



New PSAB Webinars!

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

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: Understanding the Benefits of Complete Streets Policies

Tuesday, April 24, 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: 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 an Effective Council President (evening webinar)

Thursday, May 3, 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: 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 \$45 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: Municipal Records Management 101

Thursday, May 24, 2018 12 noon-1:00pm \$45 member \$80 non-member

Join Joshua Stahlman, Archivist with the PA State Archives, who will present the fundamentals of municipal records management. This webinar will answer questions about records retention, adhering to the municipal manual, and what can be disposed of and how.

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: Contract Negotiations and Interest Arbitration

Wednesday, September 5, 2018 12 noon-1:00pm \$45 member \$80 non-member

Join skilled labor attorney Michael McAuliffe Miller, Esq. of Eckert Seamans to learn more about dealing with contract negotiations and interest arbitration in the public sector. Part one will focus on how the new economic conditions have changed the way that municipalities must approach contract negotiations with their police and non-uniform employees. The second half will include discussion on how to prepare for interest arbitration under the new realities to position your municipality to obtain the best award possible. This webinar will be an excellent opportunity for elected and appointed officials who are involved in contract negotiations for their municipality.

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

Wednesday, September 12, 2018 5:30pm-6:30pm \$45 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 \$45 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: The Social Media Policies in the Workplace

Tuesday, September 25, 2018 12 noon-1:30pm \$45-member \$80 non-member

Michael McAuliffe Miller, Esq. with Eckert, Seamen, Cherin & Mellott, will review both the legal and practical challenges that arise when employees, former employees and managers use (misuse) social media. Recent court cases will be reviewed as well as suggestions for policy implementation and review plus many "best practices" to put into place as soon as possible.

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

Wednesday, September 26, 2018 5:30pm-6:30pm \$45 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.

WEBINAR: Electronic Communication Liabilities for Municipalities

Wednesday, October 3, 2018 12 noon-1:30pm \$45 member \$80 non-member

Michael McAuliffe Miller, Esq. with Eckert, Seamen, Cherin & Mellott, LLC will help prepare you for possible liabilities using electronic communications under the Open Records Law. Information presented will include employee privacy, US & PA Constitutions, Electronic Communications Privacy Act, Stored Communications Act, Cases of Interest, Employer Liability, and Duty & Failure to Preserve.

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

Thursday, October 4, 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.