



REGIONAL FALL FORUM AGENDA

Tuesday, September 25

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

- **Effective Supervision & 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

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.

Jennifer R. Fetter, Kristen Kyler, and Andrew Yench, Penn State Extension

- **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

2:45 - 3:00 p.m.

Networking and Refreshment Break

3:00 - 4:00 p.m.

Breakout Session #2

- **Creating Affordable Employee Retirement Plans**

Looking for ways to help your township employees maximize their retirement savings while reducing township costs? In this workshop, you will learn how defined benefit, defined compensation, and deferred compensation plans can work together to provide quality, yet affordable, benefits for your township employees.

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

- **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, McNees Wallace & Nurick LLC

4:15 - 5:15 p.m.

General Session

- **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

5:15 - 6:30 p.m.

Networking Reception — Refreshments Available



Wednesday, September 26

7:30 - 8:00 a.m.

Networking Breakfast

8:00 - 9:00 a.m.

Breakout Session #3

- **Emergency Management Q&A**

Join experts on emergency management from the state, county, and local levels for a discussion on best practices to ensure that your township is able to respond to emergencies in the fastest and most cost-effective manner.

Fred Boylstein, *PEMA Central Area Director*, and
Robert Shively, *Cumberland County EMC*

- **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

9:15 - 10:15 a.m.

Breakout Session #4

- **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**,
McNees, Wallace & Nurick LLC

- **Best Practices in Municipal Records Management**

Are you swamped with old municipal records and not sure what to do with them? Are you looking to digitize your key records? In this session, you will learn ways to save time, money, and space when managing your records.

Tyler Stump, *Archivist, Pennsylvania State Archives*

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 roads? Representatives from PennDOT will provide tools, including an updated Publication 221.

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

- **Creating Credibility with Your Community**

The true success of municipal efforts is often based on the public's awareness, input, and ultimate support of the government's actions. In this presentation, you will learn how to build trusted partnerships within your own municipal staff and other community leaders and their organizations to improve engagement and communication in your township.

Jeffrey Shue, *Director of Municipal Services*,
C.S. Davidson, Inc.

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.

Jill Helsel Gingrich, *La Torre Communications*

12:25 - 12:30 p.m.

Closing Remarks/Adjourn

Agenda subject to change

* These classes are eligible for CLE credit.