

## Adams County Association of Township Officials

Stephanie Egger, President  
Marcia Weaver, Treasurer

Coleen Reamer, Vice Pres.  
Beverly Shriver, Secretary

### EXECUTIVE COMMITTEE MEETING

January 26<sup>th</sup> rescheduled due to snow

February 2, 2016

The Adams County Association of Township Officials (ACATO) Executive Committee met at Oxford Township, New Oxford, PA on Tuesday, February 2<sup>nd</sup>, at 1:00p.m. Stephanie Egger, President, Supervisor Hamilton Township presided. Those attending were: Coleen Reamer, Vice-President, Supervisor Hamilton Township, Beverly Shriver, Association Secretary, Secretary Oxford Township, Marcia Weaver, Treasurer, Supervisor Reading Township; Diane Groft, Conference & Programs Planning Committee Chair, Secretary Mt. Pleasant Township; Bob Gordon, Legislative Committee Chair, Supervisor Hamilton Township, Debby Brogan, Resolutions Committee Chair, Secretary Hamilton Township.

The ACATO Executive Committee was introduced to Harry McKean, Supervisor of Oxford Township who is being nominated today for the Vice-President's position.

**Approval of December Minutes:** Bob Gordon motioned to approve the December 15<sup>th</sup> minutes; Coleen Reamer second the motion. Motion carried unanimously.

#### **Old Business:**

#### **Workshops:**

“Going through the Bidding Process” We discussed the date being somewhere in the beginning to mid March; and Melissa Morgan from PSATS and Judy Chambers from Penn State Extension offered to help coordinate the workshop and reach out to Joshua Kopp/ PennDOT Representative. Since the state budget wasn't passed; we cannot get any state worker's to participate.

#### **Other Workshops Topics:**

Financial Internet Security: Marcia Weaver suggested financial internet security. Coleen Reamer agreed; what do you use to secure township financials. Stephanie Egger will check with Emergency Services if the room is available Tuesday, March 29<sup>th</sup>, 9:00am -12:00am. If it is available, Ms. Weaver will ask Paul Bart if he would participate in doing a workshop, since he teaches this at Penn State. Diane Groft will ask Jeanie Baugher who works in the ACNB Administration Office for a contact name to participate in the workshop.

CodeRED: Gus Fridenvalds was going to talk to CodeRED to do a presentation at the COG. If well received we could do a training for ACATO. This could be a workshop later on in the year; this would give Oxford Township a chance to use the system.

**New Business:**

Treasurer's Report: Ms. Weaver reported there is balance of \$7,436.18 in the checking account as of January 31, 2016. At the last meeting there were some requests made to change the Hall Rental to Hall Facilities (balance of meal and clean up) and the meal deposit separate. The Board accepted the treasurer's report as presented, pending the audit. Ms. Weaver noted the books are ready to be audited.

Newsletter: Ms. Reamer sent the newsletter out in January and any other topics to be included in the next newsletter have to her by March 1<sup>st</sup>.

Legislative Committee: Bob Gordon sent the auditor survey out January 21<sup>st</sup>; to see what the townships are doing in regards to auditors. There were 10 responses out of 19 sent out; six used elected auditors and four outside CPA firms. He will follow up with the other nine in the coming weeks. Representative Tallman announced he is re-running and Moul is going to have some competition this time.

Nominations Committee: Nothing to report.

Resolutions Committee: Nothing to report.

Public Relations Committee: Nothing to report.

Audit Committee: Deborah Feiler, Secretary for Hamiltonban Township has joined Craig Rockey. Stephanie Egger will find out if Rickey Ruppert is still on the committee.

Nominate Harry McKean as Vice President: The Chairman announced due to Coleen Reamer's resignation (referring to By Laws Article VII-Officers, Para 2 and Article X-Election of Officers/Delegates, Para 5); we have the authority to appoint a Vice President. Harry McKean is willing to accept the position. Debby Brogan motioned to approve Harry McKean as Vice President; second by Marcia Weaver. Motion carried unanimously.

**PSATS Annual Conference:** Held April 17<sup>th</sup> to the 20<sup>th</sup>, 2016.

Gift Basket and Hometown Heroes: Send a reminder letter or email to each of the townships to help support the gift basket and Hometown Heroes and respond so we know if they are participating.

Voting Delegate: Deborah Brogan is replacing Stephanie Egger as the voting delegate.

**ACATO Mid-Year Conference:** This is reserved on Wednesday, May 25, 2016 from 8:00am to 1:00pm at the Emergency Services Building.

Topic ideas: 1. The bare bones of what ACTPO is and what it can do for your transportation network within your township. Andrew Merkel and Sherry Clayton could explain ACTPO. It's a hard subject for people to understand and explain how to put projects on the TIP. Points to hit: a. What is it? b. Structure of ACTPO and PennDOT c. Purpose d. How do you address your transportation project to the committee? e. What projects are on the twelve year plan? Townships are missing the opportunity to utilize this committee available to them.

2. Adams County Planning & Development- They could speak about the work they did to their Internet Technology Department, their history of the last six years, their new human services building and how do they impact local government. The COG worked with Adams County and did a Fuel survey, working on the electronic recycling, working on uniform definitions across the county in Zoning and the Subdivision and Land Development Ordinance. Regional Comprehensive Plans throughout Adams County and what is that all about. What other ideas would they like to present to the townships.

Adams County Planning & Development is working on a seminar on the Municipalities Planning Code; no date is set.

3. Cable Franchise Agreements; the COG was to bring Cohen Group back again. Salzman & Hughes is another group. This could be put in a newsletter or do a survey to find out how many townships will be renewing their contracts. Depending on the response this could be covered in multi-topic workshop that might only take an hour to cover.

4. What's going on at PSATS

5. Our Emergency Management Plans

John Eline is going to do a follow up on the recent storm at the next COG meeting.

The Executive committee could pick three of these topics and devote an hour on each at a workshop. The internet security discussed for March could be a topic for the Mid-Year conference; that would bring people to the conference more than some of the other topics mentioned (things could change).

Another suggestion was to send a survey out to the townships regarding types of trucks they have, bed type, how many hours a year do they use these specific types of trucks and are you willing to share services. The purpose would be to see if there can be more truck agility between the townships. This could be handled through the COG Roadmaster Committee.

There was a short discussion on issues townships are having without electronic recycling.

**Secretaries Luncheon:** This will be held July 27, 2016 at the Emergency Services Center; Ms Egger will reserve this for 10:00-3:00; the luncheon will be 11:00-2:00p.m. Melissa Morgan and Judy Chambers will be the speakers. The topic is by request from the secretaries. We need an idea for the small gift. A room identification card needs to be made to slide in the door slot. The menu is not finalized.

**The 99<sup>th</sup> ACATO Fall Convention:** This will be held at SAVES on November 9<sup>th</sup>. Come to the next meeting with ideas of what the topic, theme and speaker could be. Diane Groft advised SAVES is increasing their prices in March; the price could go up a \$1.00 a meal. Last year it was \$13.00 for a two meat buffet. The sooner we can send the \$400 and get a signed contract back the better. Bob Gordon second by Harry McKean motioned to reserve SAVES, sign the contract and pay the \$400. Motion passed unanimously.

The trivia game went well last year; Judy could work on this. Get some history from PSATS and Helen Rex.

The Commissioner Chair could talk about what's available at their new Human Services Building and have their IT Department put a power point together showing the new center.

Think about combining some trivia, PSATS speaker, a panel discussion with the legislators and a little bit from the Commissioner on Human Services. Or skip the legislator's panel and give more time to the Commissioner to talk about Human Services and power point tour of their new building.

**Other comments:** We need RSVP's for March 29<sup>th</sup>. The Programs Committee will attend the Executive Committee meeting on March 8<sup>th</sup> at 1pm at Mt. Pleasant Township.

Marcia Weaver gave Diane Groft the passport and Diane will give back to her by Friday. Diane is transferring information from the convention.

Debby Brogan gave Bev Shriver a disc with the minutes and everything Marcia gave her. Debby was unaware there are minute books in a box that was given to her from the past secretary. Debby should put the minutes in the minute book. Debby will look for the minute books.

**Adjournment:** Harry McKean second Coleen Reamer motioned to adjourn the meeting. Motion carried; meeting adjourned at 2:45p.m.

Respectfully submitted,



Beverly A. Shriver  
Association Secretary