



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: Stop Signs and Intersection Safety

Wednesday, January 16, 2019 12 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 12 noon-1:00pm Free members \$30 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 12 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 Salzmann Hughes, P.C. will elaborate on the major liability issues facing local governments and how you can be prepared.

WEBINAR: The Powers and Duties of a Sewage Enforcement Officer (SEO) and Act 537

Wednesday, February 6, 2019 12 noon-1:00pm \$45 members \$80 non-member

The PA Sewage Facilities Act is an important tool for all municipalities. It helps to protect the environment, enable growth, quell neighborly disorder and assure that privately owned and publicly essential infrastructure as well as public resources are properly maintained. This often-misunderstood law goes far beyond the role of the SEO (Sewage Enforcement Officer) and empowers the elected officials. This session explores the Act and the players and how they interact to protect the water we drink while enabling responsible growth.

WEBINAR: Speed Limits on Local Roads

Thursday, February 7, 2019 12 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: Funding Essential Infrastructure

Thursday, February 13, 2019 12 noon-1:30pm \$45 member \$80 non-member

This webinar will review tax revenue resources for municipalities plus traffic impact fees and grant acquisition. David C. Babbitt, president of David. C. Babbitt & Associates and Chris Williams, V.P, McMahan Associates will be the presenters and have over half a century of service to communities both in planning, and in identifying ways to pay for getting plans 'off the paper and onto the ground'.

WEBINAR: Open Records Act Update

Thursday, February 14, 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: Proper Supervision of Municipal Police Departments

Thursday, February 21, 2019 12 noon-1:30pm \$45-member \$80 non-member

Local law enforcement has been the target of the national news media as municipalities around the country contend with allegations of police misconduct and heinous acts of violence committed against police. There is no better time than the present for local governments to evaluate how they supervise their police force. Attorney, Christopher P. Gerber with the law firm of Siana Bellwoar will explain where to start. (Learn more at our classroom sessions in March.)

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 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: Internal Control Basics

Thursday, March 21, 2019 12noon-1:00pm

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. William Oyster, CPA with Smith, Elliott, Kearns and Co., LLC 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 \$45-member \$80 non-member (confirmed)

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 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: LED Streetlighting and Energy Savings

Wednesday, April 24, 2019 12 noon-1:00pm Free-member \$30 non-member

Jane 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: 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

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: Ticketing System for Codes Enforcement

Thursday, May 30, 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: Budgeting Series: Municipal Budgeting 101Part 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 (Register for all 4 \$140)

Thursday, August 22, 2019 12 noon-1:00pm \$45 member \$80 non-member

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 (Register for all 4 \$140)

Wednesday, September 4, 2019 12 noon-1:00pm \$45 members \$80 non-member

WEBINAR: Budgeting Series: Capital Budgeting Part 4 (Register for all 4 \$140)

Thursday, September 5, 2019 12 noon-1:00pm \$45 members \$80 non-member

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-member \$30 non-member

Kevin Stouffer, CPA with Smith, Elliott, Kearns and Co., LLC will review the *Generally accepted accounting principles*, or *GAAP*, which are a set of rules that encompass the details, complexities, and legalities of business and corporate *accounting*.

WEBINAR: Contract Negotiations and Interest Arbitration

Wednesday, September 18, 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: "Right-sized" Approaches for Dealing with Blight in Small Towns and Rural Areas*

Wednesday, September 25, 2019 5:30pm-6:30pm \$45 member \$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 Role of an Effective Council President (evening webinar)

Thursday, September 26, 2018 5:30pm - 6:30pm 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: 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: 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

WEBINAR: The Red Flags of Fraud in the Workplace

Wednesday, October 16, 2019 12 noon-1:00pm Free member \$30 non-member

WEBINAR: Human Resources Hot Topics

Wednesday, October 23, 12 noon-1:00pm Free member \$30 non-member

WEBINAR: Open Records Act Update

Thursday, October 24, 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: Reorganization Meetings

Wednesday, November 6, 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: Environmental Rights Amendment and Recent Case Review

Thursday, November 14, 2019 noon-1:00pm \$45 member \$80 non-member

This webinar will cover the ever-evolving law surrounding Pennsylvania's Environmental Rights Amendment. Jon Andrews of the law firm of McNees Wallace will address the impetus for the Amendment's adoption, its historical application, and the continued uncertainty regarding its present application.

WEBINAR: Preparing for a New Council

Wednesday, December 4, 2019 12noon 1:00pm Free members \$80 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 \$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: Duties and Responsibilities of Council (2 Part Series)

Wed., & Thurs., December 11 & 12, 2019 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. Wendy Nickerson, PSAB Outreach Training Consultant will be the presenter.

WEBINAR: Parliamentary Procedures

Wednesday, December 18, 2018 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.

11/6/18

PA State Association of Boroughs – Contact: Theresa M. Dickow, tdickow@boroughs.org
(You can order recorded links to view at any time. Go to www.training.boroughs.org and click on webinar video library.)