

2011 Registration Form

Basic Training For Municipal Secretaries and Administrators

Please print the information requested. You may copy this form as needed.

Nickname or Badge Name

Name

Position/Title

Municipality and County

Address

City State Zip Code

Daytime Telephone No. Fax

*Evening Telephone No.

E-mail

Accessibility & Other Needs

Is Registrant a Municipal Official? Yes No

*For contact regarding course cancellations that may occur after business hours.

Course Locations:

Please be sure to mark the session you wish to attend.

- May 11/ Luzerne County
- May 17/ Centre County
- June 1/ Cumberland County
- June 2/ Bucks County
- June 8/ Westmoreland County
- June 14/ Crawford County

Registration Fee:

(includes tuition, materials, lunch and breaks)

- \$ 80 per person

Register Online at www.palocalgovtraining.org
or send registration and fee
(checks made payable to PSATS) to:

**Pennsylvania State Association
of Township Supervisors**
4855 Woodland Drive
Enola, PA 17025

Dates & Locations

If you need directions to any of the locations, please visit the facility's Web site or call the facility at the telephone number listed below.

- **May 11, 2011**
LUZERNE COUNTY
The Woodlands Inn
1073 Highway 315
Wilkes-Barre, PA 18702
(570) 824-9831
www.thewoodlandsresort.com
- **June 2, 2011**
BUCKS COUNTY
Hampton Inn
Doylestown/Warrington
1570 Easton Road
Warrington, PA 18976
(215) 343-8400
www.doylestown.hamptoninn.com
- **May 17, 2011**
CENTRE COUNTY
Toftrees Resort and
Conference Center
One Country Club Lane
State College, PA 16803
(814) 234-8000
www.toftrees.com
- **June 8, 2011**
WESTMORELAND COUNTY
Four Points Sheraton
Greensburg
100 Sheraton Drive
Greensburg, PA 15601
(724) 836-6060
www.fourpointsgreensburg.com
- **June 1, 2011**
CUMBERLAND COUNTY
PSATS Educational
Center
4855 Woodland Drive
Enola, PA 17025
(717) 763-0930
www.psatsmeetingcenter.com
- **June 14, 2011**
CRAWFORD COUNTY
Days Inn Meadville
18360 Conneaut Lake
Road
Meadville, PA 16335
(814) 337-4264
www.daysinnmeadville.com

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE
PAID
HARRISBURG PA
PERMIT NO. 996

PA LOCAL GOVERNMENT TRAINING PARTNERSHIP

4855 Woodland Drive
Enola, PA 17025

RETURN SERVICE REQUESTED

PA LOCAL GOVERNMENT TRAINING PARTNERSHIP

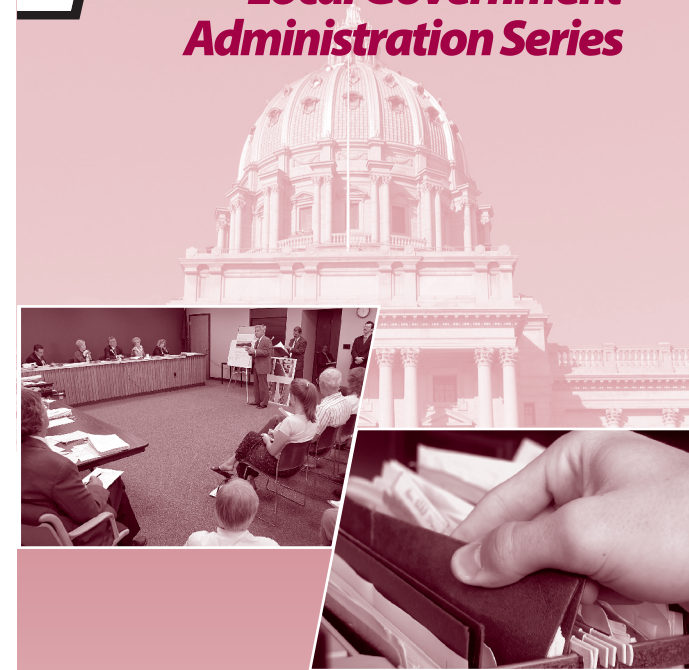
County Commissioners Association of Pennsylvania
Pennsylvania League of Cities and Municipalities
Pennsylvania Municipal Authorities Association
Pennsylvania State Association of Boroughs
Pennsylvania State Association of Township Commissioners
Pennsylvania State Association of Township Supervisors

This program is presented in cooperation with the Governor's Center for Local Government Services with funds from the annual appropriation from the General Assembly to the Department of Community and Economic Development. Trainees are admitted without regard to race, color, age, sex, religion, political affiliation, national origin or disability.

Governor's Center for Local Government Services

TRAINING PROGRAM

Local Government Administration Series



Basic Training For Municipal Secretaries and Administrators

May-June 2011

pennsylvania
DEPARTMENT OF COMMUNITY
& ECONOMIC DEVELOPMENT



Basic Training For Municipal Secretaries and Administrators

Do you know what is expected of you in your position as municipal secretary or administrator? Determining what your role is, whether you are new to the job or not, can be challenging. Laws and regulations change frequently; knowing how to accurately complete and file forms and communicating to elected officials and the public is a full-time job.

These one-day courses are intended to help new municipal secretaries understand and carry out the responsibilities of their jobs more effectively. Veteran secretaries may find the course to be a valuable refresher. Staff from the Governor's Center for Local Government Services as well as experienced local government officials will serve as instructors for these sessions. Instructors will review a number of topics that attendees need to be familiar with, including budgeting, purchasing, advertising and meeting management.

Course material is based on both legal requirements of the job and on practical experience. It may be helpful to have your copy of the Borough Code or Township Code with you.

Instructors

- **Xochi Confer**, Auditor
Boggs Township, Centre County
- **Larry Comunale**, Manager
Lower Gwynedd Township, Montgomery County
- **Michael Foreman**, Local Government Policy Specialist
Governor's Center for Local Government Services
- **Jack Hines**, Former Township Manager
West Bradford Township, Chester County
- **Gary Klingman**, Manager
Findlay Township, Allegheny County
- **Ron Wagenmann**, Manager
Upper Merion Township, Montgomery County

Outline

- **Office of the Secretary**
 - Duties and Responsibilities
 - Job Descriptions
 - Records and Filing
 - Advertising Requirements
 - Meetings and Minutes, Ordinances and Resolutions
 - Purchasing
- **Financial Management**
 - Budgeting
 - Financial Reporting
- **Important Laws Besides Your Municipal Code, such as:**
 - The Sunshine Law
 - Open Records Law
 - The Fair Labor Standards Act
 - New Legislation
 - Statewide Uniform Construction Code

Note: All of the above topics will be covered. However, due to time constraints, the actual emphasis will be governed by the interest and participation of those attending.

Who Should Attend

Municipal secretaries and administrators new to the position or those looking for a refresher on current duties, responsibilities and laws that have been passed recently. Newly elected officials will also benefit from this course by gaining an understanding of codes and regulations that local governments must follow.

Schedule

- **8:30 a.m.** **Registration**
- **9:00 a.m.** **Program Begins**
- **NOON** **Lunch (included)**
- **1:00 p.m.** **Program Resumes**
- **4:00 p.m.** **Adjourn**

Inclement Weather

In the event of inclement weather, please verify that the session is taking place by calling PSATS at (717) 763-0930. If calling outside of normal business hours, enter extension 166. Session cancellations are updated by 7:00 a.m. on the day of a course.

Registration Information

The registration fee for this workshop is \$80 per person, which includes tuition, materials, lunch and breaks.

To register, complete the form and return it to the Pennsylvania State Association of Township Supervisors (PSATS). Please be sure to indicate which session you plan to attend. Registration checks should be made payable to PSATS and mailed along with the registration form to:

PSATS
4855 Woodland Drive • Enola, PA 17025
Fax: (717) 763-9732

You may also register online at www.palocalgovtraining.org. Registrations will be accepted on a first-come, first-served basis. Please register at least two weeks prior to the session. Because material is shipped to the training facility before the session, we cannot guarantee that your name will appear on the registration list if you register within three days of the session. To verify registration or for more information, please call (717) 763-0930. For information on additional courses, please visit our training calendar at www.palocalgovtraining.org.

Walk-in Registrations

Pre-registration is strongly recommended. Walk-ins are accepted on a space-available basis. Please note there are times when a session is cancelled or rescheduled. Registered attendees will be notified of schedule changes prior to the session. Call (717) 763-0930 or visit www.palocalgovtraining.org prior to the session to verify the correct date, time and location. Substitutions are permitted without notice.

Cancellation/No-Show Policy

A cancellation received less than 10 business days before the session you are registered for, is subject to a \$20 processing fee for refunds. Those who cancel within two business days of the session, forfeit the full registration fee and if unpaid, will be invoiced.

Accessibility & Other Needs

All sessions will be held at ADA-accessible locations. Please use the "accessibility needs" line to indicate alternate format, sign language requirements, or any other needs you might have.