

# Adams County Association of Township Officials

LouAnn Boyer, President  
Susan Plank, Treasurer

Shaun Phiel, Vice President  
Shannon Hare, Secretary

## Minutes of the December 11, 2024 Meeting

The Executive Committee of the Adams County Association of Township Officials (ACATO) met on Wednesday, December 11, 2024, at Cumberland Township Temporary Building located at 120 Country Club Lane Gettysburg. President Boyer called the meeting to order at 1:09 PM.

Roll Call of members present. LouAnn Boyer, President; Shaun Phiel, Vice-President; Susan Plank, Treasurer; Shannon Hare, Secretary; Carol Bollinger, Co-Chair of Programs Committee; Robin Keller, Finance Committee

**Minutes:** Vice President Phiel made a motion, seconded by Susan Plank to approve the minutes from the September 25, 2024 Executive Committee meeting as written. Motion carried, unanimously.

**Treasurer's Report:** Susan Plank presented the Treasurer's report. She reported that all expenses were paid for the Convention. She had just received two last minute checks to deposit from the Convention in the amount of \$570. The available cash balance as of November 30, 2024 was \$4,212.60, which does not include the two checks received. Robin Keller moved, seconded by Carol Bollinger to accept the Treasurer's Report. Motion carried, unanimously.

### **Committee Reports:**

- Convention and Program's Committee: Ms. Bollinger said that the Convention was a success. All feedback received was positive. The committee talked briefly of some ideas for next year's convention to be held again at SAVES on November 19, 2025. The Secretary Luncheon will be held at Rosie's Restaurant sometime in July. President Boyer will reach out to them for a date. An email will be sent to all the Townships to find out how many people may need Flagger Training this year. The Executive Board decided to donate \$250 to Community Media because they broadcast the Convention and to the Pennsylvania State Police Ceremonial Honor Guard unit because they presented the colors and National Anthem during the Convention.
- Resolutions/Legislative Committee: President Boyer said that she may have a Resolution proposal regarding prevailing wage.
- Finance Committee. The audit will be completed sometime in the first quarter.
- ACTPO Delegates: Darrin Catts, Oxford Township; Scott Small, Conewago Township; and LouAnn Boyer, Conewago Township will serve as ACTPO Delegates.
- ACATO Delegates to PSATS: Greg Cole from Menallen Township volunteered as an ACTPO Delegate after the Convention. President Boyer and Vice President Phiel may serve as ACATO Delegates. President Boyer will also reach out to Wes Thompson, Reading Township to see if he would volunteer again this year.
- Public Relations: A newsletter will be going out before 2025.
- Bylaws Committee: President Boyer said that there may be a need to put together a Bylaws Committee to review the Bylaws. The current bylaws have not been updated since 2018.

### **Other Business:**

President Boyer asked that the Secretary notify PSATS of the 2025 Officers and to send a thank you card to Secretary Redding for attending and speaking at the Convention. Susan Plank said that ACATO membership dues for 2025 will be sent out in February. Vice President Phiel will put together a gift basket from ACATO for the PSATS conference in May.

The next meeting would take place after the on April 9, 2025 at 1PM at the Temporary Cumberland Township Building located at 120 Country Club Lane Gettysburg.

With no further business to discuss, the meeting was adjourned at 1:53 PM.

Respectfully submitted,  
Shannon M. Hare  
Association Secretary