



## **American Public Works Association Central Pennsylvania Chapter**

### **MINUTES**

Executive Board

Friday, January 26, 2024 @ 11:30 am

**Wertzville Diner (formerly Enola Family Restaurant)**

**743 Wertzville Rd, East Pennsboro Township (Enola), PA 17025**

And

### **Microsoft Teams meeting**

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 417 251 783 415

Passcode: EZ7RNr

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[+1 347-918-4875,,215838447#](#) United States, New York City

**Call to Order:** Elizabeth Cheeseman, President, called the meeting to order at 11:35am.

**Pledge of Allegiance to the Flag:** George Schwarz led the group in the pledge of allegiance to the flag.

#### **Zoom Attendance**

Jeremy Miller

#### **In person Attendance**

Ron Jones

Charlie Jones

Kay Dohm

Bob Gardner

Jeremy Spicher

Jim Close

Blaire Prough

George Schwarz

Don Bortner

Elizabeth Cheeseman

Maria White

David Modricker

Ryan Scanlan

Sherri Chippo

#### **Organizational Business:**

- A. Affirmation of Slate of Officers: Elizabeth Cheeseman read aloud and affirmed the slate of officers for 2024. The slate was provided to all officers by email.
- B. Appointments to Standing Committees: Elizabeth Cheeseman appointed chairpersons to serve for each standing committee. Chairs are identified later in these minutes.
- C. Appointments to Technical Committees: Elizabeth Cheeseman appointed chairpersons to serve for each technical committee. Chairs are identified later in these minutes.

- D. Appointment to STIC: With consensus of the Board, Elizabeth Cheeseman appointed Ronald Seybert to serve as STIC representative.
- E. Affirmation of 2024 meeting dates and locations: Elizabeth Cheeseman reviewed the meeting dates selected at the November 23<sup>rd</sup> meeting, reflected below, noting a change to the June meeting date. Also, the January 19 meeting was postponed to January 26 due to winter weather conditions. Meeting locations are indicated.
  - January 26 – Wertzville Diner (formerly Enola Family Restaurant)
  - February 16 - Wertzville Diner (formerly Enola Family Restaurant)
  - March 15 - Wertzville Diner (formerly Enola Family Restaurant)
  - April 19 - Wertzville Diner (formerly Enola Family Restaurant)
  - May (skip due to membership meeting, venue to be announced)
  - June 28 - Wertzville Diner (formerly Enola Family Restaurant)
  - July (skip, busy time of year for work and vacations)
  - August 16 - Wertzville Diner (formerly Enola Family Restaurant)
  - September (skip due to symposium)
  - October 18 - Wertzville Diner (formerly Enola Family Restaurant)
  - November 23 - TBD
  - December (skip)

**Approval of Minutes** for October 2023 and November 2023 executive meetings. **A motion was made by Ryan Scanlan to approve the minutes. A second was provided by Maria White. The vote in favor was unanimous.**

**Treasurers Report(s)** Jeremy Miller reviewed handouts of the Treasurer’s reports for the months of October and November and December of 2023. Jeremy reviewed expenses and any outstanding obligations. No outstanding obligations were noted for October or November and one outstanding obligation was noted for December being a symposium appreciation lunch. After some discussion, **a motion was made by Sherri Chippo to approve the minutes. A second was provided by Bob Gardner. The vote in favor was unanimous.** Jeremy will prepare a check request form and send to the Board for review. **A motion was made by Sherri Chippo to place \$10,000 in a certificate of deposit account for a period of no more than 24 months and at the highest favorable interest rate determined by the Treasurer. A second was provided by Kay Dohm. The vote in favor was unanimous.** Monthly account balances are summarized below:

October	
CD	\$ 5,086.37
Savings	\$17,150.73
Checking	<u>\$ 5,249.96</u>
TOTAL	\$27,487.06

November	
CD	\$ 5,104.81
Savings	\$22,657.93
Checking	<u>\$ 1,891.08</u>
TOTAL	\$29,653.82

December	
CD	\$ 5,123.93
Savings	\$22,584.95
Checking	<u>\$ 1,418.09</u>
TOTAL	\$29,126.97

**Council of Chapters: Representative's Report:** Sherri Chipppo, with sadness, noted the passing of APWA National President-Elect Lisa Rapp. At this time, National is unable to load chapter websites. The Council of Chapters will host a regional meeting from February 29 – March 1 at the Hilton Hotel in Mystic Connecticut. National will cover travel costs for the chapter delegate, Sherri Chipppo.

**Elizabeth Cheeseman made a motion that the Chapter cover the travel costs for 2 Central Pa Board members to attend the Council of Chapters meeting. A second was provided by Sherri Chipppo. The vote in favor was unanimous.** A winter delegates meeting is planned for December 5<sup>th</sup> and 6<sup>th</sup>.

**Old Business:** Nothing to Report (NTR)

**New Business:** Elizabeth Cheeseman reviewed the following 2024 goals:

- a) Do bylaws need amended? After some discussion it was the consensus of the group and recommendation of David Modricker that the current bylaws are sufficient and no amendments are required.
- b) Conduct 2 educational events in 2024.
- c) Conduct 2 social, networking, or community events in 2024 (with the idea of increasing membership).

#### **Standing Committees (Chairs noted)**

- a. Audit: Ron Jones plus Jim Close – The 2022 audit is done
- b. Nominating: Ryan Scanlan plus George Schwarz and Jeremy Miller - NTR
- c. Awards
  1. (PACE): Jeremy Miller – Need a national award nomination
  2. Membership meeting awards: Kay Dohm and Sherri Chipppo - NTR
  3. Other National Awards: Chair will be the person submitting the award nomination
- d. By-laws: David Modricker will distribute to all Board members again by email
- e. Diversity: Elizabeth Cheeseman plus Deb Hoag – Liz to coordinate with Deb
- f. Education: Jeremy Miller reviewed various options
- g. Government & professional relations: Jim Phipps - NTR
- h. Membership: Maria White – 178 chapter members in July 2023. Currently cannot get membership reports from National.
  - i. Newsletter and Outreach: Ryan Scanlan - A&H sponsored the social hour at the membership meeting and may be interested in continuing in 2024, working on spring newsletter, send any branch activities to Ryan
  - j. Chapter Socials: Blaire Prough – reviewed options and details including a Senators baseball game night outing or a family day Knoebel's amusement park. The ideas were met with enthusiasm and Blaire was asked to continue exploring the options.
  - k. Young Professional: Blaire Prough – reviewed ideas such as the 1<sup>st</sup> year membership free, free training, reduced rates for events. Elizabeth suggested an APWA rep. as a speaker at a University class to promote the public works profession.

#### **Technical and other Reports**

- a. May membership meeting – Options were discussed and Elizabeth decided to hold on appointing a chair for this activity until the venue was decided. George Schwarz and others are exploring options.

- b. 2024 Symposium – Elizabeth and Kay – Kay noted uncertainty as to the venue location and date of the event.
  
- c. Annual Membership Meeting – Nov 23<sup>rd</sup> – Sherri noted 32 in attendance at the November 2023 event and the event yielded a net profit. Start thinking about an elected official as an award recipient and a speaker.
  
- c. STIC liaison – Ron Seybert – David Modricker emailed a report from the last 2023 STIC meeting and distributed via email with the agenda.

**Branch Reports:**

Lancaster – Kay noted a February 15 snow plow safety program, a well attended December 2023 meeting, and March 21 flagger training.

Capital – Bob Gardner mentioned the December 2023 meeting was a success and noted a June 20 golf outing

York – Don Bortner provided a written report and highlighted some planned activities

**Next Meeting:** Feb 16 at 11:30am at Wertzville Diner

**Other Business:**

- a) Maria discussed upcoming Pa One Call events and who might attend and set up APWA booths. Arrangements were made. Elizabeth mentioned a 4/1/24 and 4/2/24 webinar by PWEA requesting sponship. **A motion was made by Jeremy Spicher to sponsor the event at no cost. A second was provided by Ron Jones. The motion passed unanimously.**

**Adjournment:** With no further business, the President adjourned the meeting at 1:56pm.



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David J. Modricker  
APWA Central Pa Chapter Secretary