MEMBER SERVICES & BENEFIT PROGRAMS
From Bucks County to Erie County, the Pennsylvania State Association of Boroughs (PSAB) represents the interests of borough government. PSAB a statewide, non-partisan, non-profit organization dedicated to serving 956 borough governments and other municipal entities. Since 1911, PSAB has provided education, legislative advocacy, research, group programs, and other services to members.

**Borough and Municipal Associate Membership Benefits At-A-Glance**

- Annual Planner/Calendar
- Benefit Programs
- Budget Bulletin
- Discounted rates for the PSAB Annual and Fall Leadership Conferences
- Discounted rates for training and educational opportunities, including the PA Municipal Legal Update & Newly Elected Municipal Officials Boot Camp
- Legislative advocacy in Harrisburg and Washington, D.C.*
- Membership Directory
- Monthly Membership Update
- Non-legal research and technical assistance*
- One free copy of the *Borough News* magazine (mailed to the municipal office) and discounted rates for additional copies
- PSAB Plus Membership Training Subscription Program*

*Available to boroughs only.
County Borough Associations

County Borough Associations (CBAs) represent a majority of boroughs across Pennsylvania. CBAs exist to enhance local governing capacity, support advocacy efforts, and provide educational opportunities to members on local and regional levels.

Boroughs and/or CBAs can put forth resolutions for consideration and can ask PSAB to advocate for or against an action. These resolutions are voted on during the business meeting at the PSAB Annual Conference each year. Adopted resolutions are included in the PSAB Municipal Policy Statement, which is the Association’s public policy position document of record.

There are tools available on boroughs.org/cba to help your CBA, including sample agendas, suggested speakers and topics, and information about the PSAB resolutions process.

PSAB Leadership

Each CBA elects leaders to serve on the PSAB Board of Directors for the Association, which meets three times per year.

The Board is governed by a president, first vice president, second vice president, immediate past president, and secretary/treasurer, who also serves as the Association’s executive director.

The Board has an Executive Committee comprised of eight members who may exercise the powers of the Board between meetings or at the call of the President. PSAB also has nine other committees and a Board of Trustees, which oversees PSAB’s programs.
Advocacy is a core pillar of the Association and is important because it helps your borough gain access to programs, funding, and educational resources. The Government Affairs Department meets with legislators and staff, regulatory agencies, and members of the governor’s cabinet to present issues of importance to boroughs.

Because government regulations have a significant impact on your borough, it’s important to be involved in advocacy efforts. Boroughs and/or County Borough Associations can submit resolutions asking PSAB to act for or against a measure. Resolutions are voted on by delegates during the PSAB Annual Conference each year.

Through past advocacy efforts, PSAB has helped to enact a modernized Borough Code; advocated for changes to the Right-to-Know Law; sought relief for unfunded mandates; and supported measures to eliminate blight by advocating for the creation of land banks and increased funding for blight remediation.

PSAB has launched the Advocacy Action Network to engage members in legislative advocacy. PSAB will periodically use this system to send out alerts asking members to act on a specific bill; to inform members about critical public policy issues; and to put members in contact with their legislators. For more information about signing up, visit boroughs.org/advocacy.

For more information on this process, visit boroughs.org/legislative.
As elected officials and employees in your borough, you are expected to be knowledgeable about a variety of topics. PSAB can provide member boroughs with non-legal research and technical assistance about the Borough Code or issues like the Sunshine Act, responding to Right-to-Know Law requests, and municipal budgeting.

The Research Department, in tandem with the Education & Training Department, produces the annual Budget Bulletin, an online tool designed to help you prepare your municipal budget. This publication helps you understand the budget calendar and fiscal process, tax structure, meeting advertising requirements, and deadlines for filing municipal reports.

Sample ordinances, policies, resolutions, governing resources, and state agency information are also available at no cost to boroughs and municipal associates on PSAB’s website.

Also, be sure to read the Questions and Answers column in the Borough News magazine each month for answers to frequently asked questions.

Please note that PSAB does not provide legal advice. Contact your municipal solicitor for legal opinions.

To access governing resources and more, visit boroughs.org/research.
EDUCATION & TRAINING

Learn more about PSAB’s training opportunities at training.boroughs.org.
The Education & Training Department provides accessible and affordable educational opportunities for municipal officials and employees through webinars, classroom, and online learning.

PSAB hosts the annual PA Municipal Legal Update which educates elected and appointed officials, attorneys, police chiefs, and others. During this event, attendees learn about recent court decisions, legal issues, and best practices in the field of municipal law. These topics include labor and employment issues, emerging issues, and police management.

PSAB also has a partnership with the PA Municipal Planning Education Institute (PMPEI) to educate officials about zoning, planning, and subdivision and land development review.

A commitment to education and professional development allows borough officials to earn a Certified Borough Officials (CBO) designation. This voluntary educational achievement program is designed to promote continuing education for borough officials and excellence in local government service. Upon completion, you will be awarded a Certificate of Achievement at the annual conference.

PSAB offers the PSAB Plus Membership Training Subscription Program to borough members which is a cost-effective option for training and professional development opportunities. Best yet, the annual fee provides subscription benefits to all elected and appointed officials serving your borough.

**Annual and Fall Leadership Conferences**

PSAB hosts an annual and fall leadership conference to help officials acquire the skills needed to manage municipal operations most effectively. Attendees will also gain access to speakers who have expertise in many diverse fields of municipal management.

The purpose of PSAB’s conferences are to:

- Make your voice heard and vote on PSAB’s legislative agenda.
- Stay on top of current issues and learn about emerging trends.
- Share your knowledge and skills with other officials from across the state who may face similar issues.
- Visit with companies and firms who have products and services that can save your municipality time and money.
- Honor your borough colleagues receiving service and other awards.

Plan ahead and budget to attend these conferences.

Learn more at [boroughs.org/conferences](http://boroughs.org/conferences).
boroughs.org has a variety of information right at your fingertips.
The Borough News magazine is an award-winning publication that disseminates information on best local government practices including budgeting, employment and labor issues, economic development, leadership, and more.

The Borough News highlights the latest information in the fields of finance, technology, community development, transportation, labor and employment, and the environment.

If you aren’t receiving the Borough News, don’t miss out. Contact your borough or municipal administrator to subscribe. Each borough and municipal associate receives one free copy of the magazine as part of its PSAB membership. Subscribers to the print edition also receive access to the digital edition.

PSAB’s website, boroughs.org, has grown to be a catalyst for daily information. The website has a variety of information right at your fingertips including:

- Governing resources, including sample resolutions
- Sample ordinance database
- Searchable Borough Code
- Budget Bulletin
- Membership Directory
- Legislative advocacy tools
- Borough spotlights
- Federal, state, and private grant opportunities
- Municipal classified ads
- Breaking news and notices
- Archives of Inside Pennsylvania Boroughs and Exploring Pennsylvania Boroughs
- Secure, easy sign up for training and conferences
- Sign up for email alerts

Over the years, PSAB has worked to help you stay connected with other borough elected officials, secretaries, and managers throughout the state. PSAB hosts an online borough discussion group on LinkedIn. As a member, you can join the “PSAB – Pennsylvania State Association of Boroughs” group. More information is available at boroughs.org.

As a member, you will also receive access to the online Membership Directory to help you stay connected with other officials from across the state. Members also receive the Borough Planner and Calendar and monthly Membership Update.

More information is available at boroughs.org/news.
GROUP BENEFIT PROGRAMS
**Borough Elected Officials Insurance Program (BEOP)**
This program is for borough members only and is provided through Keystone, PSAB’s endorsed insurance provider, and underwritten by Guardian Life.

- Provides up-to $10,000 in group term life and accidental death and dismemberment insurance to elected officials. There is also an up-to $2,000 coverage option for a spouse and up-to $1,000 for dependents
- Is guaranteed issue; no health questions or exam
- Is guaranteed renewable and convertible
- Offers a low annual enrollment fee and low monthly rates

**Borough Management Caucus (BMC) Insurance Program**
This program is for borough members only and is provided through Keystone, PSAB’s endorsed insurance provider, and underwritten by Guardian Life.

- Provides up-to $5,000 in group term life and accidental death and dismemberment insurance to managers/administrators and secretaries
- Includes a low annual enrollment fee per participant and no monthly cost to the borough
- Offers periodic email alerts with relevant information
- Allows you to advertise borough management positions for free on PSAB’s website
- Participate in a PSAB webinar of your choice for free (up-to a $45 value)

**Employee Drug and Alcohol Testing Program (DOT & Non-DOT)**
This program is offered through FS Solutions, PSAB’s endorsed testing provider.

- Provides all testing required by law for DOT employees: pre-employment, post-accident, reasonable suspicion; return-to-duty; and follow up
- Includes a low annual participation fee and low testing fees
- Offers hundreds of testing sites, many open 24 hours

More information is available at [boroughs.org/programs](http://boroughs.org/programs).
**Energy Procurement Program**

This program is provided through APPI Energy, an independent energy and utility consultant. APPI Energy is PSAB's endorsed energy provider.

- Focuses on identifying and implementing solutions to reduce and manage energy service costs
- Submits RFPs to qualified, competitive energy suppliers to provide equal comparison
- Analyzes responses from suppliers to help your municipality select the best option with no upfront costs
- Processes all documents and implements the municipality’s energy service with the new provider
- Provides ongoing consultation and account management for the duration of agreement
- Monitors energy markets, suppliers, and prices and reviews information with the member
- Meets the exemption from typical bidding requirements found in the Borough Code. We recommend that other municipal entities consult their solicitor for possible exemptions, as they may be different for other forms of local government.

**Junior Council Person (JCP) Program**

The Junior Council Person (JCP) Program is a youth mentoring program created for borough communities.

- Student should be a borough resident
- JCP should be a high school junior, senior, or college student
- JCP should be seated with council, participating in borough business, except executive sessions and voting
- JCP can be recognized with the Distinguished Junior Council Person Award

**Keystone Municipal Insurance Program**

*Workers’ Compensation, Property and Casualty Insurance*

This program is provided through Keystone, PSAB’s endorsed insurance provider.

- Offers workers’ compensation and property and casualty insurance
- Provides competitive and consistent pricing
- Includes specialized loss control and claims service
- Provides individual loss control services, safety seminars, and risk management
**Keystone Municipal Insurance Trust (KMIT)**
This program is provided through Keystone, PSAB’s endorsed insurance provider. The Keystone Municipal Insurance Trust is a competitive self-insured workers’ compensation alternative for Pennsylvania municipalities and authorities.
- Offers access to professional risk improvement services to increase workplace safety
- Includes online claims reporting and returning an employee to work
- Provides consultations and training on relevant safety topics

**Municipal Retirement Trust (MRT)**
The Municipal Retirement Trust is a full-service, PA municipal pension program.
- Offers a complete menu of pension services – actuarial, administrative, and investments
- Offers proven investment performance over time
- Has affordable fee structures
- Provides personalized customer service
- Provides expert compliance and regulatory guidance

**Pennsylvania Local Government Investment Trust (PLGIT)**
PLGIT is PSAB’s endorsed investment provider. For more information and important disclosures, visit [www.plgit.com](http://www.plgit.com).
- Is owned and operated by participants
- Allows customization of investments with liquid and fixed-term options
- Provides monthly statements
- Offers direct deposit options, including state and federal subsidies, state grants, and tax revenue

**PLGIT Procurement Card (P-Card)**
PLGIT offers a Procurement Card that allows you to maintain significant control and authorization over spending. For more information and important disclosures, refer to [www.plgit.com](http://www.plgit.com).
- Each card can be assigned restrictions, such as maximum dollar limit per transaction, day of month, a restricted number of daily or monthly transactions, and restriction of and/or approval of specific vendors
- No revolving line of credit
- No annual fees
- Potential for cash rebates on total annual purchases
- Comprehensive online management reports
Special Event Liability Insurance
Keystone, PSAB's endorsed insurance provider, partners with HCC Tokio Marine, to provide a one-stop shop for special event liability needs.

• Event cancellation insurance to protect financial liability and limit risk against cancellation, postponement, or abandonment for reasons beyond the organizer's control
• Prize Indemnity Insurance for a contest to attract crowds by offering a large prize, risk free
• Weather Insurance to protect your event against adverse weather
• Special Event Liability Insurance to protect against third-party bodily injury or property damage for events like parades, festivals, ceremonies, concerts, or anniversary celebrations

The Employment Alliance of Municipalities (TEAM) Program
TEAM, provided through Eckert Seamans, PSAB's endorsed provider, offers legal advice on labor and employment issues.

• Includes eight free telephone or/email sessions each year
• Provides discounted rates for additional telephone/email legal advice
• Includes free email alerts from TEAM attorneys on cases and changes to laws and regulations
• Offers one free registration for the annual PA Municipal Legal Update, a two-day workshop focusing on labor, employment, and police management issues
• Offers legal services such as a review of collective bargaining agreements, employee handbooks, and civil services rules and regulations at a reduced rate

Unemployment Compensation (UC) Plan

• Offers consistently lower contribution rates
• Includes access to a team of professionals that has the expertise you need in UC claims management, regulations, and laws
• Free hearing representation and/or consultation
• Provides secure online reporting capability that will simplify your efforts

Web Design Program
PSAB offers this low-cost program to help your municipality develop and gain an online presence.

• Offers a discounted annual rate
• Provides seven hours of design and consultation service each year
• Establishes your municipality’s domain name
• Creates a website with general information including location, phone numbers, special events, meeting agendas, and more
Member Benefits Information

RETURN FORM

Please send us information on the following programs.

- Borough Elected Officials Program (BEOP)
- Borough Management Caucus (BMC) Program
- Drug and Alcohol Testing Program (DOT/Non-DOT)
- Energy Procurement Program
- Junior Council Person (JCP) Program
- Keystone Municipal Insurance Program (WC/PC)
- Keystone Municipal Insurance Trust (KMIT)
- Municipal Retirement Trust (MRT)
- PLGIT Investment/Banking Options
- PLGIT Procurement Card (P-Card)
- Special Event Liability Insurance
- The Employment Alliance of Municipalities (TEAM) Program
- Unemployment Compensation Plan
- Web Design Program

Please also send us information on:

- Annual and Fall Leadership Conferences
- Borough News Magazine
- Certified Borough Officials Program
- Newly Elected Municipal Officials Boot Camp
- PSAB Plus Membership Training Subscription Program

NAME: ______________________________________________________________________

TITLE: ______________________________________________________________________

MUNICIPALITY:  ________________________________________________________________

ADDRESS: ____________________________________________________________________

PHONE: _____________________________________________________________________

FAX: ________________________________________________________________________

EMAIL: ______________________________________________________________________

Please return this form to:
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2941 North Front Street
Harrisburg, PA 17110
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Fax: 717-695-4449
Thank you for being a valued member
of the Pennsylvania State Association of Boroughs.
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We’re always open for business at boroughs.org.