



# PSAB Classroom Training

All PA Municipal Governments are invited to participate.

## Your Role as a Municipal Secretary/Administrator (2-day)

This two-day course was developed for newly hired personnel and experienced staff members interested in professional development and networking opportunities to learn new techniques and improve skills. Day one will include information on how local government is organized and its function, important municipal codes, key functions of the Secretary/Administrator, meetings, legislation, public notices, records management, citizen relations plus professional resources. Day two includes records, reports and financial management, communicating with elected officials, the sunshine act plus a best practices review. This training fee will include two webinars developed for this audience to help with state report filing and basic planning & zoning administration. *This training is endorsed by PAMA members of the organization are eligible for the member rate.*

*Schedule: 9:00-4:00pm lunch and breaks included (both day's) \$200 members & \$250 non-members*

May 30 & 31 Centre Co.	Nov 14 & 15 Montgomery Co.	Nov 14 & 15 Allegheny Co.
Days Inn State College 240 S. Pugh St. State College, PA 814-238-8454	Delaware Valley Trust 719 Dresher Road Horsham, PA 267-803-5720	Doubletree by Hilton 101 Mall Blvd. Pittsburgh 412-373-7300

## Public Works Management

This full day class will review the duties and responsibilities of the public works director who plans, organizes, directs, coordinates and evaluates the activities of the Public Works Department, Engineering, Public Works Maintenance, and Solid Waste Departments. Learn tips for preparing performance evaluations for each department and implementing capital improvement, asset management and long-range infrastructure development plans. Discussions will include updates on winter maintenance operations, CDL regulations, safety programs, and incident and risk management programs.

*Schedule: 9:00 – 3:30pm lunch and breaks included \$135 members & \$185 non-members*

Montgomery Co. April 26	Crawford Co. May 23
Delaware Valley Trust 719 Dresher Road Horsham, PA 267-803-5720	Hampton Inn 11446 Dawn Dr. Meadville, PA 814-807-1446

## Understanding Complete Streets Policies and Field Review

Do you view your streets as community assets? Are your streets safe and enjoyable for pedestrians and bicyclists? More and more people in PA and nationwide are looking to live in communities where there are safe and convenient options for transportation other than automobiles. Nearly 800 jurisdictions across the United States – including numerous small and medium-sized municipalities in PA – have been transformed by adopting and implementing complete streets policies. Some of the benefits they have experienced are improved safety, livability, and economic development. In addition to considering the benefits of complete streets, this session will review example policies, and address the unique opportunities and challenges of implementing complete streets in PA. Class will include “field time” where participants will have an opportunity to walk in the host community and review concepts covered in the classroom. Space is limited, registrations will be accepted until classes are filled. *Schedule: 9:00 – 4:30pm lunch and breaks included \$50 for members and non-members*

<b>May 8 Lehigh Co.</b>	<b>May 22 Indiana Co.</b>	<b>June 1 Dauphin Co.</b>
Macungie Institute 510 East Main St. Macungie, PA 610-966-7830	Kovalchick Convention & Athletic Center 711 Pratt Dr. Indiana, PA 724-357-4295	Hummelstown Borough 261 Quarry Road Hummelstown, PA 717-566-2555

## The Ethics Act and Open Records Act

Whether you are a newly elected or appointed public official or an incumbent, you have been entrusted by your fellow citizens to serve in their best interest. The State Ethics Law was enacted to strengthen the faith and confidence of state and local citizens in their government, and to ensure that the financial interests of holder of or nominees or candidates for public offices do not conflict with the public trust. As a currently serving public official, you may be subject to the provisions of the Ethics Law.

Designed to explain the mandates of the Ethics Act as it relates to local public officials and employees, this class will explore and define potential conflicts of interest situations that public officials and employees should avoid. Actual case scenarios will be presented and discussed as examples of situations relevant to public positions held. The substantive and administrative aspects of filing a personal disclosure statement will also be discussed.

The second half of this full day session will include instruction on Pennsylvania's Right-to-Know Law (Act 3 of 2008) which has resulted in many administrative decisions that have had a direct impact upon local government policies and procedures plus a comprehensive review of the procedural process of responding to requests and appeals before the OOR. The course will discuss common and not so common requested records and the OOR and Commonwealth court's positions regarding the public status of those records.

*Schedule: 9:00 – 4:00pm \$50 members & \$75 non-members 6 CLE credits \$50*

*\*This program has been approved by the PA Continuing Legal Education Board for 3 hours of substantive law, practice and procedure CLE credit and 3 hours of ethics, professionalism or substance abuse CLE credit.*

May 15 Dauphin Co.	May 17 Butler Co.	May 24 Luzerne Co.	May 31 Montgomery Co.
The Central Hotel & Conference Center 800 East Park Dr. Harrisburg, PA 717-561-2800	Regional Learning Alliance 850 Cranberry Woods 724-741-1000	Hilton Garden Inn 242 Highland Park Blvd. Wilkes-Barre, PA 18702 570-820-8595	Delaware Valley Trust 719 Dresher Road Horsham, PA 267-803-5720

## Rental Property Inspection Program Management

Rental properties that are improperly managed may have a negative impact upon neighboring property values, increased police services and property maintenance issues. In many communities, rental properties are older and often non-code compliant. One course of action is a *Rental Property Inspection Program*. Before municipal officials, enact such an ordinance there are many issues to consider. This session will review a Rental Property Inspection Program and focus on the process a municipality needs to go through to implement an ordinance to effectively manage and execute a successful inspection program. *Schedule: 6:00pm – 9:30pm \$135 members & \$185 non-members \*3 CLE Credits - \$25\*This program has been approved by the PA Continuing Legal Education Board for 3 hours of substantive law, practice and procedure CLE credit.*

May 24 York Co.	May 30 Westmoreland Co.
Four Points by Sheraton 1650 Toronita St. York, PA 17402 717-846-4940	Courtyard by Marriott 700 Power Line Dr. Greensburg 724-834-3555

## PA Municipal Legal Update

With new laws and court cases changing Pennsylvania's municipal landscape PSAB offers this annual two-day program which provides solicitors, municipal officials, managers and police personnel with guidance on current topics like the Open Record Act, Human Relations Complaints, Employee Discipline and Blight, plus many emerging issues that you will encounter sooner than later. *Back by popular demand is the Police Track which is designed for those municipalities who have police departments and manage police personnel and their operations.*

*Schedule: Day One – 9:00am-4:00pm lunch and breaks included & Day Two – 9:00am-4:00pm lunch and breaks included \$325 members & \$375 non-members \*13CLE Credits \$80 Members of the TEAM program receive one free registration per Municipality. Early Bird pricing \$250 if registered by July 6, 2018 members only.*

*\*This program has been approved by the PA Continuing Legal Education Board for 11 substantive law, practice and procedure CLE credits and 2 ethics, professionalism or substance abuse CLE credits.*

August 8 & 9, 2018 Dauphin Co.
Sheraton Harrisburg/Hershey 4650 Lindle Road Harrisburg, PA 17111 717-564-5511

## Municipal Budgeting & Finance

Don't miss your chance to learn new tips and best practices for preparing and developing your budget, from start to finish. A budget is one of the most important documents a municipality develops and approves on an annual basis. It is a document that acts as policy, guide and communicator of priorities for appointed staff and the public alike. Review will include: developing a budget calendar, determining fee schedules, structuring spreadsheets and narratives plus the importance of developing and coordinating the use of a capital budget with operational budgets to better stabilize tax rates and keep your community on the right track.

*Schedule: 9:00-3:30pm lunch and break included \$135 members & \$185 non-members*

September 13 Allegheny Co.	September 13 Berks Co.	September 27 Erie Co.	September 27 York Co.	October 3 Bucks Co.	October 3 Centre
Doubletree by Hilton 101 Mall Blvd. Monroeville 412-373-7300	Doubletree by Hilton Hotel Reading 701 Penn St. Reading, PA 610-375-8000	Hilton Garden Inn 2225 Downs Dr. Erie, PA 814-866-1390	Four Points by Sheraton 1650 Toronita St. York, PA 717-846-4940	Sheraton 400 Oxford Valley Rd Langhorne, PA 215-547-4100	Days Inn State College 240 S. Pugh St. State College, PA 814-238-8454

## 2018 Police Civil Service Procedures Training

This workshop will detail the operations and procedures of the municipal civil service commission, the duties and responsibilities of the commission and the many legal issues related to commission duties. Participants will learn about the civil service process, laws affecting civil service and the procedures for establishing rules and regulations. Another aspect of the workshop will focus on the hiring process, relevant court cases related to discipline and discharge, as well as oral examinations, probationary periods, Loudermill hearings and due process. How to write and amend civil service rules and regulations will also be discussed.

*Schedule: 9:00 – 4:00 pm lunch and breaks included \$130 members & \$180 non-members \*6 CLE Credits - \$50*

*This program has been approved by the PA Continuing Legal Education Board for 6 hours of substantive law, practice and procedure CLE credit and 0 hours of ethics, professionalism, or substance abuse CLE credit.*

October 11 Montgomery Co.	October 12 Westmoreland Co.	October 16 Dauphin Co.	October 25 Luzerne Co.
Delaware Valley Trust 719 Dresher Road Horsham, PA 267-803-5720	Courtyard by Marriott 700 Power Line Dr. Greensburg 724-834-3555	The Central Hotel & Conference Center 800 East Park Dr. Harrisburg, PA 717-561-2800	Hilton Garden Inn 242 Highland Park Blvd. Wilkes-Barre, PA 18702 570-820-8595

For more information and to register online, visit PSAB's website

[www.training.boroughs.org](http://www.training.boroughs.org)

or call Terri at 800-232-7722, Ext. 1042