

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 September 28, 2009 Executive Committee Meeting

The Adams County Association of Township Officials (ACATO) Executive Committee met on Monday, September 28, 2009, at 7:00 PM at the Highland Township Municipal Building, Gettysburg, PA. Those attending were Bill Chantelau, Mt. Joy Township, President; Stephanie Egger, Hamilton Township, Vice President; Robin Crushong, Mt. Joy Township, Treasurer; Bill McMaster, Oxford Township and Chairman of the Legislative Committee; Bob Gordon, Hamilton Township and Chairman of the Audits Committee; Joseph Brennan, Highland Township and Chairman of the Resolutions Committee; Sandy Spence, Franklin Township and Chairwoman of the Conference Committee; Alicia Birckhead, Highland Township and Chairwoman of the Programs Committee; Robin Price, Conewago Township and Chairwoman of the Nominations Committee and Donna Dixon, Tyrone Township, Association Secretary.

Debi Golden could not attend the meeting tonight due to illness.

Bill Chantelau formally welcomed Robin Price of Conewago Township who volunteered to serve on Chairwoman of the Nominations Committee. Bill encouraged Robin to solicit some ACATO members to assist her. Bill Chantelau will email Robin Price a copy of the Association Constitution.

Joe Brennan made a motion to approve the minutes of the July 20, 2009 Executive Committee meeting and Bill McMaster 2nd the motion. The motion carried unanimously.

DISCUSS:

- 1. Audit Report** – Bob Gordon mentioned this was the first time the books were audited. What was audited was the 2007, 2008 and eight months of 2009 records. It was suggested to send the report via email after the Fall Convention to the Association members; and if anyone requests a hard copy at the Fall Convention, Bob will have some available. Bob indicated that Robin Crushong did a great job in keeping the books! Included under income during 2007 and 2008 were convention dinners and vendor ads; 2009, also included dues. Nineteen townships paid their dues and two did not pay. Regarding the Convention Booklet, Berwick Township should be included; however, they should not be included in the email list. A motion was made to approve the Audit Committee's report by Joe Brennan and 2nd by Bill McMaster. Robin Crushong abstained.
- 2. Proposed Read-Ahead for the Conference** - Bill Chantelau distributed copies of the Read Ahead Agenda and Read Ahead Packet.

Bill McMaster suggested including H.B. 1500 regarding township State Police coverage. If another Township police department went into another township to assist, the township receiving services would have to reimburse the township police force providing the services. Joe Brennan asked if the Resolutions Committee should have resolutions prepared for some of these bills. Bill McMaster will be following up on these issues and will provide the information. Bill McMaster suggested not only sending a copy of the issues to the members but also to the legislators. The questions received from the Association members should be given to the panel to address.

Sandy Spence also suggested including under issues the Minimum Bid Requirements. Bill will make a few revisions and additions as suggested at tonight's meeting and forward it on to Donna Dixon to send to all of the Association members' Secretaries to make copies for review and comment. A motion to approve the Read Ahead materials was made by Bob Gordon and 2nd by Bill McMaster. The motion carried unanimously.

- 3. Conference Proposed Agenda** - President's Presentation to the Fall Convention – Bill Chantelau will send the Executive Committee an email of his proposed remarks. It is important to note that this is the first year the Association has functioned with a Constitution, the Executive Committee was established and held meetings, CDL training was provided by the Association, the Association held a great Mid-Year Conference, Bill McMaster met with our legislators and now it is a great idea to get more people involved in the Association.

Bill Chantelau will scan the information received from James Wheeler, PSATS, who will be representing PSATS and giving the presentation at the Fall Convention, and forward the information to Sandy Spence identifying the equipment James will need for his presentation.

Alvin Taylor will be doing a presentation on the 2010 Census. This is a very important subject since each township's population determines their funding.

Each elected official will give their presentations followed by a panel session with questions and answers from Association members. Bill McMaster received responses from Senator Alloway and Representative Moul but not from Representative Tallman regarding their attendance and presentation at the November 12, 2009 Fall Convention. It must be emphasized to the legislators to keep their presentations short.

Association Business – The Treasurer's Report and Committee Reports are next on the agenda. Bill Chantelau suggested that Alicia Birkhead make a presentation and ask for ideas for future Program activities. The Election of Officers will follow.

Stephanie Egger will talk about the Mid-Year Conference and door prizes will be awarded which is the final item on the agenda. Sandy Spence spoke to Sally from Wal-Mart regarding door prizes. Sally will contact Sandy by the end of October. Stephanie suggested Sandy contact Tim Beard regarding pumpkins for decorations. Regarding door prizes, members must be present to win and their name must be on the back of the ticket.

The meal will consist of a family-style buffet with beef, ham, green beans, mashed potatoes, gravy and stuffing.

- 4. Conference Booklet** - Changes for the Conference Booklet should have been submitted to Robin Crushong by September 24, 2009. Robin has not received updated information from Butler, Conewago, Cumberland, Freedom, Hamilton, Latimore, Liberty and Reading. Presently very few registrations have been received.

Stephanie Egger mentioned that advertising is down compared to last year – she has received less than 50% compared to last year, however, the deadline is September 30. Presently Stephanie has a total of \$700, which includes their meals; and the cost to publish the Conference Booklet will be between \$900 and \$1,000. Stephanie asked the Executive Committee to ask their solicitors to place an ad; one-half page is \$40 and a full page is \$65.

5. **Helen's Gift** - Robin Crushong said she is considering buying Helen three gift certificates – one each from the Gettysburg Family Restaurant, Ruby Tuesdays and Hoss's. Bill McMaster suggested making the gift presentation to Helen between "Vendor Recognition" and "Conference Activities". Bill McMaster made a motion to buy a nice frame for Helen's certificate to not exceed \$20. Joe Brennan 2nd the motion. The motion carried unanimously.

6. **Next ACATO Events** -

- a. **CDL Training**
- b. **Right-To-Know-Law meeting** – this training will be held for all the Association members' Right-To-Know Officers and the training is free; Joe Brennan will try to schedule this training in mid-October;
- c. **Tax Reassessment** – Alicia Birkhead suggested scheduling a seminar on this topic;
- d. **Flood Plain Training** – Dan Fitzpatrick from DCED will provide free training. Bill Chantelau suggested scheduling this after the Fall Convention.

Alicia Birkhead asked as far as future seminars, does the Association want to generate some revenue? Bill McMaster suggested covering the costs but he does not think the fee should be too high because no one will attend. Bill McMaster added that Alicia should highlight, by attending the Association seminars, the townships will save on paying mileage to Enola. Bill McMaster made a motion to add \$5 onto the cost of future seminar registration and Joe Brennan 2nd the motion. The motion carried unanimously.

7. **Review Reassessment Information Session - Act 32** - The County's first meeting will be held on October 8, 2009. At that time, the County is to elect three representatives who will be the officers of the County's Tax Collection Committee (TCC), one each representing the townships, the boroughs and the school districts. Joe Brennan suggested the Association lobby all of the TCC delegates to nominate someone who is articulate and is willing to devote a lot of time to this Committee. Bill McMaster suggested Bruce Tushingam of Oxford Township and a former school teacher be nominated to represent the Association because Bill thinks Mr. Tushingam would be ideal to represent the townships. The school districts have 58% of the weighted vote; therefore, the Association needs someone who has experience in negotiating. Bill Chantelau will contact Mr. Tushingam and ask if he will accept the President or Vice President nomination for the TCC.

Joe Brennan asked if the Association wants to take a position on who should be chosen for the tax collector position. Ron Harris made a presentation at a COG meeting suggesting the County be the tax officer. Joe thinks the TCC should conduct a rigorous search. Bill McMaster firmly believes the York Adams Tax Bureau will be the County's tax collector because that is what the school boards want.

8. **Other Items of Interest/Concern** -

H.B. 1858 – County 1% Sales Tax - Bill McMaster distributed information on an amendment to this bill. Instead of the townships receiving 50%, they will only receive 25%. The school districts will be receiving 50%. Representative Scavello of Monroe County introduced this amendment. Bill McMaster suggested all the townships send our legislators an email encouraging them to vote against this amendment. This began as a great program and with this amendment, the school districts will benefit, excluding the townships. Joe Brennan made a motion to send a letter to our representatives to oppose this change; Stephanie Egger 2nd the motion. The motion carried

unanimously. The letter should state the Association is not in favor of the amendment made by Representative Scavello and the bill and printers numbers should be mentioned. Bob Gordon suggested a copy of this letter be sent to Pat Raymond of PSATS.

November 16, 2009 Executive Session Meeting - The next Executive Committee session will be held on Monday, November 16, 2009 at 7:00 PM at Mt. Joy Township.

Robin Price mentioned that all townships are supposed to be charging sales tax for any tangibles sold and registration can be done on e-tides.

Joe Brennan made a motion to adjourn the meeting at 8:40 PM and the motion was 2nd by Bill McMaster. The motion carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Donna R. Dixon".

Donna R. Dixon, Secretary
Tyrone Township