

Adams County Association of Township Officials

Coleen Reamer, President
Donna Dixon, Treasurer

Emma Seibert, Vice President
Diane Groft, Secretary

Minutes of the July 10, 2013 Executive Committee Meeting

The Adams County Association of Township Officials (ACATO) Executive Committee met on Wednesday, July 10, 2013, at 12:30 PM at the Mount Pleasant Township Municipal Building, 1035 Beck Road, Gettysburg, PA. Those attending were Coleen Reamer, President, Hamiltonban Township, Emma Seibert, Vice President, Tyrone Township, Barb Underwood, Public Relations chair, Cumberland Township, and Diane Groft, Secretary, Mount Pleasant Township.

Motion by Barb Underwood, 2nd by Emma Seibert and approved to accept the Minutes of the May 1, 2013 meeting as submitted.

Treasurer's report:

Donna completed the report showing a present balance of \$8,894.59. Bills totaled \$180.96 for mid-year conference expenses. Motion by Emma Seibert, 2nd by Barb Underwood and approved to accept report as submitted.

Old Business:

May 15 Mid-Year ACATO conference overview – 9 townships represented including exec. Committee members. Evaluations filled out were positive. Discussion among committee members for further mid-year sessions – with the low attendance, try to get feedback from Association member townships on this issue. Suggestion for Supervisor training in future.

Roundtable for Secretaries scheduled for Wednesday, July 31. Committee finalized plans for the event -- registration 10:30 am, lunch, discussion and 2:30 pm end. Good registration response.

CDL Supervisory Training October 9, 2013 is scheduled for the training.

November ACATO conference – November 13, 2013; reviewed all correspondence that will be going out to vendors, member townships, guests, etc. including invitations, registration forms, ads, etc. Vendor letters going out August 28, township letters going out September 3.

Time Management Training – this type of session should be considered at another time, will not be able to schedule in September.

Yearly General Calendar for Association business, events, training – currently working on a listing; possibly have ready for discussion next meeting. For reference with future turnover of officers for timelines, goals, etc.

New Business:

Electronics, technology, social media – Township staff and elected supervisors should note and review article in the Township News – July issue.

Website discussion – Adams County updated their pages including the ACATO information. Look at carefully and get back to County representative with corrections, adds, etc.

Committee Members for 2013

- Audit – Craig Rockey, Keith Whittaker, Gene Starbuck
- Conference – Emma Seibert
- Nominations - Carol Merryman -- openings
- Programs – Coleen Reamer and Emma Seibert -- one opening
- Resolutions – still open
- Public Relations – Barb Underwood -- openings
- Legislative -- Bob Gordon -- openings

The next Executive Committee meeting is scheduled for **Wednesday, September 11, 2013, at Tyrone Township, 12:30 pm.**

With no further business, motion by Emma Seibert, 2nd by Barb Underwood to adjourn at 1:30 p.m.

Respectfully submitted,

Diane Groft, Secretary