

Adams County Association of Township Officials

Stephanie A. Egger, President
Marcia V. Weaver, Treasurer

Coleen N. Reamer, Vice-President
Deborah A. Brogan, Secretary

Fourth Annual Secretarial Roundtable / Forum and Luncheon
Wednesday, July 29, 2015

The Fourth Annual Secretarial Roundtable was held at the EMS Center in Gettysburg. Judy Chambers from Penn State Extension Office was the moderator. PSATS Legislative Analyst Melissa Morgan was also our guest.

We enjoyed a wonderful lunch buffet provided by Kennie's Market in Biglerville! Dessert consisted of cherry, black raspberry pies and we also had pineapple upside down cake, punch, coffee and water. All the secretaries and quests, (there were 16 in attendance, representing 11 Townships) were given a gift of a pen w/notepad and case and a post-a-note pad wrapped with a bow and flowers. Two beautiful flower arrangements were used as a centerpiece and then presented to Judy Chambers and Melissa Morgan as a thank you.

ACATO President, Stephanie A. Egger opened the Roundtable/Forum at 12:10 pm. She then turned the gathering over to Judy Chambers.

Judy Chambers began the Roundtable with a "Jeopardy" type game. Each luncheon guest had the answer to a question concerning the Adams County municipalities that the others had to guess. This was fun and informative.

Melissa Morgan wanted to bring to our attention the threat of Avian Flu in our area. It's not in Pennsylvania yet, but the theory is that it will soon be here. People cannot get the avian flu from the chickens or birds. Ducks can also be carriers. Melissa stated that this can be an economic threat. She suggested that we put something up on our website or newsletter. She will ask Sharon Hull at Adams County Conservation District send a sample announcement via email to each of us.

Melissa Morgan began the Roundtable by answering some previously submitted questions.

1. Is anyone working with a street sign inventory? What are the dates when signs have to be replaced with the new regulatory size and reflectivity?

Melissa answered by informing us that there is no deadline; however signs should be replaced every seven (7) years. Each township should have a plan for replacement and an inventory. Melissa stated that she believes the PennDot has a spreadsheet that townships can use to track these things.

2. General personnel policy, how is everyone doing with updating their township manuals? Specifically, how did the issue of over-time get handled?

Melissa stated that over-time hours should be set by policy. CDL drivers have to keep a log, but you shouldn't rely just on this policy. PSATS has samples of personnel policy that townships can use.

Diane Groft stated that a while ago she went to a workshop presented by Eckert & Seamans. They presented a guide book for putting your personnel policy together. She is happy to share the book, and possibly making copies for each secretary. Coleen Reamer stated that we could possibly obtain copies from Eckert & Seamans.

3. The Affordable Care Act: Discussion was had concerning the recording of health insurance cost on the employee W-2. If you are providing health benefits and the employee pays a percentage of the cost, this must be recorded on the W-2.

4. Procurement cards: Melissa explained that this is a card you get from PLIGIT, or any bank, to use as a debit/credit card in your township. A few of the secretaries stated that they use the cards for paying bills, postage, etc. It cuts down on the number of checks you have to write, and makes it easier to make purchases. Each user is justified and has to turn in receipts – it works just like using a credit card.

5. Question submitted: Is there anywhere in the 2nd Class Township Code, that if an engineer submits a plan to the Township, he cannot be the engineer that reviews it for the Township, and similarly, can a Township solicitor serve as the attorney for the Township and for a developer submitting a plan? Melissa stated that the State Ethics Act prevents this.

6. Recycling was discussed. Hamilton Township stated that they had to stop recycling service due to theft and that too many residents were dropping off junk that was not recyclable. This was then a cost to the township to dispose of the junk and trash. All were in agreement that it's not something we need to deal with.

Other questions we went over briefly concerned, office hours, payroll, number of staff, etc. We discussed how to track our hours and our "To Do" list. Some of the secretaries rely on Microsoft Outlook.

Judy Chambers closed the Roundtable at 2:10 pm and thanked everyone for the wonderful discussion. We all received a lot of useful information. Thank you for coming.

The Fourth Annual Secretarial Roundtable / Forum and Luncheon was adjourned.

Minutes taken and transcribed by:

Deborah A. Brogan

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ACATO Secretary