



REGIONAL FALL FORUM AGENDA

Thursday, November 8

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

- **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. Additional stormwater training and funding opportunities will also be discussed.

Scott Sjolander and Susan Boser,
Penn State Extension Water Resources Team

- **Labor and Employment Law Essentials: 2018 Legal Update***

The employment and labor law landscape is always changing. This session will review key recent developments in labor and employment law and the new decisions, regulations, laws, and agency actions that townships need to know about, as well as recent trends and changes that could be coming soon.

Richard D. Miller, Esquire, and David Mitchell, Esquire,
Campbell, Durrant, Beatty, Palombo & Miller, P.C.

2:45 - 3:00 p.m.

Networking and Refreshment Break

3:00 - 4:00 p.m.

Breakout Session #2

- **Investigating and Disciplining Workplace Misconduct: How to Do It the Right Way***

One of your employees has engaged in serious and potentially criminal misconduct... What steps must you take to properly investigate? When should you handle it and when is it better to call in outside help? How does your investigation relate to a potential criminal investigation? All these questions will be answered in this session. This program will also cover sexual harassment issues and how to handle disciplinary “write-ups” in a way that will increase your chances of winning if that discipline is challenged and avoid sinking your case before it starts.

Richard D. Miller, Esquire, and David Mitchell, Esquire,
Campbell, Durrant, Beatty, Palombo & Miller, P.C.

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

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 resources, and coordination and include 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

4:15 - 5:15 p.m.

Breakout Session #3

- **Meeting Management: Handling Public Comment, 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 challenging executive session issues, and much more.

Scott E. Coburn, Esquire, PSATS General Counsel

- **Posting and Bonding Procedures for Municipal Roads**

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, and review common do’s and don’ts.

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

5:15 - 6:30 p.m.

Networking Reception — Refreshments Available



7:30 - 8:00 a.m.

Networking Breakfast

8:00 - 9:00 a.m.

Breakout Session #4

• **Is Your Township Prepared for New Land Uses?***

This session will help local leaders identify a strategy to address current trends in municipal zoning, including agri-business, keeping chickens on residential properties, home breweries, short-term rentals (Airbnb, VRBO, etc.), and more. The instructors will discuss challenges municipalities may face and strategies that they may use when enforcing zoning ordinances, as well as provide an overview of recent court cases on these topics.

Emily Mueller, Esquire, and Kate Diersen, Esquire, Goehring, Rutter & Boehm

• **Complete Streets in Rural and Suburban 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-pyle Intermodal Gateway Project as case studies illustrating the concept.

Dawn Schilling, P.E., AICP, Project Manager, Environmental Services, McCormick Taylor

9:15 - 10:15 a.m.

Breakout Session #5

• **Best Practices for Maintenance of Dirt and Gravel Roads**

This presentation will cover everything involving dirt and gravel roads, from drainage to drivability, and your role in making both the best they can be. Attendees will also learn about maintenance reduction techniques for unpaved roads to create more durable roads with lower long-term costs.

Tim Ziegler, Field Operations Specialist, Center for Dirt & Gravel Road Studies, Pennsylvania State University

• **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

10:15 - 10:30 a.m.

Networking and Refreshment Break

10:30 - 11:30 a.m.

Breakout Session #6

• **Environmental Potpourri 2018**

This session will cover a range of timely environmental topics, including DEP's 2018 Snow Removal Fact Sheet, fuel storage tanks, general permits benefiting municipalities, the latest on MS4 permits and fees, and other changes to regulations that impact municipalities.

Mark Shaw, Esquire, and Bob Gandley, Esquire, MacDonald, Illig, Jones & Britton LLP

• **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

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

Closing Session

• **Effective Supervision and Why It Matters**

An effective supervisory relationship requires that the supervisor not only be a content/technical expert but that he or she also accept the enormous responsibility of being a coach. How many of us in our working lives have asked for a transfer, resigned from a job, or have at least pondered one of these actions because of a supervisor we did not get along with — someone who did not have effective management and/or people skills? This presentation will highlight the importance of effective supervision, using data to back it up, and leave attendees with 10 keys for ensuring that they provide effective supervision.

Jim Rowell, President, Rising Sun Consultants

12:25 - 12:30 p.m.

Closing Remarks/Adjourn

* These classes are eligible for CLE credit.

