Approved January 29, 2019

Adams County Association of Township Officials

John Gormont, President | **John Aldridge, Vice President**
Wendy Peck, Treasurer | **Sheri Moyer, Secretary**

EXECUTIVE COMMITTEE MEETING
December 11, 2018

The Adams County Association of Township Officials (ACATO) Executive Committee met at Mount Joy Township, Gettysburg, Pennsylvania on Tuesday December 11, 2018 at 1:00 p.m.

Present: John Gormont, President, Mount Joy Township; John Aldridge, Vice-President, Union Township; Wendy Peck, Association Treasurer, Liberty Township; Bruce Hartman, Finance Committee Chair, Mount Joy Township; Wendy Peck, Association Treasurer, Liberty Township; Diane Groft, Conference & Programs Committee Chair, Mount Pleasant Township; and Sheri Moyer, Association Secretary, Mount Joy Township

Absent: Bob Gordon, Legislative Chair and Finance Committee, Hamiltonban Township

Call to Order: John Gormont, presiding.

Starting Time: 1:00 p.m.

New Business:

- Mr. Gormont announced that the committee needs to look for a new Chairman for the Finance Committee. Mr. Hartman, who has been the Chairman, has resigned from Mt. Joy Township. He indicated that the budget and the audit will need to be completed. Mr. Hartman said that he would be willing to come back to do the audit. Mr. Hartman said that Rick Rupert made it to the audit last year but never responded to any emails that were sent to him.
- By-Laws: Ms. Moyer said the By-Laws have been finalized and posted to the website.
- Approval of Bills: Ms. Peck questioned how the committee approved the expenses. The committee decided that the Treasurer will present a "Bills Paid Report" at each meeting. Ms. Peck questioned if the committee could approve the remaining bills from the conference which are:
  - Diane Groft, reimbursement for $250.14 for table decorations.
  - S.A.V.E.S. $3,121.00 for the conference meal.
  - Booklet printing $1,107.05
  - Stephanie Egger $8.48

Ms. Moyer moved, seconded by Mr. Aldridge, to approve the remaining bills from the conference. Motion carried unanimously.

- Treasurer's Report: Ms. Peck presented the report. She questioned where the Secretary luncheon appears in the budget. For 2019, she will move it and make a line item under training for luncheon. Ms. Peck said, since we do not meet monthly, she suggested a year to date report. Ms. Moyer moved, seconded by Mr. Hartman, to accept the report as presented. Motion carried unanimously.
- Flagger Training: Ms. Moyer stated that the township's roadcrew all need to have flagger training and did ACATO want to sponsor this training? Following discussion, it was decided that Ms. Moyer will

contact Mt. Joy Township's insurance company and see if they can schedule something for the end of the first quarter, in either late March or early April.

Old Business:

- 2019 Dues: Mr. Gormont stated the balance at the beginning of the year was approximately $6,200.00 and now the balance is approximately $5,800.00 for a reduction of approximately $400.00 including the conference expenses. He said an item discussed was the possibility of waiving dues, which would be a total income of $950.00 for next year (2019). He questioned the committee, if we want to do that? Ms. Groft said she would entertain a lower cost to the dues instead of their elimination. She stated that training would be free to those township's that have paid dues but if someone from a non-member township wants to participate ACATO normally charge them a minimal fee. Mr. Hartman said when we send the 2019 invoices, we should include some wording of temporary discount or one time discount relating to the 2019 dues. Mr. Hartman moved, seconded by Mr. Aldridge to reduce the dues for 2019 to $25.00. Motion carried unanimously.
- November conference discussion**:** Ms. Groft said she wrote all the thank you notes and emailed them to the vendors. Ms. Groft said they received 22 evaluation forms which is about normal. She distributed the review comments to the committee. She said there were approximately 180 (there were only a few name tags left) 44 advertisers for the book, 25 vendors with exhibits. She said there was supposed to be 27, two did not come. Mr. Gormont suggested that we consider doing something similar with the entertainment. He said he felt the flow of the meeting went well and with the extra half hour, time spent with the vendors was more than enough.

The next meeting is scheduled for January 29, 2019 at 1:00 p.m.

Adjournment: With no further business to be discussed by the Board, Ms. Moyer moved, seconded by Mr. Hartman, to adjourn the meeting. Motion carried unanimously. Meeting adjourned 1:45 p.m.

Respectfully Submitted,

Sheri L. Moyer
Association Secretary