

PSATS BOOT CAMP

FOR TOWNSHIP OFFICIALS



An Introductory Course
Designed for New Supervisors

A Refresher for
Experienced Supervisors

**2019-
2020**

PSATS BOOT CAMP

for Township Officials

Congratulations!

Are you ready for the upcoming challenges of being a township supervisor?

Whether you are new to this position or a veteran of township government, you are aware that your role as a township supervisor requires a dedication to the public good and is a visible commitment of your interest in bettering your community. Obviously, you want to be sure your actions and decisions are the best for your township and its residents. Attending this three-part training program will better prepare you for these new responsibilities.

PSATS, the member association for all township supervisors, has assembled an elite but down-to-earth team of experienced trainers who will travel to 15 locations around the state between mid-November of this year and March of 2020 with the sole purpose to train newly elected township supervisors. Finishing this three-part training program will leave you feeling “conditioned” to handle the duties of being a township supervisor and will impart a sense of pride in being prepared to serve your community.

Upon completion of the PSATS Boot Camp, you will receive a certificate showing that you were trained in the duties and responsibilities of your elected office. You will also receive a “Handbook for Township Supervisors,” along with other documents and publications that will serve as a comprehensive reference library to fall back on “when the going gets tough.”

Make sure you attend this specialized training — the **only** course in the state designed solely for newly elected township supervisors — so that you will be in shape to take on the many challenges that await you in your community.

On behalf of the PSATS Executive Board and staff, I wish you every success in the months and years ahead. Serving your township will be one of the most rewarding experiences of your life. We want to help you succeed.



Sign up for PSATS BOOT CAMP and Get in Shape to Govern Your Township

The PSATS Boot Camp is a three-part comprehensive introduction to township governance and operations.

This educational opportunity is for newly elected or appointed township officials who want to be in shape and ready to take on the tasks of their new position. It will also be useful to secretaries and managers who are new to their position or will soon be working with newly elected township supervisors. It is also a great refresher course for seasoned township officials.

You will review the everyday tasks of governing a township, learn about the many state laws and regulations that you must follow, explore the tools and resources available to help you do this new job successfully, and gain valuable insight by hearing how our experienced instructors have handled real-life situations that you may face.

SESSION 1 — HELD BEFORE YOUR SWEARING-IN

Session 1 will be held before the swearing-in/organization meeting. It will address:

- Basic township government issues, including an overview of the Sunshine Act (*open meetings*), Ethics Act, and Right-to-Know Law (*open records*)
- Basic parliamentary procedure, such as making a motion
- What to expect at the annual organization meeting
- Issues that may be addressed in the first few board of supervisors meetings, such as reopening the budget, staffing decisions, board appointments, contracts, and land use approvals

Session 1 provides the foundation on which the next two sessions will be built.

SESSIONS 2 & 3 — HELD SATURDAYS AFTER YOU TAKE OFFICE

Sessions 2 and 3 will discuss:

- PSATS' member resources
- The powers and responsibilities of the board of supervisors (*legislative, executive, and quasi-judicial*)
- Meeting management best practices
- Human resources and labor management
- Communication with employees, residents, and more
- Procurement and COSTARS
- Finance, investment, PLGIT, and budgeting basics
- Q&A with experienced township supervisors
- Public safety (*fire, police, and emergency services*)
- Public works (*roads, bridges, stormwater management, and sewage*)
- PennDOT services
- Land use planning
- Greater detail on the Sunshine Act, Ethics Act, and Right-to-Know Law
- The importance of working with neighboring townships through intergovernmental agreements
- The resources available through the Governor's Center for Local Government Services
- CDL responsibilities

"Great course because it covers so many areas and important topics about running a township."

— Kristen Dunn,
Sandy Township, Clearfield County

Dates & Locations

You are encouraged to attend all three sessions at the same location, but if you have a date conflict for one session, please call PSATS, (717) 763-0930, ext. 159.

BREEZEWOOD, Bedford County

Dates: Dec. 10 / Jan. 25 / Feb. 1
Holiday Inn Express
16503 Lincoln Highway
Breezewood, PA 15533
(814) 735-7666

CRANBERRY TWP., Butler County

Dates: Dec. 11 / Feb. 22 / Feb. 29
Courtyard Pittsburgh North/
Cranberry Woods
150 Cranberry Woods Drive
Cranberry Township, PA 16066
(724) 776-1900

MALVERN, Chester County

Dates: Dec. 3 / Jan. 11 / Jan. 18
Desmond Malvern
1 Liberty Blvd.
Malvern, PA 19355
(610) 296-9800

CLARION, Clarion County

Dates: Dec. 10 / Mar. 7 / Mar. 14
Ramada by Wyndham
45 Holiday Inn Blvd
Clarion, PA 16214
(814) 226-8850

CLEARFIELD, Clearfield County

Dates: Dec. 4 / Feb. 22 / Feb. 29
Holiday Inn Express
1625 Industrial Park Road
Clearfield, PA 16830
(814) 768-7500

MEADVILLE, Crawford County

Dates: Dec. 4 / Mar. 21 / Mar. 28
Hampton Inn Meadville
11446 North Dawn Drive
Meadville, PA 16335
(814) 807-1446

ENOLA, Cumberland County

Dates: Nov. 13 / Jan. 11 / Jan. 18
PSATS Education Center
4855 Woodland Drive
Enola, PA 17025
(717) 763-0930

SCRANTON, Lackawanna County

Dates: Dec. 18 / Feb. 29 / Mar. 7
Courtyard by Marriott
16 Glenmaura National Blvd.
Scranton, PA 18507
(570) 969-2100

LANCASTER, Lancaster County

Dates: Nov. 21 / Feb. 8 / Feb. 15
Homewood Suites
200 Granite Run Drive
Lancaster, PA 17601
(717) 381-4400

BREINIGSVILLE, Lehigh County

Dates: Dec. 12 / Jan. 25 / Feb. 1
The Center at Holiday Inn Lehigh Valley
7736 Adrienne Drive
Breinigsville, PA 18031
(610) 391-1000

KULPSVILLE, Montgomery County

Dates: Nov. 25 / Mar. 14 / Mar. 21
Lansdale Holiday Inn
1750 Summneytown Pike
Kulpsville, PA 19443
(215) 368-3800

WELLSBORO, Tioga County

Dates: Dec. 5 / Mar. 7 / Mar. 14
Penn Wells Hotel
62 Main St.
Wellsboro, PA 16901
(570) 724-2111

LEWISBURG, Union County

Dates: Dec. 12 / Feb. 8 / Feb. 15
Best Western Country Cupboard
7701 Westbranch Highway
Lewisburg, PA 17837
(570) 524-5500

CANONSBURG, Washington County

Dates: Dec. 18 / Jan. 18 / Jan. 25
Hilton Garden Inn
1000 Corporate Drive
Canonsburg, PA 15317
(724) 743-5000

GREENSBURG, Westmoreland County

Dates: Dec. 5 / Feb. 1 / Feb. 8
Ramada Hotel and Conference Center
100 Sheraton Drive
Greensburg, PA 15601
(724) 836-6060

Session 1 — 6 - 9 p.m.

Sessions 2 and 3 — 8:30 a.m. - 4 p.m.

General Information

REGISTRATION INFORMATION

The registration fee for this comprehensive three-part introduction to township government is \$169 for PSATS members and \$219 for non-members. Those who register online will get a \$20 discount off these rates.

To register online with a credit card, go to learn.psats.org. Click on the blue “Find” button. Enter Boot Camp in the “keywords” box.

To register by mail with a check or credit card, complete the registration form on the next page and return it payable to “PSATS” to:

PSATS, 4855 Woodland Drive, Enola, PA 17025-1291

No matter how you register, **MAKE SURE** to indicate which location you will be attending.

Registrations will be accepted on a first-come, first-served basis until each class is full. If you have any questions about registration, please call PSATS at (717) 763-0930, ext. 159.

Eligible for PSATS
Municipal Government
Academy (PMGA) **Points**

“Great presentation...should be required for all new supervisors! Hits home! Important core information presented...A+++ . Thank you!”

— Matt Howton,
Wright Township, Luzerne County



General Information (continued)

Meals

A continental breakfast and lunch are provided for all Saturday sessions.

Cancellations

Cancellations must be received in writing by faxing to (717) 763-9732 or by sending an email to cancellations@psats.org. Refunds will be determined by the date of the fax or email. A cancellation received less than 10 business days of the class you are registered for will be subject to a \$20 processing fee for refunds. You may be able to reschedule for the same session at another location. Cancellations received within 2 business days of the class and those who do not attend will forfeit the full registration fee and if unpaid, will be invoiced.

Inclement Weather

PSATS will do everything possible to hold all scheduled workshops. In the event of inclement weather at a specific location, please verify that the workshop is taking place by calling PSATS at (717) 763-0930, ext. 166. Course postponements/cancellations are updated by 6 a.m. on the day of the workshop.



“I cannot begin to describe how valuable this training has been for me. I honestly think every supervisor, not just new ones, should be encouraged to take this course.”

— Larry Stout,
Clinton Township, Lycoming County

PSATS BOOT CAMP



Registration Form

Yes, I am attending the PSATS Boot Camp for Township Officials.

\$169 (PSATS Member Rate)

\$219 (Non-Member Rate)

Get a \$20 discount by registering online!

[To qualify as a member, the registrant's township must have paid dues to PSATS or its affiliate associations (solicitors, engineers, planners, zoning officials, or emergency management) or paid the associate membership fee.]

REGISTER ONLINE at **learn.psats.org**.

or

MAKE CHECKS PAYABLE TO "PSATS" AND
SEND REGISTRATION FORM AND FEE(S) TO:

Pennsylvania State Association of Township Supervisors
4855 Woodland Drive • Enola, PA 17025-1291

Please print the information requested. You may copy this form as needed.

First Name: _____

Last Name: _____

Township: _____ County: _____

Position: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Personal Email Address: _____

Telephone: () _____ Fax: () _____

Evening Phone (for cancellations): _____

Accessibility & Other Needs: _____

Locations: You are encouraged to attend all three sessions in the same location, but if you have a date conflict for one session, please call PSATS, ext. 159.

Town	Session 1	Session 2	Session 3
<input type="checkbox"/> Breezewood	December 10	January 25	February 1
<input type="checkbox"/> Cranberry Twp.	December 11	February 22	February 29
<input type="checkbox"/> Malvern	December 3	January 11	January 18
<input type="checkbox"/> Clarion	December 10	March 7	March 14
<input type="checkbox"/> Clearfield	December 4	February 22	February 29
<input type="checkbox"/> Meadville	December 4	March 21	March 28
<input type="checkbox"/> Enola	November 13	January 11	January 18
<input type="checkbox"/> Scranton	December 18	February 29	March 7
<input type="checkbox"/> Lancaster	November 21	February 8	February 15
<input type="checkbox"/> Breinigsville	December 12	January 25	February 1
<input type="checkbox"/> Kulpsville	November 25	March 14	March 21
<input type="checkbox"/> Wellsboro	December 5	March 7	March 14
<input type="checkbox"/> Lewisburg	December 12	February 8	February 15
<input type="checkbox"/> Canonsburg	December 18	January 18	January 25
<input type="checkbox"/> Greensburg	December 5	February 1	February 8



**Pennsylvania State Association
of Township Supervisors**
4855 Woodland Drive
Enola, PA 17025-1291

PRESORTED
FIRST CLASS
U.S. POSTAGE
PAID
MERCERSBURG, PA
PERMIT NO. 15

JOIN US!



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