



REGIONAL FALL FORUM AGENDA

Tuesday, October 2

Noon - 12:30 p.m.

Registration and Networking

12:30 - 12:35 p.m.

Welcome Remarks by PSATS Executive Director David Sanko

12:35 - 1:30 p.m.

Opening Session

- **Leading Change**

This session will help municipal officials and staff in understanding the process of leading an organization forward in a positive direction. The focus will be primarily on “proactive” initiatives, which are more difficult than “reactive” ones. This session will use an interactive presentation on change management, building alignments, and strategies on dealing with change resisters and will incorporate aspects of problem-solving strategies.

Larry W. Stout, Ph.D., MBA, Supervisor,
Clinton Township, Lycoming County

1:45 - 2:45 p.m.

Breakout Session #1

- **Complete Streets in Suburban and Rural Areas**

We all know how an urban complete street looks — travel lanes with sidewalks, crosswalks, and maybe a bike lane — but what about rural and suburban Pennsylvania? A rural/suburban complete street is the same concept containing the same multi-modal elements (*motorized and non-motorized travel*) but with a slightly different design approach and implementation strategy. We will discuss this concept and present Westmoreland County’s Laurel Valley Transportation Improvement Project and the Ohio/PA Intermodal Gateway Project as case studies illustrating this concept.

Dawn Schilling, PE, AICP, Project Manager,
Environmental Services, McCormick Taylor

- **You Want Copies of What? Complying with the Right-to-Know Law***

Not sure about whether you must provide documents in response to the latest Right-to-Know request submitted to your township? Or, just received your township’s first request and don’t know where to start? This session will cover a wide variety of issues that townships commonly face, as well as new and

emerging issues, such as requests for text messages, phone records, and video footage. This session will leave you much better positioned to comply with your Right-to-Know Law obligations.

George Spiess, Director of Training,
Pennsylvania Office of Open Records

2:45 - 3:00 p.m.

Networking and Refreshment Break

3:00 - 4:00 p.m.

Breakout Session #2

- **Preventing Employee Theft and Embezzlement**

Are you confident that you are protecting your township from internal fraud? Have you considered and addressed any holes in your practices and procedures? Attend this session to learn about internal controls and why they are so important, as well as common fraud exposures and how your township can reduce its risk.

David Worthing, Administrative Vice President of Public Finance, M&T Bank, and Supervisor, Antis Township,
Blair County

- **Agritourism, Short-Term Rentals, and More: Is Your Township Prepared for New and Trending Land Uses?***

This session will focus on trending topics such as agritourism, wineries, breweries, short-term rentals, and other emerging land use issues. It will provide guidance to avoid ordinance enforcement issues associated with these trending uses and prepare attendees to spot issues in advance to avoid attacks on their ordinances or a rush to accommodate new uses.

Jonathan D. Andrews, Esquire, and James M. Strong, Esquire, McNeese Wallace & Nurick LLC

4:15 - 5:15 p.m.

General Session

- **Top 10 Municipal Legal Developments in 2018**

In this fast-paced session, get caught up on all the recent legal changes impacting the municipal world, including the Supreme Court’s decision on “fair share” fees, possible changes to the minimum wage, health care, and much more.

Crystal Clark, Esquire, and Adam L. Santucci, Esquire,
McNeese Wallace & Nurick LLC

5:15 - 6:30 p.m.

Networking Reception — Refreshments Available



Wednesday, October 3

7:30 - 8:00 a.m.

Networking Breakfast

8:00 - 9:00 a.m.

Breakout Session #3

- **Building and Maintaining Effective Relationships with Volunteer Fire Companies**

Virtually all municipal governments must interact with volunteer fire companies, yet too many times, volunteer fire companies communicate with municipalities only at budget time or when a crisis occurs. Positive relationships between municipal officials and volunteer fire company leaders are essential to providing the best possible service to your community. This session will identify why unclear expectations between public officials and volunteer fire companies can lead to problems. Solutions to those problems may be easier than expected. As they say, it's all about relationships.

Jerome Ozog, Education Specialist, VFIS, and Deputy Chief, Hampden Township VFD, Cumberland County

- **Stormwater Education Tools for Municipalities**

In this workshop, learn about a new suite of ready-to-use tools that Penn State Extension has developed to help local officials educate their residents on stormwater. Whether your township is an MS4 permit holder or not, these videos, articles, and other resources will help the public better understand the impact of stormwater and how they can help. These tools have been designed to fit into your existing website, newsletter, and other outreach programs. Training and funding opportunities will also be discussed.

Penn State Extension Water Resources Team

9:15 - 10:15 a.m.

Breakout Session #4

- **Are You Prepared? Ensuring Up-to-Date Emergency Management Plans for Your Townships**

This session will review the requirement for townships to have an emergency operations plan and the required supporting documents. The session will also review the plan's contents, local resource review and coordination, and a review of "What's in Your Emergency Operations Center." The objective is to help you better prepare for an all-hazards event to protect life and property.

John Yingling, Public Safety Director, Lycoming County, and Jeff Wharran, Emergency Management Coordinator, Centre County

- **Creating Affordable Employee Retirement Plans**

Learn how defined benefit, defined compensation, and deferred compensation plans can work together to help your township employees maximize their retirement savings while reducing township costs.

Joseph Bonasera, President, and Doug Johnson, Vice President, Summit Financial Corporation

10:15 - 10:30 a.m.

Networking and Refreshment Break

10:30 - 11:30 a.m.

Breakout Session #5

- **Posting and Bonding Update**

Did you know that nearly 1,000 municipalities in the commonwealth are not properly posting and bonding their local roads? Representatives from PennDOT will provide tools, including an updated Publication 221.

Halley Cole, P.E., Chief, Pavement Management Unit, Pennsylvania Department of Transportation

- **Meeting Management: Handling Public Comment, Parliamentary Procedure, the Sunshine Act, and More***

This session will cover a wide variety of issues that commonly arise in connection with public meetings, including requests to record public meetings or for copies of agendas and other meeting documents, ways in which to manage the public comment period and respond to disruptive residents, working through parliamentary procedure issues, and much more.

Scott E. Coburn, Esquire, PSATS General Counsel

11:45 a.m. - 12:25 p.m.

Closing Session

- **Working with the Media**

In this session, hear from public relations experts with years of experience in helping clients navigate all types of media challenges. You will leave this session with an action plan to proactively tell the township's story and respond in the event of emergencies and crises.

David La Torre, La Torre Communications

12:25 - 12:30 p.m.

Closing Remarks/Adjourn

Agenda subject to change

* These classes are eligible for CLE credit.