



New PSAB Webinars!

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

WEBINAR: Records Disposition

Wednesday, June 27, 2018 12 noon-1:00pm \$45 members \$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. Join Wendy Nickerson for an explanation of the important procedures and documentation for the retention and disposition of records to learn how and when to properly dispose of them.

WEBINAR: Municipal Budgeting 101

Wednesday, August 22, 2018 12 noon-1:00pm \$45 members \$80 non-member

Whether you are new to budget preparation or are a seasoned veteran who would like a refresher, this webinar has tools and tips to help you. Topics include taxation, revenue sources, expense containment, understanding funds, and budget preparation best practices. Join Wendy Nickerson, PSAB outreach training consultant, for an informational session that will explain the sometimes-confusing municipal budgeting process.

WEBINAR: Permitting Natural Gas Drilling Requires Specific Zoning Designation

Wednesday, August 29, 2018 12 noon-1:00pm \$45 members \$80 non-member

This webinar will review the Gorsline zoning case which was decided in June 2018 before the PA Supreme Court Justices which significantly impacts issuance of zoning permits for natural gas drilling. Attorney Jordan Yeager from the Law Offices of Curtin & Heefner, LLP will review what this ruling means for local municipalities and how it affects local zoning regulations.

WEBINAR: Contract Negotiations and Interest Arbitration

Wednesday, September 5, 2018 12 noon-1:00pm \$45 members \$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: Zoning and Joint Zoning Considerations to Promote Sustainable Communities

Thursday, September 6, 2018 12 noon-1:00pm \$45 member \$80 non-member (or 13th) emailed MGC

Join attorney Mike Crotty with the law firm of Siana, Bellwoar & McAndrew, LLP for this webinar program designed to address the current environment of zoning and joint zoning given the ever-changing legal landscape. In addition to addressing recent case law of note, topics will include: the benefits and drawbacks of joint zoning; a refresher on the mechanics of amending your zoning/joint zoning ordinance; court decisions that have reinforced the need to process zoning applications in "good faith;" and why you should revisit your ordinance to address many of the newly-developing types of land uses, including regulations related to signage, alternative energy uses, medical marijuana growing and dispensary operations, cell towers and mini-cell towers, agricultural regulations potentially protected under ACRE, and other efforts to use zoning and related ordinances to fight blight and promote sustainable communities.

WEBINAR: Employee Drug Testing: Search and Seizure

Wednesday, September 11, 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: “Right-sized” Approaches for Dealing with Blight in Small Towns and Rural Areas*

Wednesday, September 12, 2018 5:30pm-6:30pm \$45 members \$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: The Benefits of an Effective Planning Commission

Tuesday, September 18, 2018 12 noon-1:00pm \$45 members \$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. Stan Lembeck will be your presenter.

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

Tuesday, September 19, 2018 5:30pm-6:30pm \$45 members \$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: Social Media Policies in the Workplace

Tuesday, September 25, 2018 12 noon-1:30pm \$45-members \$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 members \$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 members \$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 members \$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: HR Series with Campbell Durrant Beatty – The Importance of Performance Reviews*

Wednesday, October 17, 2018 12 noon-1:30pm \$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. Shon K. Worner, labor and employment attorney with the law firm will be the presenter.

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

Wednesday, October 31, 2018 12 noon-1:30pm \$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.

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

Thursday, November 1, 2018 12 noon-1:30pm \$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. 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: 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 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: 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: Parliamentary Procedures

Wednesday, December 5, 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: 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. Judy Chambers, Economic and Community Development Educator with the Penn State Extension will be the presenter.