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# New PSAB Webinars!

All PA Municipal Governments are invited to participate in these WEBINARS.

## **WEBINAR: Duties and Responsibilities of Council (2 Part Series)**

**Wed., & Thurs., January 10 & 11, 2018 5:30pm – 6:30pm Free member \$50 non-member**

Being a municipal official requires a knowledge base of a variety of issues that impact your community. Now that you are in office you're expected to know all the answers, solve all the problems and perform all the duties necessary to lead your residents to success. This webinar will review the role and responsibilities of council and update you with the latest information necessary to serve your community to the best of your ability. Judy Chambers, Economic and Community Development Educator with the Penn State Extension will be the presenter.

## **WEBINAR: COSTARS Cooperative Purchasing Program**

**Wednesday, January 17, 2018 12 noon-1:00pm Free member \$30 non-member**

Bruce Beardsley, General Services marketing manager will explain how Pennsylvania's free, web-based cooperative purchasing program (COSTARS) can save your municipality even more money, now that ASSEMBLY/INSTALLATION/CONSTRUCTION are permitted ancillary services. Municipal Officials will gain understanding of how this program can save on over 75% of material and service needs plus lead to more efficient purchasing. This webinar will also explain how to be audit-ready and how to negotiate with suppliers.

## **WEBINAR: Road Safety Audits – Developing a Traffic Safety Program**

**Wednesday, January 24, 2018 12 noon-1:00pm Free member \$30 non-member**

Safety on municipal roads, bridges, sidewalks, trails and other facilities is critical. Per FHWA, crash rates on local roads can be higher than state roads—in fact, the fatality rate on local roads is 3x higher than interstates. Road Safety Audits (RSA) and developing a Local Traffic Safety Program (LTSP) are two methods a municipality can use to assess and improve safety on their transportation facilities. A road safety audit is a proactive safety performance examination of an existing road or intersection by a group. A traffic safety program is a formal plan to systematically address safety concerns at locations throughout your community. Pat Wright, traffic engineer with LTAP will be the presenter.

## **WEBINAR: Running Professional Public Meetings with Challenging Personalities**

**Wednesday, January 31, 2018 5:30pm-6:30pm \$90 member \$140 non-member**

Chairing an effective public meeting can be a challenge. This webinar is designed to help local government leader's deal with the realities of public meetings – following an agenda, dealing with interruptions and handling different situations. This session will also teach officials how to keep the agenda on track, manage distractions and improve communication to help you maintain control. Judy Chambers will be the instructor.

## **WEBINAR: The Open Records Act**

**Wednesday, February 7, 2018 5:30pm – 6:30pm Free member \$30 non-member**

George Spiess, Chief of Outreach and Training with the PA Office of Open Records, will provide an update and answer any questions you may have. This webinar is designed for elected official's discussion will include a review of the procedural process of responding to requests and appeals before the OOR. Discussion will include common and not so common requested records and the OOR and Commonwealth court's positions regarding the public status of those records along with a recent case review.

## **WEBINAR: Work Zones and Worker Safety**

**Thursday, February 8, 2018 12 noon-1:00pm Free member \$30 non-member**

Every three days in the US, a worker is hit and killed by one of their own pieces of equipment. This one hour webinar will review road crew safety principles from three perspectives. The first is proper work zone set-ups, the second is safe driving techniques, and the third is worksite/yard activities. For each area, we will discuss proper safety apparel, rules/guidelines to follow, and safe practices. Additional information is available through LTAP classes on Work Zones, Safe Driving, and Equipment/Worker Safety. Pat Wright, traffic engineer with LTAP will be the presenter.

**WEBINAR: Understanding the Sunshine Law and Amendments**

**Wednesday, February 14, 2018 12 noon-1:00pm \$45 member \$80 non-member**

The sunshine act guarantees the right of the public to be present at all meetings of certain defined public bodies (i.e., “agencies”) and to witness the deliberation, policy formulation, and decision making of agencies which is “vital to the enhancement and proper functioning of the democratic process.” In addition to guaranteeing this right, the Sunshine Act also requires the advertising and public notice of agency meetings and provides for reasonable public comment during board, council or authority meetings. It also provides for limited exceptions and establishes penalties for violations of the act. Instruction will include time for questions and answers. The PSAB Director of Research, Shelley Houk will be the presenter.

**WEBINAR: Proper Supervision of Municipal Police Departments**

**Wednesday, February 21, 2018 12 noon-1:30pm \$45 member \$80 non-member**

Local law enforcement has been the target of the national news media as municipalities around the country contend with allegations of police misconduct and heinous acts of violence committed against police. There is no better time than the present for local governments to evaluate how they supervise their police force. Attorney, Christopher P. Gerber with the law firm of Siana, Bellwoar & McAndre, LLP will explain where to start. (Learn more at our classroom sessions in April)

**WEBINAR: EOC Operations for Elected Officials and Emergency Management Coordinators**

**Thursday, February 22, 2018 12 noon-1:30pm \$45 member \$80 non-member**

This course provides the knowledge required for county and municipal emergency management staff, elected officials, and other personnel to effectively function in an EOC. Training will also include the difference between an EOC and Incident Command Post (ICP), Message Flow, Documentation, ICS, Resource Request, EOC Structure/Chain of Command. PEMA staff will be the presenter. [Pennsylvania Emergency Management Agency \(PEMA\)](#)

**WEBINAR: The Benefits of an Effective Planning Commission**

**Wednesday, February 28, 2018 12 noon-1:00pm \$45 member \$80 non-member**

An orientation to the work of a planning commission: what it does, where it fits in, the relationship of the planning commission with the governing body, how it coordinates with other boards and commissions, how it can contribute to the long-term sustainability of the community.

**WEBINAR: Understanding the Benefits of Complete Streets Policies**

**Wednesday, March 7, 2018 12 noon-1:00pm Free member \$30 non-member**

Jeff Riegner, vice president of Whitman, Requardt & Associates, LLP will explain how nearly 800 jurisdictions across the United States – including hundreds of small and medium-sized municipalities – have been transformed by adopting and implementing Complete Streets policies. Some of the benefits they have experienced are improved safety, livability, and economic development. This webinar will provide an understanding of what the term “Complete Streets” means, the benefits of Complete Streets for boroughs and other communities, and the unique opportunities and challenges of implementing Complete Streets in Pennsylvania. Many case studies that can serve as great examples for your community will be presented. *Jeff is a professional engineer and certified planner with 25 years of transportation and land use consulting experience, mostly for public-sector clients.*

**WEBINAR: The Elected Officials Role in Subdivision & Land Development Review**

**Wednesday, March 14, 2018 12 noon-1:00pm Free members & \$30 non-member**

Stan Lembeck, AICP, PMPEI Director will examine the complex local government development review process referenced by the Pennsylvania Municipalities Planning Code (MPC). Learn important steps to take to achieve quality land development plus the required timelines for state and federal permits.

**WEBINAR: Environmental Rights**

**Thursday, March 15, 2018 5:30pm - 6:30pm Free member \$30 non-member**

Jon Anderson of McNees Wallace and Nurick To promote classroom sessions in April

**WEBINAR: The Role of an Effective Council President (evening webinar)**

**Wednesday, March 21, 2018 5:30pm - 6:30pm Free member \$30 non-member**

Council meetings can be well-run or disorganized disasters. The success or failure of the meeting to run in an orderly fashion rests on the shoulders of the council president. This webinar will review the responsibilities and statutory duties of the position. Parliamentary procedures will be examined to highlight leadership qualities, skills, and personality traits that elevate the effectiveness of the council president. PSAB outreach training consultant Wendy Nickerson will be the instructor.

### **WEBINAR: Crosswalks and ADA**

**Thursday, March 22, 2018 12 noon-1:00pm Free member \$30 non-member**

This webinar will discuss crosswalks in Pennsylvania, as well as a brief overview of the American with Disabilities Act. In PA, about 150 pedestrians are struck and killed each year and over 4,000 are injured. As communities are focusing on improving walkability, safety, and implementing "complete street" concepts, crosswalks and the ADA play a significant role in realizing community walkability goals. This webinar will help you to: know the guidelines for when to mark a crosswalk and the standards for marking it properly; acquire a working knowledge of other safety features to supplement crosswalks; Assess ADA requirements for crosswalks, sidewalks and curb ramps. Patrick Wright, Traffic Engineer with LTAP will be the presenter.

### **WEBINAR: Duties of a Zoning Hearing Board and the Zoning Officer (2-part series)**

**Wed., & Thurs., March 28 & 29, 2018 12 noon-1:00pm \$50 member \$100 non-member**

The MPC states that every municipality that enacts a zoning ordinance shall create a zoning hearing board and it must have an official who handles the day-to-day work of administering the ordinance. This two-part webinar will review the job each is responsible for, along with the basic terms used in zoning, special exceptions, variances, nonconformities, notice of violation of the ordinance, plus the basic of the zoning hearing process. Stan Lembeck, AICP, PMPEI Director, who has many years of experience on a zoning hearing board, will be the instructor.

### **WEBINAR: HOA's: Legal Aspects of Home Owners Associations for Local Governments**

**Wednesday, April 4, 2018 5:30pm - 6:30pm Free member \$30 non-member**

Many municipalities and planning commissions face technical/legal issues when working with their local home owners associations. Discussion will include the common regulations of these associations and how they can work together to make your community a better place. Join Carl N. Weiner, Esquire of Hamburg, Rubin, Mullin, Maxwell & Lupin, P.C. for a detailed explanation of the legalities.

### **WEBINAR: Municipal Minutes and Communications**

**Thursday, April 5, 2018 12 noon-1:00pm \$45 member \$80 non-member**

Do you generate meeting minutes, send emails to elected officials, post to social media, or create formal letters for the municipality? Wendy Nickerson, PSAB outreach training consultant, will explain the requirements for taking and storing meeting minutes, the proper procedures for using email in the municipality, a review of the importance of protecting the use of social media, and best-practices for writing business letters. This Webinar will be helpful for municipal secretaries, managers, and staff as well as elected and appointed officials.

### **WEBINAR: Managing Heart and Lung Act Claims**

**Wednesday, April 11, 2018 12 noon-1:00pm \$45 member \$80 non-member**

A municipality's failure to properly investigate and manage heart and lung claims can have significant financial consequences. This webinar will examine the eligibility requirements for benefits under the Heart and Lung Act, what a municipality must pay after determining that an employee is eligible for benefits, as well as the requirements and proper procedure for terminating benefits. Scott E. Blissman, Esq., with the law firm of Eckert Seamans Cherin & Mellott, LLC will be the presenter.

### **WEBINAR: Encouraging Positive Public Involvement**

**Wednesday, April 18, 2018 12 noon-1:00pm Free member \$30 non-member**

Have you ever found yourself in the middle of a heated council meeting wondering if there is a better way to educate the public and approach different issues? This webinar will explain an effective process to engage the public rather than put them on the defensive. Through an open and forthright process, officials should be able to manage controversial issues and convert resistance to support.

### **WEBINAR: The Powers and Duties of a Sewage Enforcement Officer (SEO) and Act 537**

**Wednesday, April 25, 2018 12 noon-1:30pm \$45 member \$80 non-member**

A sewage enforcement officer has the power and duty to issue, deny and revoke permits, and to take all other actions necessary to administer and enforce section 7 of the act (35 P. S. § 750.7), except that a sewage enforcement officer may not conduct hearings under section 16 of the act (35 P. S. § 750.16). The purpose of the DEP sewage facilities program is to implement the Pennsylvania Sewage Facilities Act (Act 537) in order to help address existing sewage disposal needs, and to help prevent future problems through the proper planning, permitting, and design of all types of sewage facilities.

**WEBINAR: Economic Forecast**

**Wednesday, May 2, 2018 12 noon-1:00pm Free member \$30 non-member**

Thomas Schatzman, Senior Vice President and Institutional Consulting Director for Morgan Stanley will share a market overview and economic forecast that will benefit all municipal governments in their financial planning.

**WEBINAR: The Role of the Municipal Secretary/Administrator Part 1 & 2**

**Wed., & Thurs., May 9 & 10, 2018 12 noon-1:30pm \$90 members & \$140 non-member**

Part one will cover the basic requirements and best practices for meetings, minutes, public notices, ordinances & resolutions, records management, state reporting, basic financial management and internal controls.

Part two.... will review the Sunshine Act, Open Records Act and working with elected officials and citizens. Judy Chambers, Economic and Community Development Educator Penn State Extension - will be our instructor.

**WEBINAR: The Many Roles of the Code Enforcement Officer**

**Wednesday, May 16, 2018 12 noon-1:00pm \$45 member \$80 non-member**

How do municipalities enforce their ordinances? What are the duties of a code enforcement officer and what qualities should you look for in a potential candidate for this role? Gil Longwell will be the presenter.

**WEBINAR: Legal Aspects of Code Enforcement**

**Wednesday, May 23, 2018 12 noon-1:00pm \$40 member \$80 non-member**

Andrew Adair, Esq. will explain the proper procedures and documentation for legal code enforcement investigations and complaints that may be filed against your municipality and code enforcement officers.

**WEBINAR: Records Disposition**

**Wednesday, May 30, 2018 12 noon-1:00pm \$45 member \$80 non-member**

Got clutter? Need to clean house at your municipality? The Pennsylvania Historical and Museum Commission is the State agency that governs how long municipal records are kept and when and how to dispose of them. Join Wendy Nickerson for an explanation of the important procedures and documentation for the retention and disposition of records.

**WEBINAR: Working with District Judges**

**Wednesday, June 6, 2018 noon-1:00pm \$45 member \$80 non-member**

Have your municipal officials and or employees appeared before the Magisterial District Judges regarding a code violation and or citation issued by the municipality, only to walk away wondering what went wrong, and why didn't things go like they do on television? If you need to understand how the MDJ system works then this is the Webinar for you. Find out what the jurisdiction of the MDJ is and how civil and criminal cases are handled. Topics to be discussed include summary offenses, arraignment, warrants, landlord/tenant issues and many other relevant matters. Attorney Joseph Mittleman, Director of Judicial programs, Supreme Court of Pennsylvania will be the instructor.

**WEBINAR: Employee Drug Testing: Search and Seizure**

**Wednesday, June 20, 2018 12 noon-1:00pm Free member \$30 non-member**

Join Scott Blissman, Esq. of Eckert Seamans to learn more about employee drug testing in the workplace. Discussion will include how to properly handle reasonable suspicion cases, identifying the symptoms, required documentation, collection, safety vs liability, results, required record keeping and policies you should have in place to promote workplace safety.

**WEBINAR: "Right-sized" Approaches for Dealing with Blight in Small Towns and Rural Areas\***

**Wednesday, September 12, 2018 5:30pm-6:30pm \$40 member \$75 non-member (\*3 for \$100)**

This webinar is specifically for small towns and rural communities that don't have the financial or staff resources of a larger community to deal with blighted properties. Ideas for "lite" versions of property maintenance, nuisance, and dangerous structures codes will be shared. Less staff intensive approaches such as ticketing for code violations will also be discussed. Chris Gulotta, of The Gulotta Group will be the presenter.

**WEBINAR: Using the Tool of Conservatorship to Deal with Blighted Properties\***

**Tuesday, September 19, 2018 5:30pm-6:30pm \$40 member \$75 non-member (\*3 for \$100)**

The tool of conservatorship was adopted by the legislature in 2008 to help communities deal with blighted properties. Conservatorship allows municipalities and other entities to be appointed by the local court to make repairs or tear down vacant blighted properties. Case studies of communities that have effectively utilized conservatorship will be discussed. Chris Gulotta, of The Gulotta Group will be the presenter.

**WEBINAR: Land Banks: How They are Making a Difference in PA\***

**Wednesday, September 26, 2018 5:30pm-6:30pm \$40 member \$75 non-member (\*3 for \$100)**

The land bank law became effective in 2012 and eleven jurisdictions in the Commonwealth have formed land banks since. This webinar will discuss how communities have used land banks effectively to acquire tax delinquent blighted properties. Information on possible funding for land banks will also be discussed. Chris Gulotta, of The Gulotta Group will be the presenter. Chris Gulotta, of The Gulotta Group will be the presenter.

**PA State Association of Boroughs – Contact: Theresa M. Dickow, [tdickow@boroughs.org](mailto:tdickow@boroughs.org)**

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