WEBINAR: Parliamentary Procedure  
Thursday, September 2, 2021, 12 noon – 1:00pm $45-member $80 non-member  
How long are your municipal meetings? Learn how to use that meeting time more effectively to cover your agenda and increase productivity by understanding the workings of Roberts Rules of Order. Discussion will include best practices for an efficient municipal meeting. *(Free for registrants of the “Your Role as a Municipal Secretary”)*

WEBINAR: Budgeting Series-Municipal Budgeting 101 - Part One  
Wednesday, September 8, 2021, noon - 1pm $45-member $75 non-member (*4 for $100)  
Whether you are new to budget preparation or are a seasoned veteran who would like a refresher, this webinar has tools and tips to help you. Topics include taxation, revenue sources, expense containment, understanding funds, and budget preparation best practices.

WEBINAR: Budgeting Series – Taxation and Millage Primer - Part Two  
Wednesday, September 15, 2021, noon – 1pm $45-member $75 non-member (*4 for $100)  
Elected officials, secretaries, managers, and others involved with municipal budgeting and finance will benefit from understanding the complexities of Pennsylvania’s local tax system. This is an overview of the local taxes that make up the bulk of the income needed to keep our municipalities running smoothly. This course examines local tax sources, how to understand millage and the effects of making wise decisions concerning the tax structure in your municipality.

WEBINAR: Workers Comp Safety Program Fundamentals  
Thursday, September 16, 2021, 12 noon-1:30pm Free-member $30 non-member  
Join David Leng of Duncan Financial and Aaron Black of East Coast Risk Management who will review the workers comp safety program fundamentals for all municipal governments. As you prepare your budgets this year remember investments in workplace safety programs not only help reduce on-the-job injuries and illnesses but can also bring savings in workers’ comp and other medical costs. Employers who establish employee safety programs can reduce costs related to injury and workplace illness by up to 40%.

WEBINAR: Budgeting Series – Financial Reporting – Part Three  
Wednesday, September 22, 2021, noon -1pm $45-member $75 non-member (*4 for $100)  
This webinar will cover financial reporting basics including understanding and interpreting basic financial statements as well as best practices for reviewing your financials and monitoring the fiscal health of your municipality.

WEBINAR: Municipal Code Enforcement: Lessons Learned  
Thursday, September 23, 2021, 12 noon -1:00pm $45 members $80 non-members  
There are many types of issues when it comes to property maintenance, and there are nearly as many ways to deal with them. Gary Johnson, a longtime veteran of enforcing all types of codes, will provide code enforcement officials with lessons learned and best practices to aid in their daily activities, from observing violations to discussing with offenders and the sometimes-necessary court enforcement, to gain compliance, which is always the desired result.

WEBINAR: Budgeting Series- Capital Budgeting -Part Four  
Wednesday, September 29, 2021, noon - 1pm $45-member $75 non-member (*4 for $100)  
Part 4 of the budgeting series will review the importance of capital budgeting for planned infrastructure and big-ticket items that have lasting value. The webinar will cover best practices for creating a capital budget and typical items that should be included. This webinar will also touch on different approaches for financing capital purchases.
WEBINAR: Reorganizational Meetings  
**Wednesday, October 6, 2021, 12 noon-1:00pm $45-member $80 non-member**
Do you know when and how to hold a Reorganization meeting? This webinar will review what the Borough Code requires during the organizational meeting and other business that typically transpires during a new council’s first meeting of the year.

WEBINAR: The Open Records Act  
**Wednesday, October 13, 2021, 12 noon-1:00pm Free members $30 non-member CLE $5**
George Spiess, Chief of Outreach and Training with the PA Office of Open Records will provide an update and answer any questions you may have. This webinar is designed for elected official’s discussion will include a review of the procedural process of responding to requests and appeals before the OOR. Discussion will include common and not so common requested records and the OOR and Commonwealth court’s positions regarding the public status of those records along with a recent case review.

WEBINAR: Liquid Fuels Funding 101  
**Wednesday, October 20, 2021, 12 noon-1:00pm Free members and non-members**
In this webinar, you will learn the basics of liquid fuels funding, including how the monies are allocated, what can be purchased with the funding, and where your municipality can turn for support and assistance. PennDOT staffers will also review some of the more common audit findings and explain what you can do to avoid similar mistakes.

WEBINAR: Update on Pennsylvania’s Police Reform Bills: Act 57 & 59 of 2020  
**Thursday, October 21, 2021, 12 noon-1:00pm $45-member $80 non-member CLE $5**
This webinar will review new developments in the statutory and regulatory requirements for a municipality and their police department to properly implement Act 57, relating to background checks for law enforcement employment purposes and Act 59, relating to mental health evaluations and Post Traumatic Stress Disorder (PTSD) for law enforcement officers. The program will also provide elected policy makers, municipal officials, Chiefs of Police, and command staff with the best practices for implementation & recognizing the pitfalls.

WEBINAR: Keeping Your Zoning Ordinances up to Date and Protected from Challenges  
**Wednesday, October 27, 2021, 12 noon-1:00pm $45-member $80 non-member CLE $5**
Attorneys Michael Crotty and Eric Brown of Siana Law will review how to address recent zoning trends, including urban agriculture/residential accessory agriculture, tiny homes, mini-cell towers, wedding barns and recent caselaw addressing what and how ordinance validity challenges are being brought. This webinar will review the specific challenges these new trends present to planning officials and offer practical advice for how to update your ordinances to solve those challenges and meet your municipalities growing needs moving forward.

WEBINAR: Adopting an Ordinance that Creates a Local Human Relations Commissions  
**Thursday, October 28, 2021, 12 noon-1:00pm $45-member $80 non-member CLE $5**
Join the PA Human Relations Commission staff who will discuss optional powers and duties that can be given to local HRCs by local governing bodies and the source of authority to create local HRCs including categories not protected by the Commission, discussion will include acts of discrimination, the complaint process, filing process, equitable tolling, remedial provisions, Memorandum of Understandings with the state HR.

WEBINAR: Corporate Powers to Eminent Domain – What the Borough Code Says  
**Thursday, November 4, 2021, 12 noon-1:00pm $45-member $80 non-member**
Wendy Nickerson will review sections 12 and 15 of the Borough Code. Discussion will include corporate powers, general powers, real property, personal property, exceptions, and specific powers plus Eminent Domain. Do not miss this chance to brush up on these very important provisions of Title 8 – Boroughs and Incorporated Towns.
WEBINAR: Effective Code Enforcement and Practical Tips  
**Tuesday, November 9, 2021, 12-1pm $45-member $80 non-member CLE $5**

This webinar will focus on three areas: preparing a successful case before the District Justice for code violations, dealing with properties in foreclosure, and obtaining service on out of state owners. Practical information on these three areas will be shared to get better results particularly when owners are difficult to identify and have abandoned the property. The importance of documentation and obtaining accurate contact information for lenders and owners will be emphasized.

WEBINAR: The Role of an Effective Council President  
**Wednesday, November 10, 2021, 5:30pm-6:30pm $45-member $80 non-member**

Council meetings can be well-run or disorganized disasters. The success or failure of the meeting rests on the shoulders of the council president. This webinar will review the responsibilities and statutory duties of the position. Parliamentary procedures will be examined to highlight leadership qualities, skills, and personality traits that elevate the effectiveness of the council president.

WEBINAR: An Introduction to PA Local Government for Elected Officials (Part 1)  
**Wednesday, November 17, 2021, 5:30-6:30pm Free member $80 non-member**

Serving as a Pennsylvania local government official requires knowledge of a variety of issues that impact your community. Whether you serve as an elected official in a borough, township, or 3rd class city, your residents come to you to solve all the problems, know all the answers, and perform the duties of your office with care and professionalism. Part one of this series will review important municipal laws, the roles and responsibilities of municipal officials, appointments, and boards, municipal finances and how your office is affected by the Sunshine Act, Open Records, and the Ethics Act.

WEBINAR: An Introduction to PA Local Government for Elected Officials (Part 2)  
**Thursday, November 18, 2021, 5:30-6:30pm Free member $80 non-member**

Don’t miss this chance to understand your role as an elected official. Part two will review public meetings which are the foundation of your work, public comment, agendas, executive sessions and review best practices to prepare you to serve your community to the best of your ability.

WEBINAR: Preparing for a New Council  
**Wednesday, December 1, 2021, 12 noon-1:00pm $45-member $80 non-member**

On January 3rd borough council members, will reorganize, and some new officials will take office. Learn the legal requirements and documentation necessary for new council members. In addition, this session will detail other helpful tips when preparing for a new council and a successful orientation. See frequently asked questions about the Statement of Financial Interest and receive a sample resolution for accepting Rules of Order for council meetings.

WEBINAR: Best Practices for Maintaining Your Municipal Website  
**Thursday, December 2, 2021, 12 noon-1:00pm Free members $80 non-member**

Municipal websites are an invaluable resource for local governments. As more and more people seek out information online, having a municipal website allows you to connect with residents and others in a way they expect. This webinar will show you ways to create and edit your webpages to better serve your residents. Best practices will be discussed including ways to edit and add information to make your website more user friendly.

WEBINAR: Reorganizational Meetings  
**Wednesday, December 8, 2021, 5:30-6:30pm $45-member $80 non-member**

Do you know when and how to hold a Reorganization meeting? Learn what must legally happen at this important meeting and learn tips for making a smooth transition into a new year.
WEBINAR: Payment Issues and the Right to Know Law  
**Thursday, December 9, 2021, 12 noon -1pm $45-member $80 non-member CLE $5**
Many Open Records Officers and administrators just do not understand a lot of the rules and dynamics behind how payments affect the Right- to-Know Law process. This session will go into detail on the subject, and hopefully shed some light on how to use the payment aspects to ensure compliance, while at the same time help to manage difficult requests.

WEBINAR: Parliamentary Procedure  
**Wednesday, December 15, 2021, 5:30-6:30pm $45-member $80 non-member**
How long are your municipal meetings? Learn how to use that meeting time more effectively to cover your agenda and increase productivity by understanding the workings of Roberts Rules of Order. Discussion will include best practices for an efficient municipal meeting.

WEBINAR: Municipal Odds and Ends with Salzmann Hughes  
**Thursday, December 16, 2021, 12 noon -1:00 $45-member $80 non-member CLE $5**
Review will include miscellaneous regulations from issues with zoning, animals, blighted property, junk vehicles, noise, political signs, fireworks, abandoned cars all those tough everyday questions that local officials are confronted with on a regular basis.

*Making time for training can be difficult that is why all PSAB webinars are recorded, and the links are emailed to all registered participants to review after the live training. Log onto [www.watch.boroughs.org](http://www.watch.boroughs.org) to see your personal archive of webinars.*

PA State Association of Boroughs – Contact: Theresa M. Dickow, tdickow@boroughs.org 9/1/2021 updates. Register at [www.training.boroughs.org](http://www.training.boroughs.org)