



# *Pennsylvania State Association of Elected County Officials*

**PSAECO**

**507th Meeting of PSAECO  
Thursday, November 8, 2012**

**Senate Majority Caucus Room  
State Capital  
Harrisburg**

## OFFICERS

### President

*Terry Adamik  
Adams County Treasurer  
117 Baltimore St., Rm 101  
Gettysburg, PA 17325*

### Vice President

*Patty Streams-Warman  
Indiana County Recorder  
825 Philadelphia St  
Indiana, PA 15701*

### Secretary

*Robert P. Green  
York County Controller  
28 East Market St.  
York, PA 17401*

### Treasurer

*Jeffrey Conner  
Franklin County Coroner  
1497 Loudon Road  
Chambersburg, PA 17202*

### Executive Committee

*Steve Lukach, Chair  
Judy Moser  
Janet Kalajainen  
Dennis Kwiatkowski  
Mary Jane Dellafora*

### Legislative Committee

*Bradley Jacobs, Chair  
Randi Reisinger  
Al Whitcomb*

### Solicitor

*Jeffrey S. Shank, Esq.  
222 South Market St.  
Suite 201  
Elizabethtown, PA 17022*

## MEMBER ASSOCIATIONS

*Pennsylvania State Association  
Of County Auditors*

*County Commissioners  
Association of Pennsylvania*

*Pennsylvania State Association  
of County Controllers*

*Pennsylvania State Coroners  
Association*

*Pennsylvania District Attorneys Association*

*Pennsylvania State Association  
of Jury Commissioners*

*Pennsylvania State Association of  
Prothonotaries & Clerks of Courts*

*Pennsylvania Recorders of Deeds  
Association*

*Register of Wills & Clerks of Orphans' Court  
Association of Pennsylvania*

*Sheriffs' Association of the  
Commonwealth of Pennsylvania*

*County Treasurers' Association of the  
Commonwealth of Pennsylvania*

**Call to order at 10:10 AM: President Terry Adamik**

**Pledge of Allegiance and Invocation: Vice President Patty Streams-Warman**

**Approval of the minutes of our 506th Meeting held on Thursday, October 18, 2012 in the Local Government Commission Office, the Forum Place Building, Harrisburg: A motion to approve the minutes was made by Brad Jacobs, seconded by Randi Reisinger. Motion carried unanimously by voice vote.**

**Treasurers Report: No report today as Treasurer Jeff Conner has been attending training for the past two weeks. He will report at the next meeting.**

**Executive Committee Report: Judy Moser mentioned that Steve Lukach had a family emergency and had to leave for home.**

**Attorney Jeff Shank mentioned that Governor Corbett signed SB 444, now Act 184, on October 24, 2012. This Small Games of Chance bill becomes law in sixty days.**

**Judy Moser made a motion, seconded by Brad Jacobs, accepting the Executive Committee's report given by Jeff Shank. Motion carried unanimously by voice vote.**

**Legislative Report: Brad Jacobs stated there was no report.**

**Communication Report: Brad Jacobs distributed a County of Somerset Confidentiality Agreement for discussion. He felt that this BOC agreement could be signed by non-ROW employees, but not ROW employees. If an employee wanted to sign a confidentiality agreement supplied by the ROW, then they could sign it as the ROW as the right to hire and fire, not the BOC.**

**CCAP Executive Director Doug Hill stated that a confidentially agreement is recommended to their insured association member counties as these policies and employee training helps to limit association liability when defending employees in lawsuits.**

**Nominating Committee: Judy Moser mentioned that the nominating committee will recommend today a slate of officers for 2013 for all positions with the exception of Secretary which will be voted on at our December meeting.**

**Judy Moser presented the following slate:**

**President: Patty Streams-Warman**

**Vice-President: Robb Green**

**Treasurer: Jeffrey Conner**

**After each position was read, Judy opened up for nominations from the floor, not once, but three times for each position. No additional nominations.**

**Executive Committee:**

**Steve Lukach, Chair**

**Judy Moser**

**Janet Kalajainen**

**Dennis Kwiatkowski**

**Terry Adamik**

**Legislative Committee:**

**Bradley Jacobs, Chair**

**Randi Reisinger**

**Al Whitcomb**

**Brad Jacobs made a motion, seconded by Bill Shaw, to accept the recommendations of the Nominating Committee by acclamation. Motion carried unanimously by voice vote.**

**Budget Committee: Carol Fix-Diller distributed the proposed 2013 budget along with commentary on changes in revenue and expenditures. She mentioned that there is not must discretion in this budget.**

**President Terry Adamik mentioned that she thought that if we were to continue to participate in the ITC conference then we should change the category entitled "Printing-Directory" to just "Printing".**

**Brad Jacobs made a motion, seconded by Bill Shaw, to accept the Budget Committee's recommended budget for PSAECO for 2013. Motion carried unanimously by voice vote.**

**Unfinished Business: There was no update on county elected official's recognition research on iCivics.org.**

**President Terry Adamik updated PSAECO on her research regarding the DCED Governor's Awards. CCAP Executive Director Doug Hill mentioned that there are two classes of awards: one for projects and one for an individual from each group. Controller Executive Director Shelley Whitcomb will talk to Al Whitcomb to see if he is interested in making application regarding the individual class for PSAECO.**

**Bill Shaw asked about any additional continuing costs should we file for tax exempt status. Judy Moser mentioned that PSAECO needs the ability to accept PAC money by creating a PAC associated with a tax exempt PSAECO.**

**Secretary Robb Green suggested that we delay any decision until our next meeting when our CPA member Al Whitcomb could be in attendance and could address what is involved with the IRS.**

**President Terry Adamik suggested that we need more background information and asked Judy Moser to gather a historical perspective.**

**New Business: President Terry Adamik discussed the potential for some by-law changes. Our bylaws say we will have a January meeting, but our first PSAECO meeting is in February. Moreover, the by-laws state that our annual association dues should be not less than \$750, where our dues are now \$800, and have been for several years.**

**Solicitor Jeff Shank recommends that the actual amount of the association annual dues not be included in the by-laws. He recommended that the by-laws be changed to read the dues are set annually as recommended by the Executive Committee to the Budget Committee.**

**President Terry Adamik recommended that a new By-Laws Committee be appointed in June, 2013 to recommend by-law changes to be voted on at our November, 2013 annual PSAECO meeting.**

**President Terry Adamik appointed the Audit Committee composed of:**

**Carol Fix-Diller, Chair  
Randi Reisinger  
John Steele  
Steve Lukach**

**President Terry Adamik began a discussion on participation at the annual ITC conference. She felt that we should participate as state workers become aware that we are monitoring legislation. She appointed Randi Reisinger as chair of the ITC committee. Randi felt that with the change in the date of the ITC conference that it is difficult to staff the booth. Brad Jacobs said that most participants are attending to see the software and hardware vendors. Randi will evaluate whether we will continue to participate in 2013.**

**President Terry Adamik appointed Tami Kline and Brad Jacobs to the Communications Committee.**

**President Terry Adamik appointed Janet Kalajainen, chair, and Jack Lotwick and Randi Reisinger, members, of the Legislative Appreciation Committee.**

**President Terry Adamik appointed Steve Lukach, chair, and Brad Jacobs and Judy Moser, members, of the Virgil Award Committee.**

**President Terry Adamik announced the 2013 PSAECO meeting dates:**

**January: NO meeting  
Regular Meeting on February 14<sup>th</sup>  
Regular Meeting on March 14<sup>th</sup>, Joint meeting with Local Government  
Regular Meeting on April 11<sup>th</sup>  
Regular Meeting on May 9<sup>th</sup>  
Regular Meeting on June 20<sup>th</sup>, Joint meeting with Local Government  
July and August: NO meeting  
September 26<sup>th</sup>, Joint meeting with Local Government  
Regular Meeting October 17<sup>th</sup>  
Regular Meeting November 14<sup>th</sup>  
Regular Meeting December 12<sup>th</sup>, Joint meeting with Local Government**

**Secretary Robb Green mentioned that he received an email indicating that Jury Commissioner Mimi Sack's father passed away and Jury Commissioner Larry Thompson wanted our PSAECO members to be made aware.**

**Janet Kalajainen will forward to Secretary Robb Green the invitation for the Legislative Appreciation Dinner which he will email to our members. President Terry Adamik announced that this year we will bring our payment to the dinner rather than mailing them in advance.**

**Patty Streams-Warman made a motion, seconded by Judy Moser, to adjourn the meeting at 11:30 AM. The motion carried unanimously by voice vote.**

**Respectfully submitted,**

A handwritten signature in black ink, appearing to read "Robb", with a large, stylized initial "R" that loops back and underlines the name.

**Robb Green  
PSAECO, Secretary  
November 9, 2012**



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**PSAECO**

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*County Treasurers' Association of the  
Commonwealth of Pennsylvania*

*507th Meeting*

**Thursday ~ November 8<sup>th</sup>, 2012**

## **ANNUAL MEETING AGENDA**

**Call to Order:** President Terry Adamik

**Pledge of Allegiance & Invocation:** Vice President Patty Streams Warman

**Approval of Minutes:** Secretary Robb Green

**Treasurer's Report:** Treasurer Jeff Conner

### **Reports:**

- Executive Committee Report: Steve Lukach/Judy Moser
- Solicitor's Report: Jeff Shank  
Motion to accept Executive Report:
- Legislation Report: Brad Jacobs
- Communication Committee Report: Brad Jacobs & Tami Kline, Co-chairs
- Nominating Committee Report: Steve Lukach
  - Election of Officers ; Legislative Liaison
- Budget Committee: Carol Diller

### **Unfinished Business:**

- Update on county elected officials recognition:
  - Research on iCivics.org
  - DCED Governor's Awards
- Update on application for tax exempt status

### **New Business:**

- By-Laws review and discussion
- Appoint Committees:
  - Audit, ITC, Communications, Legislative Dinner and Virgil Award
- Announce meeting dates for 2013
- Determine retirees

### **Miscellaneous Business:**

**Introduce guests**

**Adjourn**

**Next meeting: December 13<sup>th</sup>, 2012**

**Followed by Local Government Commission and County Code Rewrite**

**AUDITORS**

\_\_\_\_ Laura Dickson  
\_\_\_\_ Elizabeth A. Mader  
\_\_\_\_ John Steele

**COMMISSIONER**

*[Signature]* Doug Hill, Ex. Dir.  
\_\_\_\_ Christian Leinbach  
\_\_\_\_ Pam Snyder

**CONTROLLERS**

*[Signature]* Carol Fix Diller  
\_\_\_\_ Alfred L. Whitcomb  
*[Signature]* Robert P. Green  
*[Signature]* Shelley Whitcomb, Ex. Dir

**CORONERS**

\_\_\_\_ Dennis Kwiatkowski  
\_\_\_\_ Jeffrey Conner  
\_\_\_\_ Patricia M. Ross

**DISTRICT ATTORNEYS**

\_\_\_\_ Richard Long, Ex. Dir.  
\_\_\_\_ Shawn C. Wagner

**JURY COMMISSIONERS**

\_\_\_\_ Mary Jane Dellafiora  
\_\_\_\_ Mimi H. Sack  
\_\_\_\_ Larry A. Thompson

**PROTHONOTARIES & CLERK OF COURTS**

\_\_\_\_ Steve Lukach, Chair  
\_\_\_\_ Tami B. Kline  
\_\_\_\_ Susan M. Kuhar  
*[Signature]* William A. Shaw (A)  
\_\_\_\_ Mary K. Smithson (A)

**RECORDER OF DEEDS**

*[Signature]* Janet L. Kalajainen  
*[Signature]* Randi L. Reisinger, Chair  
*[Signature]* Patricia Streams-Warman  
\_\_\_\_ Donna Lutz (A)  
\_\_\_\_ James M. Zugay (A)  
\_\_\_\_ Evie Rafalko McNulty (A)

**REGISTER OF WILLS/ CLERK OF ORPHANS CT**

*[Signature]* Judy Moser, Chair  
*[Signature]* Larry Medaglia  
*[Signature]* Brad Jacobs  
\_\_\_\_ Judy F. Moon (A)  
\_\_\_\_ Donald Petrille, Jr. (A)  
\_\_\_\_ Jean King Marfizo (A)

**SHERIFF'S**

*[Signature]* Jack Lotwick  
\_\_\_\_ Robert Wollyung, Ex. Dir.  
\_\_\_\_ Mark Reese

**TREASURERS**

*[Signature]* Terry A. Adamik, Chair  
\_\_\_\_ Sallie Neuin  
\_\_\_\_ Craig Ebersole  
\_\_\_\_ Janis Creason (A)  
\_\_\_\_ Sandy Kirkland (A)  
\_\_\_\_ John Gross (A)

**PSAECO SOLICITOR**

*[Signature]* Jeffrey S. Shank, Solicitor

**LOCAL GOVT COMM.**

\_\_\_\_ Michael Gasbarre, Ex. Director  
Local Government Commission

*[Signature]* PHILIP Klotz, ASSISTANT DIRECTOR

**GUESTS/VISTORS LOG ON BACK**

Visitors/Guests

Name

Association

County

BETH Appleby Sheriff's Association

Corrections to be made



# County of Somerset Confidentiality Agreement

While performing duties in my position at Somerset County, I may have access to confidential information. I may become aware of employee and/or consumer salaries, benefits, medical issues, disciplinary actions, promotions, demotions, suspensions, terminations, etc. as well as confidential organizational information. (Confidential information is defined as non-public information of any kind, nature, or description concerning all matters affecting or relating to the employee's services for the County of Somerset). Consequently, to protect confidential information that will be disclosed to me by Somerset County and all other confidential information I become aware of, I agree as follows:

- I will disclose any confidential information received from Somerset County and other employees and consumers in strict confidence and will only disclose the information on an as needed basis to the proper people.
- If a situation occurs for which I am unsure whether I should disclose information, I will consult with my supervisor, or in his/her absence I will follow the chain of command.
- I will uphold standards of professionalism and ethical conduct at all times.
- I will, upon the request or termination of my employment with Somerset County, return any confidential information including, but not limited to, documents, notes, equipment, and materials I received during my employment at the County of Somerset.

My signature acknowledges that I understand the confidential nature of my position with Somerset County. This agreement stands for all employees of Somerset County in all departments and in all positions.

Any disclosure of confidential information will be reason for disciplinary action up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

# PROPOSED 2013 BUDGET

## PENNSYLVANIA STATE ASSN OF ELECTED COUNTY OFFICIALS (PSAECO)

### Revenues:

Interest	-0-	
PSAECO Dues	8,000.00	(800.00-Reduction)
Legislative Dinner (Mbrs. (25 x \$25.00) (Guests (6 x \$50.00)	925.00	(745.00-Addition)
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Total Revenues:		\$ 8,925.00

### Expenses:

Legislative Dinner	2,500.00	(598.13-Reduction)	Budgeted cost = 28% of Projected Receivables (\$8,925.00) Net % 19.75 (\$8,000.00)
Government News Network	900.00	(Same)	
Printing – Directory	200.00	(50.00-Addition)	
Postage	-0-	(13.25-Reduction)	
Supplies	-0-	(32.25-Reduction)	
Travel Reimbursement	-0-	(Same)	
Meals/Lodging	-0-	(Same)	
Awards/Certificates	150.00	(28.93-Addition)	
Intergovt Tech Conference	-0-	(Same)	
Honorarium-Secretary	599.00	(Same)	
-Treasurer	300.00	(Same)	
Professional Fees-Solicitor	3,500.00	(Same)	
<hr/>			
Total Expenditures:			\$8,149.00
Net Profit/Loss:	\$ 776.00	(\$976.00 – if IMR continues to reimb. for directory)	

Footnotes:

- 1) Discussion with Jeff Shank indicated that the retainer is determined at the discretion of the Executive Committee.
  - Budget reflects no increase for 2013.

- 2) Discussion at the October (PSAECO) meeting regarding applying for Tax Exempt Status. Jeff Conner (Treasurer) and Carol Diller (Audit Committee) spoke with Jeff Shank regarding process. He indicated the application process is quite extensive and costly. Jeff and I spoke with a local CPA in Franklin County who indicated he could help us with filing.

He estimated the cost would be:

CPA (only would charge ½)	\$500.00
Internal Revenue Service	\$500.00 - \$800.00

Savings estimate: \$175.00 per year

Approx. Seven (7) Year Recovery

- Cost to implement not included in budget, however, funds available in account.
- 3) Budget Revenue reflects \$800.00 dues loss – Jury Comm.
  - 4) Income reflects reduction in banquet expense and cost adjustments to member/guests for Dinner.