

BUCKS COUNTY ASSOCIATION OF TOWNSHIP OFFICIALS

MEETING MINUTES

A meeting of the Bucks County Association of Township Officials was held on Wednesday, May 13, 2020 at 12:00 p.m.

MEMBERS: *Joseph DiGirolamo, Bensalem Township
Maggie Rash, Buckingham Township
Barbara Lyons, Doylestown Township
Kathy Gentner, Durham Township
David Nyman, East Rockhill Township
*Kathy Babb, Haycock Township
Tom Courduff, Milford Township
William Jones, New Britain Township
Dick Weaver, Newtown Township
Diana Nolan, Upper Makefield Township
Judith Algeo, Warwick Township
Chester Pogonowski, Wrightstown Township
Terry Clemons, Clemons Richter & Reiss, P.C.
Vince Deon, Northampton Township
Fred Gaines, Warrington Township
Jim Miller, West Rockhill Township
Amy Schreiber, Executive Director

*NOT PRESENT

1. Call to Order: President Maggie Rash called the meeting to order at 12:15 p.m. and welcomed everyone to the second BCATO Zoom meeting.

2. Approval of the Minutes – April 8, 2020

MOTION: A motion was made by Mr. Nyman and, seconded by Ms. Lyons to approve the minutes of April 8, 2020. The motion carried unanimously.

3. Treasurer's Report – April 2020:

Mr. Weaver presented the financial statements for April 2020. Again, he stated that we are in great financial shape and that he does not see any financial difficulties coming-up this year to staying within our Budget even though we came in under expected income on two budget lines; Sponsorship and Annual Convention but, not by very much. Ms. Schreiber and Ms. Rash stated that we are not surprised about the Sponsorship line and it has been addressed at previous meetings that Sponsorship has been compromised this election cycle but, again not by a lot. However, both Ms. Schreiber and Ms. Rash were very surprised about coming in under expected revenue for the Annual Convention. Ms. Schreiber shared that she added \$5 per attendee to the cost of the venue and \$3 to each exhibit table and the event was better attended then pervious years with more exhibitors. Ms. Lyons agreed to approve the Budget with Ms. Schreiber looking into the issue of the Annual Convention revenue with Ms. Julie Davis of DunLap and Mr. Weaver. Ms. Schreiber and Mr. Weaver agreed. Mr. Weaver did not see this issue as a huge concern since we are well-funded and it is an adjustment of about \$2,000 but Ms. Schreiber would like to make sure all funds were accounted for properly. Again Mr. Weaver stated that due to this stay at home order costs will be down due to events we budgeted for are now restructured and/or cancelled.

MOTION: A motion was made by Ms. Lyons, seconded by Mr. Miller to approve the April 2020 Financial Statements with the intent to investigate the approximately \$2,000 expected revenue budget difference; Motion carried unanimously.

4. Executive Director Report

Ms. Schreiber started her report with the topic of the BCATO website. She first thanked Ms. Rash for all her research into updating the site and ideas for streamlining the site as it stands to date. Ms. Schreiber shared that she with Ms. Rash held a Zoom meeting with the current webmaster that it was a very productive meeting. She also shared that the site (the way it is developed previously) is as updated and streamlined as possible. We discussed the topic of a password for Members to receive the Directory as a PDF and it was decided since the Directory was placed on the website before without any issue it would not be necessary to pay the webmaster \$50 an hour to develop software to put a password in place. Ms. Rash also brought up the issue of

changing the template for our site with updated software to be more user friendly for us to manage the site. She shared how the webmaster went through very complicated steps to make changes to our site as it stands now and that not being an IT Manager it would take a long time to make any changes. Ms. Schreiber echoed Ms. Rash's thoughts on the site being complicated to manage not having that type of background. Ms. Rash then shared that Buckingham is using the same company to update their site with their new software. Her staff is finding it user friendly and enjoys working with our current webmaster and finds him very helpful. She also shared that in our Zoom meeting with him that they would be willing to re-do our site with their new software; and after a bit of negotiation with Ms. Schreiber for a cost of \$100 a month for the mere fact that they are a municipal driven software company and having BCATO as a client looks good for their business. To that point a discussion was held that if we list them as a sponsor on the site they might even agree to work on our site for free. It was agreed to go ahead to barter and if not, no one disagreed with spending \$100 a month for development of a new site all together. Ms. Schreiber then went on to the topic of BCATO's Internship Scholarship. She shared that Middletown Township has an internship candidate and the Manager, Nick Valla had sent in the candidates qualifications for the Boards approval. The Board was impressed with Middletown's candidate. Barb Lyons then shared that more than one intern can be granted a scholarship and suggested that an email blast be sent to all of the Managers announcing the Scholarship with a June 15th deadline. All agreed. On the next topic of Sponsorship Engagement Ms. Schreiber asked the Board's permission to email blast our sponsors and send them the Directory as a PDF, let them know we are still active and meeting during these stay at home orders and most importantly are still helping and communicating within our municipal and legislative communities. Ms. Schreiber also asked the Board's approval to include that we are still providing the benefit to sponsors joining our meetings to share their concerns during this time, give an update and/or ask any questions that could be helpful to their business. All agreed. Is was an open discussion on the topic of Covid-19. All agreed that the County was doing a good job in managing this health crisis but, the pressure on small businesses is taking its toll and many businesses are afraid of shuttering for good if things continue to impede fully opening back up for business. Apparent letters of support to open have be sent to Governor Wolf from various legislators. Board members Ms. Nolan and Ms. Gentner suggested that BCATO write a letter of support to fully open to the Governor. Ms. Lyons asked, "what would that support look like?" Mr.

Nyman shared that PSATS is voicing support of small businesses with presenting guidelines to be set in place. And, Ms. Lyons agreed that we should “pedal in our one lane.” It was then suggested by Ms. Nolan if BCATO should reach out to townships to send their own letters to Governor Wolf. To Ms. Nolan and Ms. Getner’s point: their municipalities were not as affected by Covid- 19 and were in the “yellow” by statistic standards so they want to make more local decisions as to the stay at home orders. Ms. Algeo mentioned that it is not BCATO’s mission or purpose to govern who makes their own townships decision as to “being safe” to open. Mr. Nyman, Ms. Lyons, Mr. Miller, Ms. Rash, stated agreement in “not stepping out of our lane” with this issue. Mr. Gaines stated that there is discussion as to taking out the nursing home statistic and that would move Bucks County in the “yellow” stage sooner. Mr. Clemons supported that statement. Then the discussion turned to how the stay at home order affected Township budgeting and what revenue programs would be and are being cut from the State. Most agreed there are some budgeting and funding concerns but, we do not know what is going to quite happen at this point. Then the discussion lead into Legislative Updates with concern to budgeting.

5. Other Legislative Business

Mr. Nyman shared HB 1422 that will affect the recycling program and would freeze all grants to the municipalities. Mr. Nyman also shared that he has been in touch with Senators Mensch and Santarsiero concerning this issue and on the watch for other proposed legislation that may be out there that would freeze other municipal grants.

6. Other Business

Mr. Nyman shared the request from PSATS to collect a Supervisor Profile. He asked if the Board would agree to sending out an email blast to all the Supervisors to request a collection of names to list the oldest, youngest and longest serving Supervisor. All agreed.

7. Adjournment:

With no further business the Zoom meeting was adjourned at 1:09.

MOTION: A motion was made by Ms. Lyons and, seconded by Ms. Algeo. The motion carried unanimously.

Respectfully submitted,

Amy Schreiber
Executive Director