, 2009 Executive Committee Meeting

The Adams County Association of Township Officials first Executive Committee meeting was held on Monday, February 9, 2009, at 7:00 pm at the Hamilton Township Municipal Building in Abbottstown, PA. Those attending were Bill Chantelau, President; Stephanie Egger, Vice President; Robin Crushong, Treasurer; Bob Gordon, Hamiltonban Township and Chairman of the Audits Committee; Joseph Brennan, Highland Township and Chairman of the Resolutions Committee; Alicia Birkhead, Highland Township and Chairwoman of the Programs Committee; Bill McMaster, Oxford Township and Chairman of the Legislative Committee; and Donna Dixon, Tyrone Township, Association Secretary.

Bill Chantelau opened the meeting by introducing everyone present. This is the first meeting of the Executive Committee since the Constitution was passed, the Executive Committee will be instrumental in the role and functions of all of the Committees. Bill mentioned no one has volunteered to serve as the Nominations Committee Chairman. The Executive Committee will meet 40 days prior to the Annual Conference and someone from the National Lands Trust has already contacted the Association about speaking at the November Conference.

Under Article VIII – Executive Committee, No. 5, in the Constitution, ACATO's solicitor is Wally Davis which the organization approved. The Executive Committee can appoint their own solicitor if they so choose. Bill Chantelau asked if anyone had another solicitor other than Wally who is not on a retainer. The Executive Committee did not appoint chairpersons stated under Article XII. Since this is the formulation of the Executive Committee, those who are members of the Committee are volunteers for the various committee chair positions. The Committee chairs have the responsibility of assembling their members.

The Constitution also says we have term limitations. In Bill Chantelau's, opinion, he feels it is his obligation to run again next year for President since the Constitution was just passed. Joe Brennan said there are so many issues going on in the County that people in the townships are going to step up and get involved. An example, NIMS is going to be regionalized. The Governor signed the bill and no one knows this has happened. The whole state is fighting it. He is in favor of helping each other but not merging. Bill Chantelau said there is a good article in The Evening Sun about Regional Comprehensive Plans and he is in favor of regional zoning. Also, there are so many things that the townships can do together like Council of Governments (COGs). Bob Gordon asked Bill Chantelau if he is saying that the Executive Committee should try to get information out to the townships? That is something the Public Relations Committee can work on. Joe Brennan said he thinks the Resolutions Committee should work with the County and this Association since the Resolutions Committee represents the policies of the Constitution. Bill Chantelau suggested scheduling a meeting with State Representatives Dan Moul and Will Tallman and State Senator Rich Alloway. One of the issues to be discussed is prevailing wage. Joe Brennan suggested Bill Chantelau and Bill McMaster schedule appointments to meet with these legislators in their offices. That way, they would feel comfortable and they would see the

Association is making an effort. Also, the Association would have access to their legislative staff if the meetings occurred in their offices.

Committee on the Conference - The Spring Conference will be held at Mt. Joy Township on April 29, 2009, at 7:00 pm. It was announced the Conference in November was going to be held at Southeastern Adams Volunteer Emergency Services' (SAVES) new facility; however, Stephanie Egger stated construction is presently behind schedule. If the Executive Committee agrees to hold the Annual ACATO Convention on Wednesday, November 18, 2009, Sandra Spence, Chairman of the Conference Committee, can be notified and Bill Chantelau will email Sandra who to contact at PSATS.

Programs Committee - Alicia Birckhead is Chairperson of this Committee. The idea was to have programs for the Association members throughout the year, not just at the two conferences. This will be the third Spring Conference and Bill Chantelau suggested having two program topics for this conference. Bill McMaster suggested a status report on COGs. Alicia Birckhead suggested the York Adams Tax Bureau. Lois Kashner of the York Adams Tax Bureau has mentioned she plans on visiting those municipalities who presently are not utilizing the York Adams Tax Bureau services. Bob Gordon suggested tax reassessment would be another good topic and Barbara Walter, Director of the Adams County Tax Assessment Office, could be invited to speak on the impact of the municipalities' tax structure. Bill McMaster made a motion to move forward with the three items on the Programs Committee. Stephanie Egger 2nd the motion. The motion carried unanimously.

Committee on Audits - Bob Gordon said he thinks Bev Boyd will assist. Bill Chantelau made a motion that the Executive Committee create a policy that an auditor not be in the same Township as the Treasurer; Joe Brennan 2nd the motion. The motion carried unanimously. This motion will be reported at the Spring Conference.

The officers of the Association take office at the end of the November Convention; therefore, there should be an audit prior to the November Convention in order for the auditors to give the Executive Committee a report late September or the beginning of October. Since the Executive Committee meets 40 days prior to the November Convention, the auditors meet with the Executive Committee late September. Bob Gordon made a motion that the Executive Committee meet with the auditors and give a report at the November Convention; Bill McMaster 2nd the motion. The motion carried unanimously. Robin Crushong asked where the audit will be done and Bob Gordon replied the audit will be done at her office on township time.

Bill Chantelau instructed all Committees to prepare their policies and procedures.

Association Dues Collection - The annual dues amount per township will be \$50. The Treasurer will send out information to the townships; however, presently there is nothing available to send out. Mt. Joy Township has already built in to their budget the Association dues. The purpose for these dues is for programs and the solicitor, if needed. The money that is presently collected is from the November Convention dinner. Bill McMaster made a motion to send out as soon as possible the dues notification for payment to be received by March 31, 2009 and each township can approve the dues payments at their March meetings. Joe Brennan 2nd the motion. Robin Crushong passed around an invoice for dues she had already prepared. Bill McMaster asked what steps the Association will take if some townships do not pay their annual dues. Bill Chantelau replied there are two he can think of that will not participate and they are Latimore Township is recalcitrant and Bob Foltz of Berwick Township is of the opinion ACATO is in conflict with PSATS.

For the Spring Conference, the Ragged Edge will cater the event and each township is asked to bring a dessert. The township location the conference is being held at only hosts the conference; their staff is not required to provide anything.

Bill Chantelau said now that the Association will be collecting dues, the Association should be offering workshop sessions for its members and that is where the Programs Committee comes in. PSATS has a lot of programs they offer. Bill suggested Alicia Birckhead write a letter to Mindy Valentine or Carol Kilko of PSATS requesting what programs and speakers they have to offer. Also, the dues could be used to rent a center to hold the workshop sessions. The Governor's Center would also be a good source and Alicia could talk to them at the PSATS Convention on what they have to offer.

Direction of the Association - Bill Chantelau suggested tabling this subject for the time being.

Discussion on the Creation of COGs - There will be a meeting on March 12, 2009 at 8:30 am at the Emergency Management Center on this subject. The COGs' function is to buy and share items together; it's more for joint services rather than a buy-in program. COGs involve the school boards, county and municipalities. Bill Chantelau and Stephanie Egger have been attending the Association of Boroughs meetings held at The Pike in Gettysburg every other month. Bill Chantelau commented there is no duplication between the Association and the COG and thinks the Executive Committee should prepare a White Paper as to why our Association exists.

Set Next Meeting Dates/Frequency - Constitutionally, the Executive Committee must meet 40 days prior to the November Convention. Bill McMaster suggested meeting quarterly – January, April, July and the first week in October. The Committee decided to meet after or before the Spring Conference on April 29, 2009 being held at Mt. Joy Township; the third Monday in July (July 20, 2009) at 7:00 pm at Oxford Township; and the fourth Monday in September (September 28, 2009) at 7:00 pm at Highland Township. Bill McMaster made a motion to hold the Executive Committee meetings quarterly – January, April, July and September. Bob Gordon 2nd the motion. The motion carried unanimously.

Bill McMaster made a motion to adjourn at 8:30 pm and the motion was 2nd by Bob Gordon. The motion carried unanimously.

Respectfully submitted,

Donna R. Dixon, Secretary
Tyrone Township