



REGIONAL FALL FORUM AGENDA

Thursday, November 1

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 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

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.

Julianne Schieffer & Kristen Kyler, Penn State Extension

- **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

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

- **Police Liability: Personnel and Operational Issues***

This workshop will educate attendees on police liability issues and provide best management practices for township supervisors, managers, and other employees with responsibility for police management, including standard operating procedures and evaluation checklists. The presenter will review the Violent Crime Control and Law Enforcement Act and Civil Rights Act and how local leaders can prepare for a Justice Department investigation.

*Christopher Gerber, Esquire,
Siana, Bellwoar & McAndrew, LLP*

4:15 - 5:15 p.m.

General Session

- **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.

*Patrick J. Harvey, Esquire, and John McLaughlin, Esquire,
Campbell, Durrant, Beatty, Palombo & Miller, P.C.*

5:15 - 6:30 p.m.

Networking Reception — Refreshments Available



Friday, November 2

7:30 - 8:00 a.m.

Networking Breakfast

8:00 - 9:00 a.m.

Breakout Session #3

- **Navigating the Ethics Act Minefield***

Attendees will learn about ethical requirements for township leaders through a discussion of a range of common and not-so-common ethical situations.

Scott E. Coburn, Esquire, PSATS General Counsel

- **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

9:15 - 10:15 a.m.

Breakout Session #4

- **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 only communicate with municipalities 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.

Dr. William F. Jenaway, Upper Merion Township Supervisor, King of Prussia VFC, and Executive Vice President, VFIS

- **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.

Michael Crotty, Esquire, Siana, Bellwoar & McAndrew, LLP

10:15 - 10:30 a.m.

Networking and Refreshment Break

10:30 - 11:30 a.m.

Breakout Session #5

- **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

- **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

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

Closing Session

- **Crisis Communication Plans**

Stuff happens. And when it does, your township is expected to quickly disseminate information to the public. During this session, municipal officials and staff will learn how to develop a crisis communications plan to enhance and improve their response during a crisis.

Thomas Gailey, President, GaileyMurray Communications

12:25 - 12:30 p.m.

Closing Remarks/Adjourn

* These classes are eligible for CLE credit.

