



American Public Works Association Central Pennsylvania Chapter

MINUTES

Executive Board

Friday, August 15, 2025

Wertzville Diner, 743 Wertzville Road, Enola, PA 17025

and

Microsoft Teams meeting

Call to Order: Maria White, President, called the meeting to order at 11:39 pm.

Pledge of Allegiance

Board members present:

Maria White, Bob Gardner, Kay Dohm, Aaron Ruhl, Blaire Prough, Robin Kohler, Jim Phipps, Liz Cheeseman, George Schwarz, Jeremy Spicher

Board members present via Teams:

Neil Stoltzfus, Jeremy Miller

Approval of Minutes:

July 2025 Executive Board Meeting Minutes were distributed for review.

Corrections or Additions: Add Maria White to the list of attendees.

Motion to approve: Blaire Prough

Seconded by: Bob Gardner

Motion carried to approve the amended minutes.

Treasurer's Reports for June and July 2025

Jeremy Spicher reviewed the June and July 2025 reports.

Motion to approve: Jim Phipps

Seconded by: Bob Gardner

Motion carried.

The \$2,000 flagger reimbursement check was made out to Neil Stoltzfus instead of the Lancaster Branch, so he deposited the check into his account and wrote out a personal check to reimburse the Branch for the training. Consider a revised reimbursement form to ensure the checks are made out to the appropriate person.

There was a discussion surrounding the Chapter's EIN status. All Chapters and Branches are to fall under the APWA National Organization's EIN, but the Chapter is using a different number. This needs to be corrected moving forward, and Jeremy Spicher will contact National for an updated copy of the W-9.

A credit card was to be acquired for the Symposium team to eliminate using personal or Branch funds to cover a Chapter function. On August 1, 2025, Jeremy Spicher sent an email to several Symposium committee members stating that PSECU was not able to provide a credit card to a business, so he was going to apply with <https://ramp.com/corporate-cards> that same day, and if all went well, the committee should have the ability to use virtual cards in about a week and plastic cards should arrive within a week and a half. As of the meeting, the acquisition of a credit card is still pending.

Council of Chapters Representative's Report:

Not much to discuss because the Council of Chapters (CoC) meeting is tomorrow – August 16, 2025. Jeremy Miller sent National information on the branch and Chapter meetings. He will forward it to Maria White, who will, in turn, send it out to the group.

National CoC is working to schedule the winter meeting, according to Liz Cheeseman.

Old Business:

Information on flagger training was shared a few months ago regarding getting someone from each Branch certified to teach the training, but there has been no update on securing this training.

It was asked if the Capital and York Branches plan to have their flagger training sessions that were voted upon and to be covered by the Chapter, and York is planning to hold its training in November 2025.

President Maria White sent an email on July 21, 2025, on behalf of Jeremy Miller requesting assistance to cover part of his trip as the Chapter Delegate to the APWA Council of Chapters 2025 Summer Meeting being held in Chicago on Friday, August 15, and Saturday, August 16, with reimbursement set at approximately \$950.00.

Motion to approve: Jim Phipps

Seconded by: Liz Cheeseman

Discussion: The late nature of the request and email motion to allow Jeremy to go was not an ideal situation, and the Chapter needs to establish standard rules of operation moving forward. Additionally, there needs to be an expense/reimbursement cap for a Delegate and/or Alternate to attend functions.

Motion carried (Jeremy Miller abstained).

Jeremy Spicher sent an email on July 28, 2025, asking to be considered as the Alternate Delegate since Liz Cheeseman, the Chapter's official Alternate Delegate, was not attending the APWA Council of Chapters 2025 Summer Meeting being held in Chicago on Friday, August 15, and Saturday, August 16. Since there was confusion surrounding the previous email call for a vote, this was being tabled until the actual Chapter meeting.

Motion to approve: Neil Stoltzfus

Seconded by: George Schwarz

Discussion: Since Liz Cheeseman is the Alternate, and the Delegate is attending, is there value to have someone else attend the same conference? The purpose of an alternate is to cover the place of the delegate should they be unavailable or unable to fulfill their obligations. Since the Delegate is attending, there is no official need for the Alternate to attend. Notwithstanding, the body moved to vote on whether or not Jeremy Spicher shall serve as a temporary Alternate Delegate on behalf of Liz Cheeseman for this conference only.

Following a roll call vote of members present at the meeting, the motion carried to approve Jeremy Spicher as the temporary Alternate Delegate.

Upon Board approval to accept Jeremy Spicher as the temporary Alternate Delegate for the Chapter, the request was made to also reimburse Jeremy Spicher for part of his trip to the APWA Council of Chapters 2025 Summer Meeting being held in Chicago on Friday, August 15, and Saturday, August 16, with reimbursement set at approximately \$950.00.

Motion to approve: Liz Cheeseman

Seconded by: George Schwarz

Discussion: The Chapter needs to establish guidelines for these situations moving forward, including items associated with dollar values and timing of the request(s).

Motion carried.

The Chapter will establish a travel expense form and guidelines, along with standing rules of operation, to offer a better structure for the leadership of this organization.

PA One Call Safety Days: Ryan Scanlan was supposed to be the representative at the September 10 event, but since he has resigned from the Board, we need someone else to man the booth. Is there someone else available to host the event? After some discussion, the answer was no, so there will not be a booth available at the State College PA One Call Safety Days this year.

The annual Chapter Symposium is on Thursday, September 18, 2025, and all Chapter members who are available to assist are asked to share their availability with Kay Dohm. The event has come together nicely, and the spaces and sponsorships are filling up quickly. 19 Vendors, eight sponsors, and 75 municipal representatives are registered so far.

It was discussed to establish a budget for the annual Symposium, assuming \$15,500 + 10% for inflation, with expenses subject to documentation and proper approval.

Motion to approve: Jeremy Miller

Seconded by: Jim Phipps

Motion carried.

The Chapter's Annual Dinner will be held on November 15, 2025. The members discussed a location, and it was decided to host the event at the Lower Allen VFW Post 7530 this year. Robin Kohler will take the lead as the committee chair to secure the space, and she will work with Liz Cheeseman and Maria White to work out the event details. The committee will vet the list of invited guests and send them individual invitations to attend on behalf of the Chapter.

Standing Committees:

Membership: Blaire Prough offered an update on the Chapter's membership status: A total of 149 members in the Chapter, 11 new members were reported in the current quarter, and only one member expired in the past 90 days.

Chapter Socials: The Knoebels Amusement Resort trip is scheduled for Saturday, September 13, 2025, and attendance is looking good for the event. 43 are registered to attend at a cost to the Chapter of \$906.61.

Motion to approve: Blaire Prough

Seconded by: Robin Kohler

Motion carried.

Branch Reports:

Lancaster: Golf outing is on August 21, 2025, and they have 54 players registered. The July Branch picnic had 88 members in attendance.

Capital: Bob Gardner attended the Camp Hill Storm Fest – he's looking for a better draw to engage with the young members – something to better describe what we do and how we do it. Examples from other organizations were provided, so the Chapter should try to come up with a better way to inform the public about what we do. The Capital golf outing is scheduled for October 9, 2025.

York: The annual member appreciation picnic is scheduled on August 27, 2025. The October 9, 2025, meeting will discuss Terrorism Awareness with the York County Sheriff's office presenting. The November 15, 2025, meeting will host the flagger training.

New Business:

It was suggested that the Chapter develop an annual budget to properly prepare for expenses, to track income and disbursements, to serve as a roadmap for future leadership, and to aid in making sound financial decisions.

Motion to approve: Jim Phipps
Seconded by: Robin Kohler
Motion carried.

It was suggested that the Chapter embark on a 5-Year Strategic Planning initiative, including developing the committee.

Motion to approve: Liz Cheeseman
Seconded by: Kay Dohm
Discussion: Liz Cheeseman will see if National can assist with the strategic plan initiative, and to see if they have anything we can use as a baseline.
Motion carried.

Standing Committees:

Audit: In progress.

Nominating: This committee should schedule a meeting to discuss future positions.

Awards: The committee should be comprised of the Past Presidents and the sitting President. The award recipients should be decided by September 30, 2025, to allow enough time to create the awards.

Bylaws: The committee has acquired templates for both the Chapter and Branches, and is working on comparing the current bylaws for consideration.

Membership Engagement: It was suggested that the Chapter send students to the annual PWX or other national or regional functions/meetings.

Education: Develop a mentoring program.

Government & Professional Relations: The Central PA Chapter was cited for receiving the most proclamations during National Public Works Week. The 2025-2026 PA HB 1485 aims to amend the Emergency and Law Enforcement Personnel Death Benefits Act, while the 2021-2022 version proposed a tax credit program for first responders.

Membership: Covered earlier in the agenda.

Newsletter and Outreach: The Newsletter will need to be reassigned, and Blaire Prough has agreed to publish the next issue. A&H Equipment has agreed to send \$200 for an ad in the upcoming issue.

Social Media: 107 followers on LinkedIn.

Chapter Socials: Covered earlier in the agenda.

Website: Updates are being made as they become available. Bob Gardner is retiring at the end of the year and will pass the responsibilities to Robin Kohler. They will work on training before Bob's departure.

Young Professionals: This group is comprised of members < 35 years old.

State Transportation Innovation Council (STIC) Liaison: No report.

With no further business to come before the members, the meeting was adjourned. The next meeting will be held on Friday, October 17, 2025, at the Wertzville Diner starting at 11:30 am.

Respectfully submitted,

Robin A. Kohler