Adams County Association of Township Officials

Stephanie Egger, President **Jean A. Hawbaker, Secretary**
William McMaster, Vice President **Donna Dixon, Treasurer**

Minutes of the November 22, 2010 Executive Committee Meeting

The Adams County Association of Township Officials (ACATO) Executive Committee met on Monday, November 22, 2010, at 7:00 PM at the Oxford Township Municipal Building, New Oxford, PA. Those attending were Stephanie Egger, Hamilton Township, President; Bill McMaster, Oxford Township and Chairman of the Legislative Committee; Bob Gordon, Hamiltonban Township and Chairman of the Audits Committee; Sandy Spence, Franklin Township and Chairwoman of the Conference Committee; Marcia Weaver, Reading Township and Chairwoman of the Nominations Committee and Donna Dixon, Tyrone Township, Treasurer.

Old Business:

What went well?

Everyone read the Convention questionnaires completed by attendees. Comments made were:

- Agenda was too long
- Legislative portion of program was too long
- Food was good
- Great location
- Never too many door prizes

Overall, however, the comments were positive.

Executive Committee members present thought the program went smoothly and at a good pace. Cory Adams' presentation contained a lot of information but he cognizant of the time he was allocated on the agenda.

What needs improvement?

- Stephanie received some complaints regarding the attendance certificates not being signed;
- Bill mentioned it took 40 minutes for the meal to be served and suggested instead of two lines perhaps next year having four lines at a time being served;
- Eliminate some of the small door prizes or group some of them together;
- Keep the monetary door prizes large – don't divide;
- Bill suggested also to speed up the awarding of door prizes to continue pulling out tickets during the Convention and place the awarded tickets on the prize or call out names and have runners continually passing out the door prizes; and
- No one at door to assist attendees and answer questions

New Business:

Donna and Marcia will send out thank you letter to all the vendors that did not attend the Convention along with a copy of the Convention booklet.

Donna will send a letter to Lynn Weaver, Convention Coordination for S.A.V.E.S., requesting the reimbursement of the Association's $400 deposit which was made for last year's Convention.

Next year's Convention will be held November 9, 2011. Suggestions for the location of next year's Convention were made and it was decided to contact Heidlersburg, Bendersville and Buchanan Valley Fire Companies. Donna will contact Heidlersburg Fire Company and Sandy will contact Bendersville and Buchanan Valley Fire Companies for availability and prices.

SPRING CONFERENCE, April 27, 2011, at the EMS Center - Only a few signed up for the free seminars at the Convention. Stephanie suggested invitations be sent at the end of January, along with a list of the seven seminars scheduled. The seven topics to be presented are:

- How to Police the Police
- In the Line of Fire
- Managing the Kingdom
- Uncivil Wars
- Employment Law for the Municipal Employer
- Collective Delinquent Municipal Fees
- Recent Developments in Land use and Zoning

Eric Brown from Hamilton Township's Solicitor's Office will give the presentation. If there is enough interest, Eric said he would run two seminars simultaneously.

Donna gave the Treasurer's Report:

Balance on Hand as of (December 31, 2009)	$3,004.41
Bills Paid (year-to-date)	3,818.14
Receipts Deposited (year-to-date).	6,424.00
Present Balance	**$5,610.27**

There were 18 out of 21 townships who paid their dues to the Association in 2010 = $900 (Berwick, Latimore and Liberty Townships did not.)

Expenses:

Association's Spring Conference = $66.25
Door Prizes: $450.00
Binding of booklets for Fall Convention = $982.09
Awards = $69.80
Rental of S.A.V.E.S. Social Hall for Fall Convention = $2,250.00

Expenses: $3,818.14 **Deposits: $6,424.00**

Bills to be Paid:

NONE

Bill made a motion to approve the Treasurer's Report and Bob seconded the motion. The motion carried unanimously.

Bob suggested that the Audit Committee conduct the audit of the Treasurer's records in January 2011 with both Alicia and Donna.

The next Executive Committee meeting is scheduled for **Wednesday, February 9, 2011 at 2 PM at Hamilton Township.**

Having no further business, Bill made a motion to adjourn at 8:45 p.m. and Bob seconded the motion. The motion carried unanimously.

Respectfully submitted,

Donna R. Dixon, Treasurer