Adams County Association of Township Officials

Coleen Reamer, President **Sandy Spence, Vice President**
Alicia Birckhead, Treasurer **Diane Groft, Secretary**

Minutes of the December 5, 2011 Executive Committee Meeting

The Adams County Association of Township Officials (ACATO) Executive Committee met on Monday, December 5, 2011, at 2:00 PM at the Mount Pleasant Township Municipal Building,1035 Beck Road, Gettysburg, PA. Those attending were Coleen Reamer, Hamiltonban Township, President; Sandy Spence, Franklin Township, Vice President, Alicia Birckhead, Highland Township, Treasurer; and Diane Groft, Mount Pleasant Township, Secretary. Also in attendance Bob Gordon, Hamiltonban Township.

All recognized newly elected officers Coleen Reamer and Sandy Spence. Noted that Diane Groft rotated into the Secretary position for the next two years and rotation will go back to Reading Township if possible for 2014.

Old Business: None

New Business:

2011 Convention wrap up – Thank you letters will be prepared by Coleen and sent to the appropriate Speakers and Vendors and Sandy will take care of Buchanan Valley Fire Company. Coleen presented a letterhead option regarding correspondence for the Association to be used going forward. Sandy will send Convention booklets as appropriate and be reimbursed for postage from Assn. funds.

Overall, 2011 Convention was a good educational outing with networking and fellowship.

Next year's Spring County Assn. Conference is tentatively scheduled for May 30, 2012 the fifth Wednesday of the month. It would fall after the State Convention and possibly agenda could include a summary of items from that Convention. PSATS probably needs to post our Spring date. The County Association meeting would be possibly in the evening 7 – 9 pm. Other possible topics -- By Laws, training, Zoning Law updates, Building Code, etc.

- Other note: Flagger training might be available in March or April
- Seek input from member townships for suggestions for Spring Conference
- Refreshments could be as simple as food trays from Giant or other store
- Probable Location at Adams County Emergency Services facility

Next year's Fall Convention is scheduled for Wednesday, November 14, 2012.

It was agreed to purchase a wheeled filing cart for use by Association officers for ease in handling and travel. Alicia will check into this.

Committee Members for 2012

- Audit – Check with Donna Dixon, Jean Hawbaker and Angela Chronister
- Conference - Sandy Spence appointed
- Nominations - Carol Merryman appointed
- Programs –
- Resolutions –
- Public Relations –
- Legislative -- Bob Gordon

Those open committees will be discussed further at the January meeting of the Executive Committee.

Fall Convention Leadership Roles –

- Township information for booklets needs to be verified for Publisher
- Layout of booklet needs further discussion
- Proof reading of booklet important
- Vendor table set up to be discussed further
- Check with Heidlersburg Fire Company for availability, or other facility if necessary.
- Diane will work with vendor contact, mailing

The next Executive Committee meeting is scheduled for **Tuesday, January 24, 2012 at 12:30 PM at Highland Township.**

Having no further business, Alicia made a motion to adjourn at 3:50 p.m. and Sandy seconded the motion.

Respectfully submitted,

Diane Groft, Secretary