Newly Elected Municipal Officials (*Website Handouts*)

Day 1 – pdf of handout
Day 2 – pdf of handout
Day 3 – pdf of handout
Day 4 – pdf of handout

**DCED Website of Publications and Documents**
https://dced.pa.gov/library/?wpdmc=publications_and_documents

**DCED Website of Local Government Laws**

**Local Government Commission Frequently Sited Municipal Laws**
http://www.lgc.state.pa.us/frequentlyCitedLaws.cfm

**PA Land Use Law Library**
https://www.landuselawinpa.com/

**Property Tax Collection**
https://dced.pa.gov/local-government/training/act-48/

**PSAB Budget Bulletin**
https://budgetbulletin.boroughs.org/ - Password PSAB2022

**PSAB Sample Ordinances**
https://www.boroughs.org/ordfiles.php

**US Treasury Assistance**
Think you’re ready to govern? 
(Day 1 Quiz – Instructor’s Copy)

1. Every law related to your local government can be found in the Borough or Township Codes. 
   a. True 
   b. False (remind participants of Sunshine Law, MPC, ethics, right to know, etc)

2. Which of the following are responsibilities of the municipal secretary? Choose all that apply. 
   a. Take minutes of all public meetings of the governing body 
   b. Attend all executive sessions (this is at the option of the governing body) 
   c. Record ordinances in the ordinance book 
   d. Prepare refreshments for council meetings 

3. The solicitor must be trained in municipal law. 
   a. True 
   b. False – remind participants that it’s ok to use a solicitor who serves other municipalities

4. How many meetings must your municipality’s governing body hold each year? 
   a. 12 
   b. 24 
   c. No minimum number of meetings required

5. A member of the public has the right to speak at a public meeting 
   a. Only to comment on items on the agenda 
   b. Before the governing body takes action on any item (but if the item was on the agenda and you have a public comments policy, you can restrict citizens to the public comment period) 

6. How long may a member of the public speak at a public meeting? 
   a. 3 minutes 
   b. 5 minutes 
   c. It’s up to the governing body

7. Robert’s Rules of Order is the official guide for municipal government 
   a. True 
   b. False

8. You want to add new requirements to your sidewalk maintenance ordinance. How would you do this? 
   a. Advertise and enact a new ordinance 
   b. All you need is a motion since you already have an ordinance 
   c. Advertise and enact a revised ordinance
9. How should you take notes in an executive session?
   a. The municipal secretary takes the notes and puts them in the minutes
   b. Record the session and have it transcribed afterwards
   c. No notes can be taken in executive session

1. The Chamber of Commerce is having a meeting on downtown revitalization. How many members of your Council may attend?
   a. One less than a majority of members
   b. Only 1 member
   c. All of the members

2. Which of the following emails should you answer with ‘reply to all’? Choose all that apply
   a. A request from the Borough Secretary to replace the copier (discuss at a public meeting)
   b. An invitation from the Rotary Club to attend their next meeting
   c. A request from the Borough Council President to find out if you’re available for a special meeting next week
   d. A suggestion from a fellow Council member to revise the nuisance ordinance

3. If someone asks you for a public record, what should you do?
   a. Provide the requested information as efficiently as possible
   b. Ask for a request in writing
   c. Refer the person to your municipality’s Open Records Officer
   d. File the request under ‘S’ for stupid

4. Your municipality has an old pickup truck worth about $3000. Which of the following are ways you can get rid of it? Choose all that apply
   a. Trade it or give it to another municipality
   b. Advertise it for sale with a price of $3000
   c. Contract with an auctioneer to sell it
   d. Request bids for it

5. If your municipality is served by a volunteer fire company, you must provide workers compensation coverage for the volunteers.
   a. True
   b. False

6. Which elected officials have access to employee personnel files?
   a. The Borough Council President or Supervisor Chair
   b. Anyone on the Personnel Committee
   c. No elected officials
   d. Ask your solicitor

Show me your smarts!
(Day 2 quiz Instructor’s copy)
1. You own a house assessed at $200,000. How much is a mill of tax on your property?
   a. $20
   b. $200
   c. $2000

2. When should you or your staff start working on the 2019 budget?
   a. July 1st
   b. 30 days before the November public meeting
   c. Today (at least start thinking about your goals for next year)

3. Your municipality charges a fee to use the park pavilion. Which of the following should you consider when calculating the fee? Choose all that apply
   a. Electricity at the pavilion
   b. The cost to insure the pavilion
   c. Police protection for the park (if this is a regular police beat, you shouldn’t charge for public good)
   d. All of the above plus 10% to boost general fund revenues (you can recover actual costs but not levy fees to make money)

4. How many funds does your municipality have?
   a. Just one – the general fund
   b. Five
   c. Not sure. I’ll look for a listing of funds in the treasurer’s report or the annual audit

5. You are allowed to place money in reserve for future expenditures such as vehicles and equipment.
   a. True
   b. False

6. You don’t really understand the monthly treasurer’s report. What are the odds that another council member or supervisor is just as confused as you are?
   a. Pretty good
   b. Better than average
   c. I’m willing to bet money on it

7. Which of the following are responsibilities of the Planning Commission? Choose all that apply.
   a. Review subdivision applications
   b. Prepare a comprehensive plan for the community
   c. Prepare an annual report to the governing body
   d. Suggest changes to planning and zoning ordinances

8. As an elected official, you are not allowed to be appointed to the Planning Commission.
a. True
b. False (as a matter of fact it’s a good idea to have a member of council or supervisors on the PC)

9. A business is appealing to the Zoning Hearing Board to put up a larger sign and you think it’s a terrible idea. What should you do?
   a. Go the Zoning Hearing and testify as an elected official
   b. Go to the Zoning Hearing board and testify as a private citizen
   c. If your fellow elected officials agree with you, ask the municipal solicitor to testify on the municipality’s behalf

10. Speaking of solicitors, yours has a lot of experience in zoning. May he serve as solicitor to the Zoning Hearing Board and your municipality at the same time?
   a. Yes
   b. No – prohibited in MPC

11. Why should your municipality use a complaint-handling system?
   a. To make sure all complaints are investigated
   b. To document how we respond to the complaint
   c. To make sure we remember to report back to the citizen
   d. All of the above

12. One of your employees is constantly reporting minor problems to the Secretary: a pothole on a local road, a broken sign post, a streetlight that is out. How do you get him to stop?
   a. Oral reprimand, followed by a written reprimand
   b. Talk to his direct supervisor
   c. Thank him for being vigilant and ask him to keep reporting problems

13. When was the last time your municipality reviewed its insurance policy?
   a. How the heck am I supposed to know?
   b. We probably only shop it every 2-3 years, but I hope we’re reviewing our coverage every year.

14. Which of these are benefits of inter-municipal cooperation?
   a. You may not have to go out for sealed bid on projects
   b. You can share manpower and equipment
   c. You may get preference when applying for state or federal grants
   d. Your citizens will appreciate your efforts to be more efficient
   e. All of the above

15. Congratulations – you made it through two days of Boot Camp! Now what?
a. I’m going to make myself a list of things to check on in my municipality
b. I’m going to spend my time preparing for meetings, talking to citizens and learning about issues
c. I’m going to keep an eye out for good work from good employees
   I’m going home to take a nap

Newly Elected Municipal Officials Boot Camp
Course Evaluation Form

Please complete this form and return it to the instructor at the end of class. Or, you may fax it to PSAB (717) 236-8164 or complete the form online at www.training.boroughs.org

Date of course _____________________ Location ____________________________

1. What type of municipality do you represent?
   ___ borough ___ city
   ___ township (2nd class) ___ township (1st class)
   Other (please describe) ____________________________________

2. In what capacity do you serve?
   ___ Borough Council ___ Township Supervisor (2nd class)
   ___ Borough Mayor ___ Township Commissioner (1st class)
   ___ Borough staff ___ Township staff
   ___ City Council member
   ___ City Mayor
   ___ City staff
   Other (please describe) ____________________________________

3. How long have you served in your current office?
   ___ since January 2022
   ___ prior to 2022 but less than 2 years
   ___ 2 years or more

4. How useful will the information in this course be for you?

<table>
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<th>Overview of PA Local Government</th>
<th>Very useful</th>
<th>Somewhat useful</th>
<th>Not useful</th>
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<td>Basic Governance: officers and appointments, meetings, governing tools, PA laws</td>
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<td>Police and Fire</td>
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<td>Finance and Taxation</td>
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5. What additional topics should be addressed in this class?

6. What was the quality of each of these aspects of the class?

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<th>Aspect</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
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7. What are your preferences for training? (please choose all that apply)
   ___ full day sessions
   ___ half-day sessions
   ___ evening sessions
   ___ webinars
   Other (please describe) _____________________________________________________________

8. Any other comments?

Optional information:
Name __________________________________________ email ________________________________

Municipality _________________________________