



PSAB Classroom Training

All PA Municipal Governments are invited to participate.

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

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

PA Municipal Legal Update

With new laws and court cases changing Pennsylvania's municipal landscape PSAB offers this annual two-day program which provides solicitors, municipal officials, managers and police personnel with guidance on current topics like the Open Record Act, Human Relations Complaints, Employee Discipline and Blight, plus many emerging issues that you will encounter sooner than later. *Back by popular demand is the Police Track which is designed for those municipalities who have police departments and manage police personnel and their operations.*

*Schedule: Day One – 9:00am-4:00pm lunch and breaks included & Day Two – 9:00am-4:00pm lunch and breaks included \$325 members & \$375 non-members *13CLE Credits \$80 Members of the TEAM program receive one free registration per Municipality. Early Bird pricing \$250 if registered by July 6, 2018 members only.*

**This program has been approved by the PA Continuing Legal Education Board for 11 substantive law, practice and procedure CLE credits and 2 ethics, professionalism or substance abuse CLE credits.*

August 8 & 9, 2018 Dauphin Co.
Sheraton Harrisburg/Hershey 4650 Lindle Road Harrisburg, PA 717-564-5511

Municipal Budgeting & Finance

Don't miss your chance to learn new tips and best practices for preparing and developing your budget, from start to finish. A budget is one of the most important documents a municipality develops and approves on an annual basis. It is a document that acts as policy, guide and communicator of priorities for appointed staff and the public alike. Review will include: developing a budget calendar, determining fee schedules, structuring spreadsheets and narratives plus the importance of developing and coordinating the use of a capital budget with operational budgets to better stabilize tax rates and keep your community on the right track.

Schedule: 9:00-3:30pm lunch and break included \$135 members & \$185 non-members

September 13 Allegheny Co.	September 13 Berks Co.	September 27 Erie Co.	September 27 York Co.	October 3 Bucks Co.	October 3 Centre
Doubletree by Hilton 101 Mall Blvd. Monroeville, PA 412-373-7300	Doubletree by Hilton Hotel Reading 701 Penn St. Reading, PA 610-375-8000	Hilton Garden Inn 2225 Downs Dr. Erie, PA 814-866-1390	Four Points by Sheraton 1650 Toronita St. York, PA 717-846-4940	Sheraton 400 Oxford Valley Rd Langhorne, PA 215-547-4100	Days Inn State College 240 S. Pugh St. State College, PA 814-238-8454

2018 Police Civil Service Procedures Training

This workshop will detail the operations and procedures of the municipal civil service commission, the duties and responsibilities of the commission and the many legal issues related to commission duties. Participants will learn about the civil service process, laws affecting civil service and the procedures for establishing rules and regulations. Another aspect of the workshop will focus on the hiring process, relevant court cases related to discipline and discharge, as well as oral examinations, probationary periods, Loudermill hearings and due process. How to write and amend civil service rules and regulations will also be discussed.

*Schedule: 9:00 – 4:00 pm lunch and breaks included \$130 members & \$180 non-members *6 CLE Credits - \$50*

This program has been approved by the PA Continuing Legal Education Board for 6 hours of substantive law, practice and procedure CLE credit and 0 hours of ethics, professionalism, or substance abuse CLE credit.

October 11 Montgomery Co.	October 12 Westmoreland Co.	October 16 Dauphin Co.	October 25 Luzerne Co.
Delaware Valley Trust 719 Dresher Road Horsham, PA 267-803-5720	Courtyard by Marriott 700 Power Line Dr. Greensburg, PA 724-834-3555	The Central Hotel & Conference Center 800 East Park Dr. Harrisburg, PA 717-561-2800	Hilton Garden Inn 242 Highland Park Blvd. Wilkes-Barre, PA 570-820-8595

For more information and to register online, visit PSAB's website

www.training.boroughs.org

or call Terri at 800-232-7722, Ext. 1042