ONLINE LEARNING: Municipal Budgeting (four-part series)

$100 for member, $150 non-member, $50 PSAB Plus members

A budget is one of the most important documents a municipality develops and approves on an annual basis. It is a document that acts as policy, guide, and communicator of priorities for appointed staff and the public alike. Review will include developing a budget calendar, determining fee schedules, structuring spreadsheets, and narratives plus the importance of developing and coordinating the use of a capital budget with operational budgets to better stabilize tax rates and keep your community on the right track.

Municipal Budgeting 101
Tuesday, August 31, 2021, • 10-11:30 am
Part one will be an overview of the budgeting process, including the budget calendar and budget development.

Basic Government Chart of Accounts
Tuesday, September 7, 2021, • 10-11:30 am
Part two discussion will include the major factors affecting a budget including estimating revenues and expenses.

Intro to Budgets and Finance
Thursday, September 9, 2021, • 10-11:30 am
Part three will focus on budgeting “other funds”, and the budget adoption process.

Best Practices in Budgeting
Tuesday, September 14, 2021, • 10-11:30 am
Part four will focus on the types of accounting, monitoring, and evaluating finances, financial statements, and audits. We will also touch on the COVID-19 possible effects on budgets. Time will also be provided to review question from the first three parts.

This online series will satisfy a CBO requirement for classroom training. The four-part series will take the place of the traditional classroom sessions postponed due to physical meeting restrictions. The series will be interactive and include group discussions.
ONLINE LEARNING: Winter Maintenance Basics & Best Practices
$100 for member, $150 non-member, $50 PSAB Plus members (three-part series)
Review will include the important pre-winter preparations necessary for efficient and safe operations during winter weather. Plowing operations and many techniques used with common equipment will be discussed plus specific areas of operational and safety concerns including: pre-planning, spreading operations, salt and other materials, pre-wetting salt (when, how, and the advantages and benefits), anti-icing, necessary post-storm cleanup, and final winter cleanup operations. Public Works Directors, Street and Road Crews, Municipal Officials, or anyone involved with winter/snow removal operations for their community will benefit from this information. Public Works Director, Jason Dailey, will be the presenter.

Winter Maintenance Management
Tuesday, September 21, 2021, ● 10-11:30 am
Part one will be an overview of the winter maintenance process, including preparation, budgeting, and supplies.

Winter Maintenance Policies and Procedures
Tuesday, September 28, 2021, ● 10-11:30 am
Part two discussion will include the plowing policy and procedures, equipment, training, and staffing.

Winter Maintenance Best Practices
Tuesday, October 5, 2021, ● 10-11:30 am
Part three will focus on best practices, documentation and reporting.

This online series will satisfy a CBO requirement for classroom training. The three-part series will take the place of the traditional classroom sessions which are not scheduled at this time. The series will be interactive and include group discussions.
ONLINE LEARNING: Redeveloping Blighted Properties Tools and Financing

$100 for member, $150 non-member, $50 PSAB Plus members, (3) CLE $15 (two-part series)

Tools for Preventing, Remediating, and Redeveloping Blighted Properties
Thursday, October 7, 2021, ● 5:30 pm – 7:00 pm

This class will focus on some practical approaches for preventing, remediating, and redeveloping blighted properties into productive uses. These approaches have included but are not limited to focused code enforcement strategies, prohibiting bad actors from purchasing at properties at tax sales, charging chronic code violators with misdemeanors, permit denial and conservatorship. Also new tools available to communities through recent legislation will be discussed. This includes phasing of real estate taxes on improvements to blighted properties (Act 61 of 2020) and encumbering properties that have been declared unfit for human habitation (Act 101 of 2020).

The role of land banks, redevelopment authorities, non-profit community development corporations and private developers will be discussed A case study approach featuring projects across the Commonwealth of Pennsylvania will be used.

This course is a must for local municipal officials, economic and community development professionals, private and non-profit developers, and community stakeholders.

Financing Options for Redeveloping Blighted Properties
Thursday, October 14, 2021, ● 5:30 pm – 7:00 pm

Funding sources available for the redevelopment of blighted properties will be covered during the hour and a half online class. Local, federal, and state funding programs designed to leverage private investment and grow your community’s tax base will be discussed in detail. Several detailed case studies will be profiled which illustrate how public and private funding can be blended to successfully accomplish the redevelopment of deteriorated commercial and residential properties. State funding programs discussed will include PHARE, Keystone Communities, Neighborhood Assistance Tax Credits, and Redevelopment Assistance Capital Program (RACP). Local funding options covered will include Act 152 Demolition Funds, Act 137 Housing Trust Funds, and tax incentives phasing-in taxes on improvements in deteriorated areas. The use of federal CDBG funds for acquisition, rehabilitation and demolition will also be discussed.

This course is a must for local municipal officials, economic and community development professionals, private and non-profit developers, and community stakeholders.

This online series will satisfy a CBO requirement for classroom training. The two-part series will take the place of the traditional classroom sessions postponed due to physical meeting restrictions. The series will be interactive and include group discussions.
ONLINE LEARNING: Your Role as a Municipal Secretary/Administrator

$150 for member, $200 non-member, $75 PSAB Plus members (five-part series)

Review will include information on how local government is organized and its function, important municipal codes, key functions of the secretary/administrator, meetings, legislation, public notices, records management, citizen relations and professional resources. Plus, records, reports and financial management, communicating with elected officials, the Sunshine Act and best practices review. This training fee includes access to two pre-recorded webinars to help with state report filing and basic planning & zoning administration.

Everything You Need to Know About Meetings
Monday, November 1, 2021, ● 10-11:30 am
Part one will explore types of meetings, agendas, minutes, public comment, participation by distance, executive sessions and working with committees.

Basic Government
Monday, November 8, 2021, ● 10-11:30 am
Part two discussion will include the roles of elected and appointed officials, types of legislation, public notice, records management, and disposition.

Intro to Budgets and Finance
Monday, November 15, 2021, ● 10-11:30 am
Part three will detail types of funds and taxes, bill paying and other processes, purchasing and disposing of municipal property, and budget basics.

Other Duties as Assigned
Monday, November 22, 2021, ● 10-11:30 am
Part four will review your responsibilities for planning and zoning, code administration, risk management, personnel, social media and much more.

Best Practices
Monday, November 29, 2021, ● 10-11:30 am
Part five topics include managing complaints, working with elected officials, planning for absences and redundancy, organization tips and other best practices.

This online series will satisfy CBO requirement C for municipal secretaries/administrators. The five-part series will take the place of the traditional classroom two-day sessions postponed due to physical meeting restrictions. The series will be interactive and include group discussions.