

Adams County Association of Township Officials

Stephanie Egger, President
Marcia Weaver, Treasurer

Coleen Reamer, Vice President
Beverly Shriver, Secretary

EXECUTIVE COMMITTEE MEETING

December 15, 2015

The Adams County Association of Township Officials (ACATO) Executive Committee met at Hamilton Township, Abbottstown, PA on Tuesday, December 15th, at 1:00p.m. Stephanie Egger, President, Supervisor of Hamilton Township presided. Those attending were: Coleen Reamer, Vice-President, Supervisor Hamiltonban Township, Beverly Shriver, Association Secretary, Oxford Township, Marcia Weaver, Treasurer, Reading Township; Diane Groft, Conference & Programs Planning Committee Chair, Mt. Pleasant Township; Bob Gordon, Legislative Committee Chair, Supervisor Hamiltonban Township, Debby Brogan, Resolutions Committee Chair, Hamilton Township; Craig Rockey, Audit Committee Chair, Highland Township.

Old Business

Workshops: "Going through the Bidding Process":

This workshop should be held in Mid-March; before the bidding process starts for Liquid Fuels. According to our survey it should be held in the daytime rather than in the evening. Ms. Egger will contact Melissa Morgan/PSATS, Judy Chambers/Penn State Extension (they offered to help coordinate this) and Joshua Kopp/PennDOT Representative to do a short speech on Liquid Fuels, Forms, Bidding process, New paving materials and techniques that are approved and Co-Stars. Ms. Egger will then set the date and reserve our location.

Other trainings: Ms. Shriver announced Oxford Township signed up with CodeRED. A web-based service designed to enable local government officials to record, send and track personalized voice, email and text messages to its residents in minutes. The committee would like Mario Iocco to give more detailed information on it at a C.O.G. meeting. Ms. Reamer advised the C.O.G. is an easy way to inform everyone this is available. A training on it would be a good thing for ACATO to do. The C.O.G. could do a survey to see how many municipalities are interested in having a seminar style presentation. It could be a cross-sponsored workshop between the C.O.G. and ACATO; then we would not have to ask the Borough's Association to share the costs.

Resignation of Coleen Reamer as ACATO Vice-President: Ms. Reamer has submitted her resignation as Vice-President of ACATO since she accepted the position of Vice-President with the C.O.G. Ms. Reamer does not want to sit as Vice-President of two different organizations but would still like to be involved with the planning committee with any help they might need.

Ms. Egger was given a few names to contact in filling the position of Vice-President. Liberty Township - Bob Jackson, Cumberland Township - Steve Toddes, Franklin Township - Jerry Arrison and Conewago Township - Don Knight.

Follow-up on Convention, November 18, 2015: This year there were thirteen questionnaires completed; last year there were three completed. Ms. Egger reported Lucinda Heller from Menallen Township won the prize. The comments we received gave positive feedback.

Mr. Rockey felt the vendors were more robust this year; a lot more valuable information than it had been.

Conewago and Liberty Township do not participate. There were 15 registered that didn't show up.

Ms. Groft reported we were charged for 150 meals; it was probably 165 there.

Ms. Weaver clarified that Salzmann Hughes, P.C. was refunded. And she reported the PA Treasury convention dinner check was received.

Ms. Groft reported we did receive all the ads we were waiting on. There was one vendor that shown up that didn't tell us they wanted a table; but we squeezed them in. There were 24 vendor tables used out of 26 set up. The vendor list has 60 businesses; out of those 46 advertised. Ms. Groft will send thank you cards to Devon Brogan, Country Manor Florist, Jonathan Holmes and Tim Beard. The vendors were told if they want to pick up a convention book, the extra books were distributed to the offices of Mt. Pleasant, Oxford, Hamilton, and Reading Township.

S.A.V.E.S. is the only place that can handle our growth.

Ms. Weaver will give Ms. Groft her passport to transfer various new convention files for association use.

Next year's convention: Think about a theme and type of speakers for the next meeting.

New Business:

Treasurer's Report: Debby Brogan second by Bob Gordon motioned to accept the Treasurer's report as presented. Motion carried. There was discussion on S.A.V.E.S. facilities (set up etc...and balance of meal) and the meal deposit of \$400 should be shown separate. Ms. Weaver will make an adjustment in QuickBooks to reflect this.

Newsletter: For now, Ms. Reamer will continue to do the newsletter; this is sent out on odd months; January's will have training sessions and comments on the convention. The newsletter is a part of the Public Relations Committee duties which consists of Barb Underwood and Coleen Reamer.

Website Updates: Ms. Brogan sent Loretta Weaver updates to the website; to date these changes were not made. Ms. Brogan will contact Ms. Weaver again to have those changes made.

Legislative Committee: Bob Gordon will continue to be the Chairman. Mr. Gordon reported we are on hold right now since the budget is not passed.

Nominations Committee: Carol Merryman is absent from the meeting; we assume she is going to accept. One member is needed.

Resolutions Committee: Debby Brogan will continue as Chair and one member is needed. Ms. Brogan is to contact PSATS to work with her on the wording for an audit resolution to present. There should be a different way to set rates for Supervisors.

Public Relations: Barb Underwood and Coleen Reamer. Ms. Reamer will ask Ms. Underwood if she wants to stay on.

Audit Committee: Craig Rockey as Chair and one member is needed. Ms. Reamer suggested Mr. Rockey contact Deborah Feiler, Secretary for Hamiltonban Township to be on this committee.

PSATS Annual Conference: This will be held April 17th to the 20th, 2016. Ms. Reamer reported she already has a selection for the basket we always do. There should be something in the newsletter for each Township to donate to the basket and also to the Military Box.

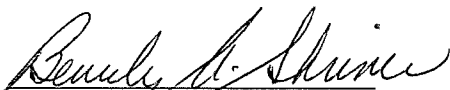
ACATO Mid-Year Conference: This will be Wednesday, May 25, 2016 at Emergency Services, 9:00a.m.-12:00p.m. Our survey said most of the people would rather have a morning meeting and then finish their day at work. Ms. Egger will reserve the room for 8:00-1:00p.m. We will provide a lunch. Ms. Groft will not be able to attend that day. We still need a speaker; will discuss at the next meeting.

Secretaries Luncheon: This will be held July 27, 2016 at the Emergency Services Center; Ms Egger will reserve this for 10:00-3:00; the luncheon will be 11:00-2:00p.m. Melissa Morgan and Judy Chambers will be the speakers. We need to think of an idea for the small gift. A room identification sheet needs made to slide in the door slot.

The 99th ACATO Fall Convention: This will be held at S.A.V.E.S. on November 9th, 2016. Come to the next meeting with ideas of what the topic, theme, speakers and food will be.

Any other comments: It was decided meetings will be held on Tuesdays instead of Wednesdays. The next meeting will be January 26th @ 1:00 at Oxford Township.

Adjournment: Debby Brogan second Marcia Weaver motioned to adjourn the meeting. Motion carried; meeting adjourned at 2:35p.m.


Beverly A. Shriver, Secretary