

Adams County Association of Township Officials

Coleen Reamer, President
Donna Dixon, Treasurer

Emma Seibert, Vice President
Diane Groft, Secretary

Minutes of the September 11, 2013 Executive Committee Meeting

The Adams County Association of Township Officials (ACATO) Executive Committee met on Wednesday, September 11, 2013, at 12:30 PM at the Tyrone Township Municipal Building, York Springs, PA. 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 Donna Dixon, Treasurer, Tyrone Township.

- 1. Approval of July 10, 2013 Minutes** - Barbara Underwood made a motion to approve the July 10, 2013 minutes and Donna Dixon seconded the motion. The motion carried unanimously.
- 2. Treasurer's Report** - Donna distributed copies of the Treasurer's Report for the period July 10, 2013 until today:

Balance on Hand as of (July 10, 2013)	\$ 8,894.59
Bills Paid	341.12
Receipts Deposited	<u>- 0</u>
Present Balance	\$ 8,553.47

Expenses:

Secretarial Luncheon Expenses:	\$ 242.12
Secretarial Luncheon Door Prizes:	50.00
Supplies (Envelopes & Stamps):	49.00
 TOTAL Expenses:	 \$ 341.12

Deposits:

NONE

Bob Gordon made a motion to approve the Treasurer's Report and Emma Seibert seconded the motion. The motion carried unanimously.

- 3. Adams County Conservation District Board Nominee from the Township Association – Barbara Underwood** - Bob Gordon moved that the nominations be closed and Coleen Reamer seconded the motion. The motion carried unanimously. Coleen will complete the nomination form and forward it to the Adams County Conservation District.
- 4. July 31 Secretary's Forum/Roundtable Luncheon – Review of Comments** - The evaluations were passed around for review. Emma noted that one mentioned discussing resolutions versus ordinances for future roundtables/luncheons was a great idea. Another suggested certification for spraying along the roads. Hamiltonban Township recently created a booklet on MSDA. Barbara asked if any of the townships present have an AED and if any of their staff has been trained in CPR? Coleen will investigate if there are any classes available on these subjects. Barbara suggested

contacting PSATS. Another suggestion by Coleen was to include on the County Convention sign-in sheet those who may be interested in some of these classes.

- 4a. Request from the Association to Serve on a PSATS Standing Committee** - At the last PSATS Convention, Ben Thomas of Cumberland Township informed Coleen that he would be interested on serving on a Standing Committee. PSATS, however, would like more than one nominee. Coleen did submit Ben's name. If anyone else is interested in being on a Standing Committee, please let Coleen know. Each Standing Committee only meets once a year which is a luncheon at the PSATS Convention and there is no business. Once a year in November they do have a meeting which used to be in Philadelphia or State College. Now it is held at the PSATS Headquarters. However, this November, the Standing Committees will be meeting at the Wyndham in Gettysburg due to the 150th Year Anniversary of the Battle of Gettysburg. Coleen has been on the Standing Committee for Finance for the past three years and the meeting is in the morning. This is a good way to find out how your State organization runs.
- 5. CDL Training – Lunch for Dual Class Members; Snacks for Singles** - When Coleen sent out the sign-in sheets, she did not indicate that the two-session registrants will receive lunch rather than a snack. She asked the Executive Committee for their opinions on what to order for the luncheon – should it be catered or should Coleen bring in the food? Barbara suggested checking with Tammy Kunkel of EMS as to who they use as a caterer. Coleen will contact Tammy.
- 6. New Suggestion for Class – Spray Certification** - As mentioned earlier, this certification class was suggested at the July 31 Secretary's Luncheon, Townships are supposed to be certified. Coleen will investigate the weed control certification and if there are any classes available.
- 7. November Convention** - Coleen asked everyone if they had reviewed the Speaker and Guest List and she also passed around the draft Agenda for review for the ACATO Convention in November. Barbara inquired who will be doing the presentation of colors. Coleen suggested having the Young Marines do the colors or the Junior ROTC Program at Gettysburg. Regarding the music being provided during dinner, Emma has been attempting to contact Mr. Boyce of Bermudian Springs High School. However, Seibert does not think it would be appropriate for their steel band to play during the serving of the food. Originally the Executive Committee suggested having patriotic music. It was decided that '50s and '60s background music be provided. Bob suggested using a CD.
- 7a. ACATO Calendar** - Diane Groft has some things to explain regarding the ACATO calendar. If a committee should become a Standard Committee, it must be inserted in the Bylaws. Emma commented that since the Secretary's Luncheon has become very popular, perhaps the Executive Committee should have a Committee of Secretaries. A Secretarial Discussion Group had been formed that met at lunch. Judy Chambers asked at the Secretarial Luncheon how the Group was progressing; and was told that after the first month or so, the Group was meeting on a regular basis but recently the Group hasn't met.
- 7b. Banners** - Once a banner is created, ACATO could have pens, hats, tee shirts for sale. Coleen was online at staples.com where it is easy to create banners. If an account is set up in the beginning, there is an opportunity to return to their website and order additional items. The Executive Committee agreed to go with the banner that Coleen had created and she will order it with her rewards coupon which will be very inexpensive.
- 7c. Map in Centerfold of Convention Booklet** - Coleen asked everyone if they are in favor of placing the map in the centerfold of the Convention Booklet. Everyone was in favor.

- 7d. Convention Door Prizes** - Everyone was in favor of having the same door prizes as last year and to be give them away during the meeting. The amount the Executive Committee should spend is \$250 in gift certificates.
- 7e. Table Arrangements/Decorations** – Everyone is to think about a theme and provide suggestions to Coleen.
- 7f. Officer Nominations** - If anyone has nominations for officers, they are to notify Carol Merryman, Chair of the Nominations Committee, Cumberland Township.

Date of Next Executive Committee Meeting: Wednesday, October 23, 2013 at 12:30 PM **(since changed to 1 PM)** – Mount Pleasant Township.

Bob Gordon made a motion to adjourn at 1:55 PM and Coleen Reamer seconded the motion. The motion carried unanimously.

Respectfully submitted,



Donna R. Dixon, Treasurer