

# Adams County Association of Township Officials

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

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

## EXECUTIVE COMMITTEE MEETING June 10, 2015

The Adams County Association of Township Officials (ACATO) Executive Committee met at Reading Township, East Berlin, PA on Wednesday, June 10, at 1:00 pm. Stephanie Egger, President, Hamilton Township presided. Those attending were: Coleen Reamer Vice-President, Hamilton Township; Marcia Weaver, Treasurer, Reading Township; Diane Groft, Conference & Programs Planning Committee Chair, Mt. Pleasant Township; Debby Brogan, Resolutions Committee Chair and Association Secretary, Hamilton Township.

### OLD BUSINESS:

#### Minutes

The Minutes of the April 29, 2015 Executive Committee Meeting were approved on a **motion** by Diane Groft and seconded by Marcia Weaver; motion carried.

The Minutes of the May 27, 2015 Spring Conference were approved on a **motion** by Diane Groft and seconded by Marcia Weaver; motion carried.

### NEW BUSINESS:

#### Spring Conference

The Spring Conference was held on May 27<sup>th</sup>. We had twenty-five (25) sign up and twenty-one (21) in attendance. Comments were reviewed; they were all positive.

#### Secretary Luncheon

The Secretaries Luncheon will be held on Wednesday, July 29<sup>th</sup>. Stephanie A. Egger and Diane Groft had a discussion concerning the secretary gift. It was estimated that \$5.00 was spent on each gift. Stephanie A. Egger presented her idea of the purchase of a Sticky Pad set and a Notebook & Pen Set. This would cost around the \$5.00 amount. Those present were in agreement.

Diane Groft presented her figures from Ragged Edge for the cost of the luncheon, \$10-12 per person. Diane Groft stated that Bev Shriver offered to make the meal, however after discussion, the members decided to go to Kennie's Market in Biglerville for the meal. We will have one deli tray, broccoli salad and a fruit tray, we will provide chips. Bev Shriver's Mother-In-Law will make pies and we will also serve coffee and water.

It was confirmed that Melissa Morgan, PSATS Legislative analyst will be the guest speaker. Judy Chambers from Penn State Extension will be the moderator.

Tablecloths: Diane Groft discussed all the different options for the tablecloths. It was finally decided that we would go to K & K Tent Rentals to rent the tablecloths. We will need ten (10) cloths at \$8.00 per cloth. We decided to get 5 each of the Lavender and Sea Foam Green cloths. It was stated at this time that the Programs Committee will be handling the table decorations.

### **Treasurer's Report:**

Marcia Weaver presented the Treasurer's Report showing a net income of \$7,484.22. Marcia Weaver stated that there are checks missing beginning with #119 & 120 et al. Keith Whittaker informed Diane Groft that he had destroyed them. He ordered new checks beginning with #201. Keith had stated that there was an issue with the old checks and that was why he ordered new and destroyed the old. Stephanie A. Egger stated that she wanted to get a statement in writing from Keith Whittaker to protect Marcia Weaver and the Board. Diane Groft made a **motion** to accept the Treasurer's Report. Deborah A. Brogan second the motion. Motion carried.

### **Newsletter:**

The next newsletter goes out in July. Coleen Reamer will be asked to include a sign-up sheet for the Secretary Luncheon. Diane Groft stated that if we had anything we wanted added to the next newsletter we should send it ASAP to Coleen.

### **Fall Conference**

Diane Groft will contact Bob Gordon to verify the speaker that he secured, Sargent Ben Jones. Stephanie A. Egger stated that she has also secured Admiral Joe Sestak to speak for approximately 20-30 minutes. After discussion it was decided that Sargent Ben Jones would get 15 minutes to speak on his "experiences," and Admiral Sestak would get the 20-30 minutes to present a "motivational" speech. Melissa Morgan, PSATS Legislative Analyst would have 30 minutes to speak.

Diane Groft presented the SAVES banquet contract for final decisions and for Stephanie A. Egger's signature. Food choices were made and janitorial services were approved. Stephanie A. Egger signed the contract.

Coleen Reamer to be reminded that she should call Wilbur Slothour to give the invocation at the Conference.

Diane Groft will contact a group to do the color guard. It was suggested that she call the AmVets or VFW.

Theme: It was decided that our theme would be "Salute to Vets."

Advertising: Programs Committee will do the vendor letters and collecting of fees by the end of August. They have a committee meeting scheduled for June 22<sup>nd</sup> at 1:00 pm at Mt. Pleasant Township.

Costs of the program books will remain the same. Diane Groft stated that we have used the same printer and he has not raised his costs in a while. The dinner cost will remain at \$16 per person.

**PSATS Youth Award Contest**

The PSATS Youth Award program recognizes youth groups that have made valuable contributions to their communities and have a major impact on one or more townships of the second class. Entries for the PSATS Youth Award Contest are to be submitted to ACATO by August 1<sup>st</sup>. Winners will receive a cash award of \$500 and a framed certificate. This notice will be in the newsletter.

**Legislative:** No report.

**Nominations:** No report.

**Resolutions:** A letter will be sent out in August reminding the townships that if they have a Resolution for presentation to PSATS, they should send it to the Resolutions Committee.

**Public Relations:** No report.

**Audits:** No report.

**Secretary:** No report.

**ACATO Service Award:** Coleen Reamer to be asked to add a reminder to the newsletter.

The next meeting will be Wednesday, August 5<sup>th</sup> at 1:00 pm at Reading Township.

**Other Business:** Marcia Weaver stated that Supervisor, Paul Bart asked if we had any further information concerning the Intern Program being offered through DCED and PSATS. Stephanie A. Egger stated that he should contact Carol Kilko at PSATS for more information.

**ADJOURNMENT**

Having nothing further to discuss, Deborah A. Brogan made a **motion** to adjourn at 2:30 pm. Marcia Weaver seconded the motion. Motion carried and meeting was adjourned.

Minutes taken and transcribed by,

*Deborah A. Brogan*

Deborah A. Brogan  
Secretary