

# Adams County Association of Township Officials

LouAnn Boyer, President  
Susan Plank, Treasurer

Shaun Phiel, Vice President  
Shannon Hare, Secretary

## Minutes of the June 26, 2024 Meeting

The Executive Committee of the Adams County Association of Township Officials (ACATO) met on Wednesday, June 25, 2024, at Cumberland Township. President Boyer called the meeting to order at 10:04 AM.

Roll Call of members present. LouAnn Boyer, President; Shaun Phiel, Vice-President; Susan Plank, Treasurer; Shannon Hare, Secretary; Carol Bollinger, Co-Chair of Programs Committee; Dave Blocher, Cumberland Township Manager; Michelle Long, Cumberland Township Secretary

**Minutes:** Shaun Phiel made a motion, seconded by Carol Bollinger to approve the minutes from the March 20, 2024 Executive Committee meeting as written. Motion carried, unanimously.

**Treasurer's Report:** Susan Plank presented the Treasurer's report. She reported that invoices were sent out for Association dues. She is keeping track of those Townships that have paid their ACATO dues. Checks were cut for the fruit basket for John Aldridge's wife and for the snacks for Flagger Training, but as of now Ms. Plank is the only one authorized to sign checks. The remaining balance is \$4,273.05. Carol Bollinger moved, seconded by Shaun Phiel to accept the Treasurer's Report. Motion carried, unanimously.

### **Committee Reports:**

- Conference and Program's Committee: Carol Bollinger reported that the Program's Committee met with SAVES to confirm the menu for the Conference in November. The menu will be the same as last year with the exception of scalloped potatoes instead of mashed. The price will remain \$20 per meal for two meats. Ms. Bollinger also reported that the booklets were confirmed to be the same price as last year unless the number of ads changes. The cost is roughly \$4.70/booklet for a total of \$714.00. Three premium ads will be offered again this year. Wilbur Slothour from Land and Sea agreed to attend, without a vendor stand, and lead the invocation. The Executive Committee discussed changing some of the times for the Conference, including moving the start of dinner to 6PM, to try and speed the Conference up. Dave Blocher suggested reaching out to PSATS to request Scott Coburn speak at the Conference. Shannon Hare reported on the Secretary Luncheon. The date is set for July 30, 2024 at Rosie's in New Oxford. The theme, menu, and favors have all been decided and will be finalized once the final count for attendance. There was a discussion about the \$500 budget for the luncheon. The Committee had no problem with slightly exceeding that budget, depending on attendance. Carol Bollinger reported that the Flagger Training held May 16, 2024 at Conewago Township was a success. There were 16 road crew members in attendance for the training provided by PSATS. All those in attendance succeeded in passing the course.
- Resolutions/Legislative Committee: Nothing to report.
- Finance Committee. Nothing to report.
- ACTPO Delegates: LouAnn Boyer reported that there is a meeting this afternoon that she will be attending.
- ACATO Delegates to PSATS: LouAnn Boyer reported that she and Wes Thomason were in attendance.
- Public Relations: LouAnn Boyer reported that she had received some correspondence from PSATS including information on a free training workshop July 18, 2024 on how to hold a successful Convention. Ms. Boyer is planning to attend. She also received information on setting up an exhibit for ACATO at the PSATS Convention. Shaun Phiel suggested maybe reaching out to Destination

Gettysburg to see if they would be interested in representing Adams County at PSATS. Ms. Boyer read a thank card received by the Committee from Sandi Aldridge for the fruit basket provided by ACATO in memory of John Aldridge. She also received a letter from PSATS thanking the Committee for the basket donated during the PSATS Convention in April. The ACATO basket was awarded during General Session on Tuesday to Shari Nelson from Cherrytree Township in Venango County.

**Other Business:**

There are three authorized signers of ACATO checks. However, two are no longer affiliated with ACATO, leaving only Susan Plank to sign checks. Ms. Plank reached out to ACNB bank on how to proceed. ACNB will need the minutes proving authorization of two additional signers so they can prepare signature cards. Carol Bollinger moved, seconded by Susan Plank to authorize LouAnn Boyer and Shaun Phiel as authorized signers for ACATO. Motion carried, unanimously.

The next meeting of the Executive Committee is scheduled for September 25, 2024 at 10AM at Cumberland Township's temporary location which is the County Club located at 730 Chambersburg Rd.

With no further business to discuss, Shaun Phiel moved, seconded by Susan Plank to adjourn the meeting at 10:46AM.

Respectfully submitted,  
Shannon M. Hare  
Association Secretary