



# PSAB Classroom Training

All PA Municipal Governments are invited to participate.

## Establishing a Rental Property Inspection Program



Rental properties that are improperly managed may have a negative impact upon neighboring property values, increased police services and property maintenance issues. In many community's rental properties are older and often non-code compliant. One course of action is a *Rental Property Inspection Program*. Before municipal officials, enact such an ordinance there are several issues to consider. This session will review a Rental Property Inspection Program and focus on the process a municipality needs to go through to implement an ordinance to effectively manage and execute a successful inspection program. Attorney, Susan J. Smith will be the presenter.

*Schedule: 6:00pm – 9:00pm breaks included \$150 members & \$200 non-members \*3 CLE Credits - \$25*

*\*This program has been approved by the PA Continuing Legal Education Board for 3 hours of substantive law, practice and procedure CLE credit and 0 hours of ethics, professionalism or substance abuse CLE credit.*

| Montgomery Co.<br>October 23, 2018                                       | York Co.<br>October 25, 2018   |
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| Delaware Valley Trust<br>719 Dresher Road<br>Horsham, PA<br>267-803-5720 | Four Points by Sheraton<br>1650 Toronita St.<br>York, PA<br>717-846-4940 |

## Your Role as a Municipal Secretary/Administrator (2-day)



This two-day course was developed for newly hired personnel and experienced staff members interested in professional development and networking opportunities to learn new techniques and improve skills. Day one will include information on how local government is organized and its function, important municipal codes, key functions of the Secretary/Administrator, meetings, legislation, public notices, records management, citizen relations plus professional resources. Day two includes records, reports and financial management, communicating with elected officials, the sunshine act plus a best practices review. This training fee will include two webinars developed for this audience to help with state report filing and basic planning & zoning administration. *This training is endorsed by PAMA members of the organization are eligible for the member rate.*

*Schedule: 9:00-4:00pm lunch and breaks included (both day's) \$200 members & \$250 non-members \*12 CBO Credits.*

| November 14 & 15<br>Montgomery Co.                                       | November 14 & 15<br>Allegheny Co.   |
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| Delaware Valley Trust<br>719 Dresher Road<br>Horsham, PA<br>267-803-5720 | Doubletree by Hilton<br>101 Mall Blvd.<br>Monroeville, PA<br>412-373-7300 |