



New PSAB Webinars!

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

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*

Wednesday, 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, Seaman, 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, Seaman, 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: US Army Corps of Engineers (USACE)

Wednesday, October 10, 2018 12 noon-1:30pm 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: The Role of the Municipal Secretary/Administrators 2 Part Series

Thursdays, October 11 & 18, 2018 12 noon-1:30pm \$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-1:30pm \$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: 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: 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: Speed Limits on Local Roads

Wednesday, November 7, 2018 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 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: 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

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.

WEBINAR: ADA Transition Plans

Wednesday, December 19, 2018 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.

WEBINAR: Stop Signs and Intersection Safety

Wednesday, January 16, 2019 noon-1:00pm \$45 members \$80 non-member

This webinar focuses on STOP signs and other controls that improve safety at intersections with no signals. Beginning with reasons for effectively implementing STOP sign placement, the webinar will examine the components of STOP sign placement, as well as offering suggestions for accommodating uncommon challenges. In addition to STOP signs, the webinar will present content on other safety features often used at intersections along with signs such as pavement markings and rumble strips. The webinar will also offer content on common STOP intersection problems such as unwarranted STOP signs and multi-way STOP intersections.

WEBINAR: "Housing—Beyond the For-Sale Sign"

Wednesday, January 23, 2019 noon-1:00pm \$45 members \$80 non-member

This webinar focuses on Pennsylvania's changing housing needs. Join Jonathan Johnson, senior policy analyst with Rural PA as he explains the demographic housing needs of our state beyond sales and commissions.

WEBINAR: Municipal Liability

Wednesday, January 30, 2019 noon-1:00pm \$45 members \$80 non-member

This webinar will address the many liabilities municipal governments can face at any given moment. Atty. Sam Wisner, with Salzman Hughes, P.C. will elaborate on the major liability issues facing local governments and how to be prepared.



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