

# Adams County Association of Township Officials

**Coleen Reamer, President**  
**Alicia Birkhead, Treasurer**

**Sandy Spence, Vice President**  
**Diane Groft, Secretary**

## **Minutes of the April 18, 2012 Executive Committee Meeting**

The Adams County Association of Township Officials (ACATO) Executive Committee met on Wednesday, April 18, 2012, at 12:30 PM at the Highland Township Municipal Building, 3641 Fairfield Road, Gettysburg, PA. Those attending were Coleen Reamer, President, Hamiltonban Township; Alicia Birkhead, outgoing Treasurer, Highland Township; and Diane Groft, Secretary, Mount Pleasant Township. Also in attendance were Bob Gordon, Hamiltonban Township, Barb Underwood, Cumberland Township, and Emma Siebert Tyrone Township.

Minutes of the March 13, 2012 minutes were reviewed and approved by all on Motion by Alicia Birkhead, 2<sup>nd</sup> by Barb Underwood.

### **Treasurer's report**

- Municipal dues being received; all paid except Berwick and Latimore Twps.
- Flagger training – a few bills for refreshments, etc. to pay as received.
- Audited balance for March 31, 2012 in checking account was \$8,143.71.

Audit has been completed and an audit report has been submitted for filing. Funds are in order. Thanks to Craig Rockey, Jean Hawbaker and Donna Dixon for their time and efforts.

Due to the necessity to purchase a coffee maker for future use, motion by Barb Underwood, 2<sup>nd</sup> by Alicia Birkhead and approved to purchase a coffee maker at a reasonable price to be used at Association functions.

Alicia Birkhead has expressed her desire to resign from the Treasurer's position with the Association at this time citing reasons that are acceptable to this Executive Committee. Therefore, it is with deep regret that our Association reluctantly accepts Alicia's decision and we wish to thank her sincerely for her time and talent that has been given to the Association over the last few years.

Starting with a clean slate, since the audit has been completed, a request went out to Association members for a new Treasurer to serve out the remaining term of office. Donna Dixon would have an interest in the position. Therefore, motion by Bob Gordon, 2<sup>nd</sup> by Coleen Reamer and approved to appoint Donna Dixon, Tyrone Township Secretary as the new Treasurer for the Association. Coleen to send a letter acknowledging appointment.

**Old Business:** Flagger training held April 11 went well, with 43 in attendance representing 11 municipalities. A news release was submitted for filing.

**Spring County Assn. Conference scheduled for May 30, 2012 at Emergency Services Center**  
Discussion on program items and time line. Judy Chambers to address Conflict Resolution topic; Nick Colona will speak about Broadband Initiative; Association audit committee to give their report, also member of the executive Committee to summarize PSATS conference activities and upcoming events. Two prizes will be given away to those in attendance for the evening.

Secretaries Luncheon scheduled for June 20 – discussion. Judy Chambers will be moderator. Emma Siebert is gathering donations of gifts for the luncheon attendees.

Gift basket for PSATS State Conference from Adams County is coming together nicely. Emma Seibert will organize and Bob Gordon will be sure it gets to the right person at Hershey for May conference.

**New Business:** Computer training – especially for highway maintenance staff – has been discussed and should be looked at more seriously. Try to find a school or other facility with hands on capability. Early August might work for scheduling if a facility is found. Other training possibilities – Confined Space and Safety Class.

Adams County Council of Governments report – one item of interest – Roadmaster's breakfast scheduled for June 13 in the AM—Rosie's Diner in New Oxford.

#### **Committee Members for 2012**

- Audit – Jean Hawbaker, Craig Rockey -- one opening
- Conference – Sandy Spence – solicit assistants as needed for various duties.
- Nominations - Carol Merryman openings
- Programs – Coleen Reamer and Emma Seibert -- one opening
- Resolutions – still open
- Public Relations – Barb Underwood openings
- Legislative -- Bob Gordon -- still trying to determine who is on Grassroots Lobbying at State level

The next Executive Committee meeting is scheduled for **Wednesday, June 6, 2012 at 12:30 PM at Tyrone Township.**

Having no further business, Coleen made a motion to adjourn at 2:35 p.m. and Barb seconded the motion.

Respectfully submitted,

Diane Groft, Secretary