



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

WEBINAR: Running Professional Public Meetings with Challenging Personalities

Wednesday, February 27, 2019 5:30pm – 6:30pm Free members \$30 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, Economic and Community Development Educator for the Penn State Extension office will be the instructor.

WEBINAR: Community Conflict and Resolution with Challenging Personalities

Thursday, February 28, 2019 5:30pm to 6:30pm Free member \$30 non-member

This webinar will focus on communication with the public and dealing with personality conflicts during your public meetings. Discussion will include how to avoid negative dialogue by offering informational meetings and more communication before and during your planning projects or changes occurring within your community. Judy Chambers, Economic and Community Development Educator for the Penn State Extension will be our instructor.

WEBINAR: Understanding the Sunshine Law and Amendments

Wednesday, March 6, 2019 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: Economic Forecast

Wednesday, March 13, 2019 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: Understanding the Benefits of Complete Streets Policies

Thursday, March 14, 2019 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 Role of an Effective Council President

Wednesday, March 20, 2019 5:30pm - 6:30pm \$45 member \$80 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: Effective Internal Controls – Why They Matter

Thursday, March 21, 2019 12noon-1:00pm Free for members and \$30 for non-members

This webinar is designed to help the participant understand basic internal controls that should exist within a sound business environment. Topics covered will include the components of the COSO internal control framework and how these components establish a foundation of effective internal controls within an entity, as well as an overview of internal controls over cash receipts, cash disbursements, and payroll. The presentation will include a review of what could go wrong, and suggestions will be provided for implementing compensating controls to mitigate risk. William Oyster, CPA with (SEK), Smith, Elliott, Kearns and Co., LLC CPAs & Advisors will be the presenter.

WEBINAR: The Benefits of an Effective Planning Commission (Land Development Series 4 for \$140)

Wednesday, March 27, 2019 5:30pm -6:30pm \$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: The Elected Officials Role in Subdivision & Land Development Review (Land Development Series 4 for \$140) Thursday, March 28, 2019 5:30pm – 6:30pm \$45 members \$80 non-member

Stan Lembeck, AICP, 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: Duties of a Zoning Hearing Board (Land Development Series 4 for \$140)

Wednesday, April 3, 2019 5:30pm-6:30pm \$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, who has many years of experience on a zoning hearing board, will be the instructor.

WEBINAR: Duties of a Zoning Officer (Land Development Series 4 for \$140)

Thursday, April 4, 2019 5:30pm-6:30pm \$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, who has many years of experience on a zoning hearing board, will be the instructor.

WEBINAR: Understanding Fair Housing

Wednesday, April 17, 2019 12 noon-1:00pm Free-members \$30 non-members

This session will help officials understand the term ‘fair housing’ and its application in their municipal planning function. The adoption of a plan is not the end rather, it is a point of beginning for local leaders who are involved in their community projects. Mullin and Lonergan Associates, Inc. has assisted in the creation of thousands of affordable, tax credit housing units across Pennsylvania. Presenter Marjorie Willow, AICP will share with you their success stories along with the importance of these projects.

WEBINAR: Municipal Minutes and Communications

Thursday, April 18, 2019 12 noon-1:00pm \$45 members \$80 non-members

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: LED Streetlighting and Energy Savings

Tuesday, April 23, 2019 11:00 am -12 noon Free-member \$30 non-member

Jane Seagraves-Sidebottom of APPI, Energy will provide a short history of their company and the benefits to using LED streetlighting. Founded in 1996, APPI Energy delivers apples-to-apples comparisons of supplier prices and contracts and negotiates supply solutions that reduce and manage energy costs on an ongoing basis for their customers.

WEBINAR: Records Disposition

Thursday, April 25, 2019 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: The Role of the Municipal Secretary/Administrator Part 1

Wednesday, May 1, 2019 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 will be our instructor.

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

Wednesday, May 8, 2019 12 noon-1:30pm \$90 members & \$140 non-member

Part two.... will review the Sunshine Act, Open Records Act and working with elected officials and citizens. Judy Chambers will be our instructor.

WEBINAR: Ticketing System for Codes Enforcement

Thursday, May 9, 2019 12 noon-1:00pm \$45-member \$80 non-member

Join Chris Gulotta for a review of the details of a ticketing system used to reduce blight in your community.

WEBINAR: Managing Heart and Lung Act Claims

Wednesday, May 15, 2019 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: Census Data Collection

Wednesday, May 22, 2019 12 noon-1:00pm Free-member \$30 non-member

Your census data is very important and can impact your community as you plan for your future. The Census numbers will be used as the base for most of the funding a municipality will receive from both federal and state sources. Learn how to review the Census number and how you can partner with the Census Bureau for the most accurate count.

WEBINAR: Open Records Act Update

Wednesday, May 29, 2019 12 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: Contract Negotiations and Interest Arbitration

Wednesday, July 10, 2019 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: Budgeting Series: Municipal Budgeting 101 (Part 1)

Wednesday, August 21, 2019 12 noon-1:00pm \$45 members \$80 non-member (Register all 4 \$140)

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: Budgeting Series: Taxation and Millage Primer (Part 2)

Thursday, August 22, 2019 12 noon-1:00pm \$45 member \$80 non-member (Register for all 4 \$140)

Elected officials, secretaries, managers, and others involved with municipal budgeting and finance will benefit from understanding the complexities of Pennsylvania's local tax system. This is an overview of the local taxes that make up the bulk of the income needed to keep our municipalities running smoothly. This course examines local tax sources, how to understand millage and the effects of making wise decisions concerning the tax structure in your municipality.

WEBINAR: Municipal Records Management 101

Thursday, August 29, 2019 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: Budgeting Series: Financial Reporting (Part 3)

Wednesday, September 4, 2019 12 noon-1:00pm \$45 members \$80 non-member (Register for all 4 \$140)

WEBINAR: Budgeting Series: Capital Budgeting (Part 4)

Thursday, September 5, 2019 12 noon-1:00pm \$45 members \$80 non-member (Register for all 4 \$140)

WEBINAR: Employee Drug Testing: Search and Seizure

Wednesday, September 11, 2019 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: Understanding Generally Accepted Accounting Principles (GAAP)

Thursday, September 12, 2019 12 noon-1:00pm Free members \$30 non-member

This webinar is designed to help the participant understand generally accepted accounting principles for municipal governments. Topics covered will include an overview of financial statement presentation for local governments, as prescribed by the Government Accounting Standards Board (GASB). Participants will gain an understanding of the various funds utilized by local governments, their related basis of accounting, and how they relate to the financial statements. In addition, required disclosures of the financial statements will be reviewed. Kevin Stouffer, CPA with (SEK), Smith, Elliott, Kearns and Co., LLC CPAs & Advisors will be the presenter.

WEBINAR: The Dirt on Conservation Districts

Thursday, September 19, 2019 12 noon-1:00pm Free member \$30 non-member

What is a conservation district? How can you partner with them on stormwater management, NPDES requirements and the dirt, gravel and low volume road program? Municipal governments need a good working relationship with their conservation district to best benefit their communities. This session will shed light on what your conservation district has to offer. Pennsylvania Association of Conservation Districts (PACD) Executive Director, Brenda Shambaugh will be the presenter.

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

Wednesday, September 25, 2019 5:30pm-6:30pm \$45 member \$80 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 Red Flags of Fraud in the Workplace

Thursday, September 26, 2019 12 noon-1:00pm Free member \$30 non-member

This webinar is designed to help the participant identify warning signs for potential fraud. Topics to be covered will include common red flags that fraud may be incurring, as well as ways to monitor or help prevent fraud from occurring when red flags are identified. Common fraud that could happen with the governmental environment, as well as real life examples of fraud that were uncovered will also be discussed. William D. Oyster, CPA and Gregory P. Hall, CPA, CMA, CFM with SEK, CPAs & Advisors will be the presenters.

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

Wednesday, October 2, 2019 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: Successful Strategies for Planning, Funding & Constructing Municipal Facilities

Thursday, October 3, 2019 5:30pm-6:30pm Free members \$30 non-member

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

Wednesday, October 9, 2019 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: The Role of the Municipal Treasurer

Thursday, October 10, 2019 12 noon-1:00pm \$45 member \$80 non-member

Municipal treasurers are vital to the strength and stability of your municipality. This webinar will review who can serve as a municipal treasurer and what duties they perform. Learn what your municipal code says about the position and explore the additional duties often designated to them. Discussion will include the role of the Borough and Township Treasurer in Budget Preparation, Bid Packages, Millage, Banking, Investment and more.

WEBINAR: Human Resources Hot Topics with Eckert Seamans

Wednesday, October 23, 2019 12 noon-1:00pm \$45 member \$75 non-member

WEBINAR: Open Records Act Update

Thursday, October 24, 2019 12 noon-1:00pm \$45 member \$75 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: Stretching Municipal Dollars for Facility Projects

Wednesday, October 30, 2019 5:30pm-6:30pm Free members \$30 non-member

WEBINAR: Strategies for Planning, Financing & Constructing Facilities that Build Community

Wednesday, November 13, 2019 5:30pm-6:30pm Free members \$30 non-member

WEBINAR: Reorganization Meetings

Wednesday, November 14, 2019 noon-1:00pm \$45 member \$80 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 (evening webinar)

Wednesday, November 20, 2018 5:30pm - 6:30pm \$45 member \$80 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: Preparing for a New Council

Wednesday, December 4, 2019 12noon 1:00pm Free members \$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: Reorganization Meetings

Thursday, December 5, 2019 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: Duties and Responsibilities of Council (2 Part Series)

Wed., & Thurs., December 11 & 12, 2019 5:30pm – 6:30pm Free members \$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. Wendy Nickerson, PSAB Outreach Training Consultant will be the presenter.

WEBINAR: Parliamentary Procedures

Wednesday, December 18, 2019 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.