

Adams County Association of Township Officials

Coleen Reamer, President
Donna Dixon, Treasurer

Emma Seibert, Vice President
Diane Groft, Secretary

Minutes of the October 23, 2013 Executive Committee Meeting

The Adams County Association of Township Officials (ACATO) Executive Committee met on Wednesday, October 23, 2013, at 1:00 PM at the Mt. Pleasant Township Municipal Building, Beck Road. Those attending were: Coleen Reamer, President, Hamiltonban Township; Emma M. Seibert, Vice President, Tyrone Township; Bob Gordon, Legislative Chair, Hamiltonban Township; Barbara Underwood, Public Relations Chair, Cumberland Township; and Diane Groft, Secretary/Treasurer, Mt Pleasant Township.

- 1. Approval of September 11, 2013 Minutes** - Emma Seibert made a motion to approve the September 11, 2013 minutes and Bob Gordon seconded the motion. The motion carried unanimously.
- 2. Treasurer's Report** - Donna submitted copies of the Treasurer's Report for the period September 12, 2013 until today:

Balance on Hand as of (September 11, 2013).	\$ 8,553.47
Bills Paid.	1,245.30
Receipts Deposited	<u>4,167.00</u>
Present Balance.	\$11,475.17

Expenses:

CDL Training:	\$ 1,050.00
Refreshments for CDL Training:	<u>195.30</u>
TOTAL Expenses:	\$1,245.30

Deposits:

96th Annual Convention Booklet Advertisements:	\$2,155.00
96 th Annual Convention Dinner Reservations:	2,012.00
TOTAL Deposits:	\$4,167.00

Barb Underwood made a motion to approve the Treasurer's Report and Emma Seibert seconded the motion. The motion carried unanimously. No bills at this time.

- 3. Update on CDL Classes – held Oct. 9.** 18 attended in morning 14 in the afternoon. Evaluations sent to PSATS; good training session.
- 4. Convention needs for Nov. 13 – Nov.11** scheduled afternoon visit with Hampton personnel to look over table set up, final prep - Diane and Coleen at least other members welcome. Advertising and planned attendance by Townships and vendors is up from last year. Decorations finalized, speakers confirmed, agenda to be finalized. PSATS form for convention to be sent by Diane to Mandy G. November 13 meet at 10 am at Hampton for final set up.

5. **Convention Booklet discussion** – our fold out map of Adams County township building locations will be included with the booklet. Other lay out discussion for book, Diane to finalize ads and township info with publisher. Township booklet proof reading planned around November 6 or so prior to final printing.
6. **Next meeting planned for December 10 at 1 pm either at Mt. Pleasant or Reading Twp. – weather permitting.** This would be within the thirty day requirement to meet after ACATO convention on November 13.

Bob Gordon made a motion to adjourn at 2:30 PM and Coleen Reamer seconded the motion.

Respectfully submitted,

Diane Groft, Secretary