



REGIONAL FALL FORUM AGENDA

Monday, October 29

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

- **Organizational Leadership**

Jean E. Novak, Esquire, Co-Chair of Employee-Employer Relations Practice, Strassburger McKenna Gutnick & Gefsky

1:45 - 2:45 p.m.

Breakout Session #1

- **Dirt and Gravel Roads Update**

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.

TBD, Center for Dirt & Gravel Roads,
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

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.

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David Worthing, Administrative Vice President of Public Finance, M&T Bank, and Supervisor, Antis Township, Blair 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. Additional stormwater training and funding opportunities will also be discussed.

Penn State Extension Water Resources Team

4:15 - 5:15 p.m.

General Session

- **Emergency Management Best Practices Forum**

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.

Joel Landis, Director,
Somerset County Department of Emergency Services

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 #3

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

You get a call that one of your employees has engaged in serious and maybe even potentially criminal misconduct. What steps do you need to take to properly investigate the allegations? When should you investigate and when is it better to call in an outside agency to investigate? How does your investigation relate to a potential criminal investigation? All of these questions will be answered in this session, which will provide practical pointers on conducting workplace investigations, along with an overview of related legal requirements. This program will also cover sexual harassment issues and how to do disciplinary "write-ups" in a way that will increase your chances of winning if that discipline becomes the subject of a grievance, lawsuit, or Police Tenure Act appeal. Learn about the subjects that should be addressed in any write-up and the procedural requirements that, if overlooked, could sink your case before it starts.

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

• **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/PA Intermodal Gateway Project as case studies illustrating the concept.

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

9:15 - 10:15 a.m.

Breakout Session #4

• **Downloading Your Township's Future: How to Improve Internet Service for Your Township's Residents and Businesses**

The importance of broadband service to the future of a community cannot be underestimated. It is critical to economic growth, academic achievement, quality health care, and efficient local government. The problem is that high-speed networks have not reached many rural areas. This workshop will discuss what townships can do to help improve broadband service for their residents and businesses. It will focus on practical steps, including public-private partnerships, stronger cable franchise agreements, and one-touch, make-ready ordinances.

Daniel S. Cohen, Esquire, *Cohen Law Group*

• **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 in the near future.

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

10:15 - 10:30 a.m.

Networking and Refreshment Break

10:30 - 11:30 a.m.

Breakout Session #5

• **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

• **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*

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

Schedule subject to change

* These classes are eligible for CLE credit.