

CRAWFORD COUNTY ASSOCIATION OF TOWNSHIP OFFICIALS
C/O CAMBRIDGE TOWNSHIP
22530 ELECTRIC DRIVE, CAMBRIDGE SPRINGS, PENNSYLVANIA 16403
PHONE: 814.398.8327 – MOBILE: 814.282.2709 – FAX: 814.398.4900
EMAIL: cambridgetwp@verizon.net

February 29, 2024

Dear Township Officials:

Since there have been numerous changes in Township Officials over the last few years, we wanted to take this time to explain and notify each Township of the procedures and information related to the Crawford County Association of Township Officials.

We suggest you read and review this letter at your next Township Public Meeting. If there are any questions or comments, please feel free to contact either Jill Dunlap, Executive Committee Member, at 814-336-1271 or at westmead@westmead.org or Deb Merritt, Association Secretary at 814-282-2709 or at cambridgetwp@verizon.net.

1. We will be sending invitations via EMAIL ONLY for both the Spring and Fall conventions to the official Township email address provided for the booklet. We will NO LONGER be mailing, through the US Mail, individual invitations to each Township Official due to the costs involved. It WILL be the responsibility of the TOWNSHIP SECRETARY to forward this information and invitations to each of the authorized officials. We will continue to take RSVP's and payments individually or all together from the Township.
2. We have established a website at www.cambridgetownship.org/departments/crawford-county-association-of-township-officials so that this information will be available at any time for all and at no cost as Cambridge Township has agreed to provide a page dedicated to the Crawford County Association of Township Officials.
3. The Executive Committee has been working to update the Bylaws; a draft will be available at the website listed above and will be emailed to each township around the beginning of May for your consideration. Please forward the proposed Bylaws to your municipal officials for their review. Further, a hard copy will be available to pick up at the Spring County Convention on May 22, 2024. This should provide ample time for all to review and comment as the final draft will be considered for adoption at the Fall County Convention on October 23, 2024.
4. The Convention Booklets will now be provided to all Officials at the Spring Convention instead of at the Fall Convention to become timelier due to the changes in officials that may take place in January after we have had our Fall meeting.
5. In order to provide continuity in both our Spring and Fall Conventions, these conventions will now be held on the 4th Wednesday in May and the 4th Wednesday in October of each year.

The *Spring Convention* held in May, is a dinner evening event that enables each person authorized under the Crawford County Association of Township Officials Bylaws to attend WITH their spouse. The only authorized officials include Township Supervisors, Secretaries, Treasurers, Auditors, Tax Collectors, Managers, Solicitors, Engineers, Roadmasters and Zoning Officers. The dinner reservations for each official and/or spouse must be paid for and are non-refundable for anyone unable to attend. A Certificate of Attendance will be provided for each Official in attendance at the end of the evening.

The *Fall Convention* held in October is a full-length daytime event that enables each person authorized under the Crawford County Association of Township Officials Bylaws to attend. Spouses are NOT invited, as it is a working event for which all expenses are paid by the Association. Only authorized officials are invited, which include Township Supervisors, Secretaries, Treasurers, Auditors, Tax Collectors, Managers, Solicitors, Engineers, Roadmasters and Zoning Officers. The lunch reservations for each official are at no cost to the Township, and vendors are set up with their goods and services and are available for visits in the morning. A Certificate of Attendance will be provided for each Official in attendance at the end of the day.

Pursuant to Article XIV, Section 1401 of the Second Class Township Code, the Certificate of Attendance entitles the official to collect from the township treasurer the sum of fifty dollars (\$50) for each day's attendance, expenses which are limited to the registration fee, mileage for use of a personal vehicle or reimbursement of actual transportation expense going to and returning from the meeting plus all other actual expenses that the Board of Supervisors agrees to pay. Every delegate attending the meeting shall submit to the Board of Supervisors an itemized account of expenses incurred at the meeting/convention.

Additionally, if the meeting/convention is held during township employees' normal work schedule, the Board of Supervisors may authorize township employees, including supervisors employed by the township, to be compensated at their regular employee rate during their attendance at the meeting, in which case the employee is *not entitled to the fifty dollars (\$50) attendance payment*.

We would encourage you to review Section 1401 of the Second Class Township Code with your municipal officials to ensure Code compliance.

6. The Association will not be providing a hospitality room/lunch for Crawford County attendees this year at the 2024 PSATS Convention, due to costs and limited volunteer help.
7. Since the Convention Booklets will now be provided to all Officials at the Spring Convention, we are now requesting you update your Township Information and Officials, for inclusion in the Booklet. Accordingly, please complete the attached form, in its entirety, and submit it to Deb Merritt, Secretary, at cambridgetwp@verizon.net, or alternatively by mail to Cambridge Township, 22530 Electric Drive, Cambridge Springs, PA 16403 by Friday, April 19, 2024.

Again, if you have any questions regarding these changes, or require anything further, please feel free to contact either Jill Dunlap or Deb Merritt.

Sincerely,
Debra E. Merritt
Association Secretary

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2024 Crawford County Township Officials List			
Township: _____			
2010 Census:		Township Millage:	
Township Building Location:			
Township Phone:		Township Fax:	
Township Email:		Total Miles of Township Roads:	
Township Officials			
Name	Address	Telephone Number	Email (If available)
Supervisors			
Secretary/Treasurer			
Tax Collector			
Additional Positions			