



# New PSAB Webinars!

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

*Don't have time to log on to a webinar? All PSAB webinars are recorded and the recorded links are emailed to all registered participants to review and share after the live webinar. [www.watch.boroughs.org](http://www.watch.boroughs.org)*

**WEBINAR: The Role of the Municipal Secretary/Administrators (2 Part Series)**

**Thursdays, October 11 & 18, 2018 12 noon-1:00pm \$90 members \$140 non-member**

Part one will cover the basic requirements 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. Join Judy Chambers, Penn State Cooperative Extension Educator, for a review of the required duties and best practices for this important position.

**WEBINAR: HR Series with Campbell Durrant Beatty – The Importance of Performance Reviews\***

**Wednesday, October 17, 2018 12 noon-1:00pm \$45 members \$80 non-member (\*all three for \$100)**

Part one of this human resource webinar series for municipal employees will explain the importance of keeping current employee evaluation records and the just as important follow up or review of those evaluations. This webinar will also explain the essential elements for proper legal employee write-ups and the proper use and creation of this all-important part of the disciplinary record. Tiffany Waskowicz, labor and employment attorney with the law firm will be the presenter.

**WEBINAR: The Role of the Municipal Secretary/Administrators Series (Part 2)**

**Thursday, October 18, 2018 12 noon-2:00pm \$90 members \$140 non-member**

Part two will review the Sunshine Act, Open Records Act, and working with elected officials and citizens. Join Judy Chambers, Penn State Cooperative Extension Educator, for a review of the required duties and best practices for this important position.

**WEBINAR: An Open Records Act Update**

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

George Spiess, Chief of Outreach and Training with the PA Office of Open Records, will provide an update and case review of recent rulings from the OOR. Discussion will include a comprehensive review of the procedural process of responding to requests and appeals before the OOR. Requested records will be reviewed along with Commonwealth court's positions regarding the public status of those records.

**WEBINAR: US Army Corps of Engineers (USACE)**

**Thursday, October 25, 2018 12 noon-1:00pm Free members \$30 non-member**

The USACE provides technical assistance programs and cost-sharing for projects with a total project cost of approximately \$15M or less. Learn, first hand, about some of the challenges that local communities received assistance for, such as flooding, environmental degradation and erosion near public infrastructure.

**WEBINAR: HR Series with Campbell Durrant Beatty – Legal Hiring Practices\***

**Wednesday, October 31, 2018 12 noon-1:00pm \$45 members \$80 non-member (\*all three for \$100)**

Part two of this human resource webinar series for municipal employees will explain the host of laws designed to ensure equal opportunity and fair treatment in employment matters. Modern technology and new means of communications present significant obstacles in maintaining hiring practices that are legally compliant. Municipal employers need to be aware of federal, state and local laws to navigate through what you can and what you cannot do during the hiring process. Attorney Julie Aquino will be our presenter.

**WEBINAR: HR Series with Campbell Durrant Beatty – Personnel Files and HIPPA Laws\***

**Thursday, November 1, 2018 12 noon-1:00pm \$45 members \$80 non-member (\*all three for \$100)**

Part three of this human resources series for municipal employers will address the maintenance and inspection of personnel files. The law establishes what information constitutes a personnel file and establishes the way employees may access the information contained in the file. Attorney Joshua Hausman, will review the proper maintenance of the files, information that should and should not be contained in the files, and the employee's right to access that information will be discussed along with limitations that exist for those, other than the employee, who may want to review information contained in the file.

**WEBINAR: Speed Limits on Local Roads**

**Wednesday, November 7, 2018 12 noon-1:00pm \$45 members \$80 non-member**

Speeding is a common safety issue in many municipalities. Posting appropriate speed limits is an important component of compliance and safety. The purpose of this LTAP Speed Limits webinar is to give municipal officials and public works employees the tools they need to identify speed issues, conduct appropriate speed limit studies, determine appropriate and legally enforceable speed limits, install signs at the proper locations, and implement appropriate solutions to manage speed issues.

**WEBINAR: Winter Maintenance Basics and Best Practices**

**Thursday, November 8, 2018 12 noon-2:00pm \$45 members \$80 non-member**

This webinar will review the important pre-winter preparations necessary for efficient and safe operations during winter weather. Plowing operations and many techniques used with common equipment will be discussed plus specific areas of operational and safety concerns including: pre-planning, spreading operations, salt and other materials, pre-wetting salt (when, how, and the advantages and benefits), anti-icing, necessary post-storm cleanup, and final winter cleanup operations. Public Works Directors, Street and Road Crews, Municipal Officials, or anyone involved with winter/snow removal operations for their community will benefit from this information. Public Works Director, Jason Dailey, will be the presenter.

**WEBINAR: Working with District Judges**

**Wednesday, November 14, 2018 12 noon-1:00pm \$45 members \$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**

**Thursday, November 15, 2018 12 noon-1:00pm Free members \$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: What Every Municipality Should Know about Insurance Coverage**

**Wednesday, November 28, 2018 12:00 noon – 1:00pm Free member \$50 non-member**

Join attorney Mike Crotty with the law firm of Siana, Bellwoar & McAndrew, LLP for this webinar designed to educate elected and appointed officials and staff on the range of considerations related to your municipal insurance coverage. Indeed, we, as local agencies, have many unique, lower-cost opportunities for insurance beyond traditional insurance – from municipal risk sharing pools to self-insurance. We want to take down the barriers and demystify the process for you of selecting and using your liability coverage. In doing so, we will discuss the variety of types of liability coverage, how they relate to one another key concepts to understand in reading your policy and interacting with the provider and the emerging risks against which you should be protecting your municipality.

**WEBINAR: Zoning Law Alert: Supreme Court’s Decision in Gorsline and its Impacts on Municipalities**

**Thursday, November 29, 2018 12 noon-1:00pm \$45 members \$80 non-member**

On June 1, 2018 the PA Supreme Court issued its long-awaited decisions in the Gorsline case. The decision will have ramifications for municipalities around the state on how they draft and apply their zoning ordinances. Attorney Jordan Yeager from the Law Offices of Curtin & Heefner, LLP will review why this decision has particular importance for land uses that are not explicitly defined and zoned for in an ordinance. The decision calls into question efforts to rely on catch-all provisions that attempt to account for unspecified uses that are similar to uses that are specifically zoned for.

**WEBINAR: Parliamentary Procedures**

**Wednesday, December 5, 2018 5:30pm – 6:30pm Free member \$50 non-member**

How long are your municipal meetings? Learn how to use that meeting time more effectively to cover your agenda and increase productivity by understanding the workings of Roberts Rules of Order. Join Wendy Nickerson, PSAB outreach training consultant for an overview of best practices for municipal meetings.

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

**Wed., & Thurs., December 12 & 13, 2018 5:30pm – 6:30pm Free members \$80 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. Wendy Nickerson, PSAB Outreach Training Consultant will be the presenter.

**WEBINAR: ADA Transition Plans**

**Wednesday, December 19, 2018 12 noon-1:00pm \$45 members \$80 non-member**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation of 1973 (504) prohibit discrimination because of disability. Federal implementing regulations and guidance require public entities with 50 or more employees (full, part-time or in combination) to develop and implement a transition plan that ensures access to programs, activities and facilities. Moreover, public entities are required to apply appropriate accessibility standards to new and altered facilities. Public entities with less than 50 employees, though not required to have transition plans are encouraged to create self-evaluation plans. This webinar will discuss ADA implementation in PA, and how to develop a transition plan/self-evaluation.



*All PSAB webinars qualify for 1 CBO credit hour unless specified otherwise.*