

Adams County Association of Township Officials

Coleen Reamer, President
Keith Whittaker, Treasurer

Marcia Weaver, Secretary

Minutes of the February 26, 2014 Executive Committee Meeting

The Adams County Association of Township Officials (ACATO) Executive Committee met on Wednesday, February 26, at 3:30 PM at the Conewago Township Municipal Building, 541 Oxford Avenue, Hanover, PA. Those attending were: Coleen Reamer, President, Hamiltonban Township; Keith Whittaker, Treasurer; Diane Groft, Convention Committee Chairperson, Mt. Pleasant Township; Beverly Shriver, Convention Committee Member; Barbara Underwood, Public Relations Chairperson Cumberland Township; and Marcia Weaver, Secretary, Reading Township.

Resignation

A resignation letter was received from Donna Dixon, Tyrone Township, who served as the Association's Treasurer effective January 31, 2014. Keith Whittaker, Conewago Township, was appointed as the Association's Treasurer on a motion by Ms. Underwood and seconded by Ms. Groft; motion carried unanimously. Ms. Reamer stated that Rick Ruppert, Butler Township, will possibly fill in for Keith Whittaker as the Association's Auditor.

Approval of Minutes

Ms. Underwood made a motion to approve the December 13, 2013 minutes and Ms. Reamer seconded the motion; motion carried unanimously.

Treasurer's Report

Mr. Whittaker stated that as of January 31, 2014, the account balance was \$10,542.66. \$2,534.10 was paid to the Hampton Fire Company leaving a current remaining balance of \$8,008.56 to date. The Treasurer's Report was approved on a motion by Ms. Reamer and seconded by Ms. Groft; motion carried unanimously. Because problems occur each time information is provided to a new Treasurer, it was decided to check into the cost of purchasing software and hardware for the Association. It would currently cost \$731.46 to update the Treasurer's software so it could be used with a prior Treasurer's back-up. Approval was given for Mr. Whittaker to check with Computer Works for prices on a laptop and printer and two passports for both the Treasurer and Secretary's use on a motion by Ms. Underwood and seconded by Ms. Groft; motion carried unanimously.

Amendment to Association By-Laws

Ms. Reamer will begin searching for a Vice-President. It was agreed that an amendment will be written in the By-Laws to include a second Vice-Presidency on a

motion by Ms. Underwood and seconded by Mr. Whittaker; motion carried unanimously. The amendment to the By-Laws will be presented at the Spring Conference for enactment.

Spring Conference to be held May 21st

Ms. Underwood suggested training on the Sunshine Law, Right-To-Know Act and Executive Sessions. There were only two interested responses to the Spray Certification Classes so it will not be offered now. Those interested will be informed where to obtain the information.

Secretaries Round Table to be held July 30th

Ms. Reamer will contact Rich Carlson, C.A. Weber Agency, regarding Affordable Care Act Training. Judy Chambers will be asked to mediate and Melissa Morgan from PSATS Legal Department will be asked to attend also to answer questions.

Miscellaneous

An ACATO Calendar of dates and procedures was established by Ms. Reamer & Ms. Groft, and reviewed by the Committee members in attendance.

November Convention

It was decided to hold the November Convention at the Fairfield Fire Company this year if Taverna Catering is affordable.

Adjournment

The next meeting was scheduled for April 8th at Noon at Reading Township. The meeting adjourned at 5:00 pm on a motion by Ms. Underwood and seconded by Mr. Whittaker; motion carried unanimously.

Respectfully submitted,

Marcia V. Weaver
Association Secretary