

Adams County Association of Township Officials

Coleen Reamer, President
Alicia Birkhead, Treasurer

Sandy Spence, Vice President
Diane Groft, Secretary

Minutes of the January 24, 2012 Executive Committee Meeting

The Adams County Association of Township Officials (ACATO) Executive Committee met on Tuesday, January 24, 2012, at 12:30 PM at the HamiltonBan Township Municipal Building, 23 Carrolls Tract Road, Fairfield, PA. Those attending were Coleen Reamer, Hamiltonban Township, President; Sandy Spence, Franklin Township, Vice President, and Diane Groft, Mount Pleasant Township, Secretary. Also in attendance Bob Gordon, Hamiltonban Township, Barb Underwood, Cumberland Township.

Minutes of the December 5, 2011 minutes were reviewed and approved by all on Motion by Bob Gordon, 2nd by Sandy Spence.

Old Business: Convention booklets as mentioned at last meeting were sent.

New Business:

2012 Fall Convention Discussion on where to hold – Bendersville will be approached for availability, other choice -- Bonneauville

Spring County Assn. Conference scheduled for May 30, 2012 at Emergency Services Center
Discussion on program items. Judy Chambers to address Conflict Resolution topic; Nick Colona could speak about Broadband Initiative; Association audit committee could give their report, summarize PSATS convention.

Other note: Flagger training to be scheduled sometime in April, free to ACATO member townships.

Newsletter to Association members to be finalized and sent out in February.

There was some discussion concerning e-mail addresses for various officials within each municipality. Get what we have to Coleen.

Discussion for possibly scheduling a Secretaries luncheon for networking, roundtable discussion. June would be a preferable month to schedule noon to 2 pm – at Emergency Services Center.

Committee Members for 2012

- Audit – Jean Hawbaker for sure, others to be contacted for verification – arrange with Treasurer to complete audit in next few months.
- Conference – Sandy Spence – solicit assistants as needed for various duties.
- Nominations - Carol Merryman
- Programs – Coleen Reamer
- Resolutions – still open
- Public Relations – Barb Underwood
- Legislative -- Bob Gordon -- need to know who is on Grassroots Lobbying at State level—maybe ask in the newsletter about this.

Fall Convention Leadership Roles – (items left from December discussion)

- Township information for booklets needs to be verified for Publisher see Alicia and Jean on this
- Layout of booklet needs further discussion
- Proof reading of booklet important
- Vendor table set up to be discussed further
- Diane will work with vendor contact, mailing

New items for discussion

- Speakers – Commissioners -- possible discussion panel
Representatives, guests look over lists, any to add...guests as invited -- no charge
PSATS representative
- Press Release concerning the upcoming Convention and include on the web site.

Treasurer's report:

Balance Nov. 9, 2011	\$9,693.16
Bills paid through Jan. 2012	2,461.45
Receipts deposited through Jan. 2012	266.00
Balance on hand as of January 31	\$7,497.71

No bills to be paid at this time.

The next Executive Committee meeting is scheduled for **Tuesday, March 13, 2012 at 12:30 PM at Mount Pleasant Township.**

Having no further business, Bob made a motion to adjourn at 1:55 p.m. and Sandy seconded the motion.

Respectfully submitted,

Diane Groft, Secretary