



New PSAB Webinars!

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

WEBINAR: Municipal Minutes and Communications

Wednesday, September 27, 2017 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: HOA's: Legal Aspects of Home Owners Associations for Local Governments

Thursday, September 28, 2017 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 the 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: Pennsylvania Infrastructure Bank (PIB)

Thursday, October 5, 2017 12:00 noon – 1:00pm Free members \$30 non-members

PA Infrastructure Bank is a PennDOT program that provides low-interest loans to help fund transportation projects within the Commonwealth. The goal of the PIB is to leverage state and federal funds, accelerate priority transportation projects, spur economic development and assist local governments with their transportation needs. Join Michael D. Rimer, AICP, Transportation Planning Specialist with the PA Department of Transportation to learn more about how this program can work for your municipality. The current PIB Interest Rate is 2.125%

WEBINAR: *HR Series with Campbell Durrant Beatty – Handling Employment Investigations

Wednesday, October 11, 2017 12 noon-1:00pm \$45 member \$80 non-member (*3 for \$125)

Part one of this human resources series for municipal employers will explain how to legally conduct an employment investigation. This webinar will address the key legal and practical issues for investigating employee misconduct including Weingarten issues, special rules for criminal misconduct and Loudermill due process requirements. Shon K. Worner, labor and employment attorney with the law firm will be the presenter.

WEBINAR: Internal Control Basics

Wednesday, October 18, 2017 12 noon-1:00pm \$45 member \$80 non-member

This webinar is designed to help the participant understand basic internal controls that should exist within a sound business environment. Topics covered will include internal controls over cash, revenues, and expenses, as well as suggestions for implementing compensating controls to mitigate risk. Participant will also gain an understanding of what is involved in the audit of the government's financial statements and how the internal control environment plays a part in the auditors testing. Tracey Etchberger, CPA with Long, Barrell & Co., Ltd. will be the presenter.

WEBINAR: *HR Series with Campbell Durrant Beatty – Proper Legal Employee Write-Ups

Thursday, October 19, 2017 12 noon-1:00pm \$45 member \$80 non-member (*3 for \$125)

Part two of this human resources series for municipal employers will explain the essential elements for proper legal employee write-ups. This webinar will explain the critical elements of any good write up and will explain 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.



New PSAB Webinars!

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

WEBINAR: *HR Series with Campbell Durrant Beatty – Personnel Files and HIPPA Laws
Wednesday, October 25, 2017 12 noon-1:00pm \$45 member \$80 non-member (*3 for \$125)

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. This session will answer the questions you have regarding 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. We will also explore the impact of other laws on the way you maintain personnel files as well as the limitations that exist for those, other than the employee, who may want to review information contained in the file. Michael Palumbo, labor and employment attorney with the law firm will be the presenter.

WEBINAR: Request for Proposal (RFP)
Thursday, October 26, 2017 12:00 noon – 1:00pm \$45 member \$80 non-member

A request for proposal (referred to as RFP) is an invitation for suppliers, often through a bidding process, to submit a proposal on a specific commodity or service. A bidding process is one of the best methods for leveraging a municipality's negotiating ability and purchasing power with suppliers. The RFP process brings structure to the procurement decision and allows the risks and benefits to be identified upfront. Samples of documents used in the RFP process will be made available. Review will include financing the project, DCED requirements, the bid manual, bonds, change orders and the structure of an RFP. Ed Knittel, PSAB Senior Director of Education & Sustainability and former municipal manager, with over 30 years of experience in local government will be the presenter.

WEBINAR: Preparing for a New Council in 2018
Wednesday, November 1, 2017 12 noon-1:00pm Free member \$30 non-member

On January 2nd borough council members, will reorganize, and some new officials will take office. Wendy Nickerson, PSAB outreach training consultant will help you understand the legal requirements and documentation necessary for new council members. In addition, this session will detail other helpful tips when preparing for a new council and a successful orientation.

WEBINAR: Winter Maintenance Basics and Best Practices
Thursday, November 2, 2017 1pm-2:30pm \$45 member \$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. Jason Dailey, Public Works Director for Cranberry Township, will be the presenter.

WEBINAR: Municipal Records Management 101
Thursday, November 9, 2017 12 noon-1:00pm Free member \$30 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.



New PSAB Webinars!

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

WEBINAR: Reorganization Meetings (evening webinar)

Wednesday, November 15, 2017 5:30pm-6:30pm Free members \$30 non-member

Do you know when and how to hold a Reorganization meeting? Learn what must legally happen at this important meeting and learn tips for making a smooth transition into a new year. See frequently asked questions about the Statement of Financial Interest and receive a sample resolution for accepting Rules of Order for council meetings.

WEBINAR: The Role of an Effective Council President

Tuesday, November 21, 2017 12 noon-1:00 pm 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: Duties and Responsibilities of Council (2 Part Series)

Wed., & Thurs., December 6 & 7, 2017 5:30pm-6:30pm Free member \$30 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: Reorganization Meetings (evening webinar)

Wednesday, December 13, 2017 5:30pm-6:30pm Free member \$30 non-member

Do you know when and how to hold a Reorganization meeting? Learn what must legally happen at this important meeting and learn tips for making a smooth transition into a new year. See frequently asked questions about the Statement of Financial Interest and receive a sample resolution for accepting Rules of Order for council meetings.

WEBINAR: Parliamentary Procedures

Wednesday, December 20, 2017 5:30pm-6:30pm Free \$80 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.