

2010 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.

Workshop Locations:

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

- April 7 / Lycoming County
- April 18 / Dauphin County
- April 29 / Butler County
- May 5 / Chester 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:

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

Dates & Locations

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

■ April 7, 2010 (Wed.)

LYCOMING COUNTY

Holiday Inn Williamsport
100 Pine Street
Williamsport, PA 17701
(570) 327-8231
www.holidayinn.com/williamsportpa

■ April 18, 2010 (Sun.)

DAUPHIN COUNTY

Hershey Lodge
West Chocolate Avenue &
325 University Drive
Hershey, PA 17033
717-533-3311
www.hersheypa.com

■ April 29, 2010 (Thurs.)

BUTLER COUNTY

Days Inn Butler
139 Pittsburgh Road
Butler, PA 16001
(724) 287-6761
www.daysinnbutler.com

■ May 5, 2010 (Wed.)

CHESTER COUNTY

Holiday Inn West Chester
943 South High Street
West Chester, PA 19382
(610) 692-1900
www.hiwestchester.com

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.

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PA LOCAL GOVERNMENT TRAINING PARTNERSHIP

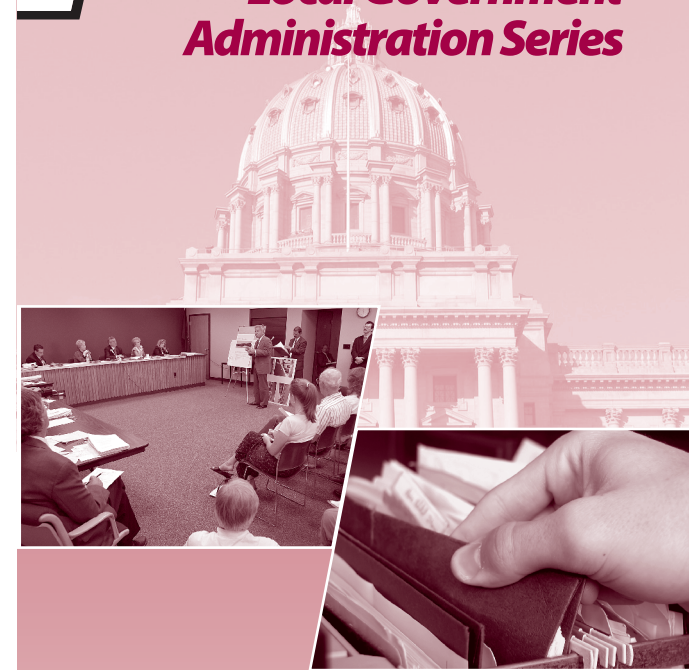
4855 Woodland Drive
Enola, PA 17025

RETURN SERVICE REQUESTED

Governor's Center for Local Government Services

TRAINING PROGRAM

Local Government Administration Series



Basic Training For Municipal Secretaries and Administrators

April – May 2010

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

This workshop is taught by two instructors. Teams will vary by location.

- **Larry Comunale, Manager**
Lower Gwynedd Township, Montgomery County
- **Michael Foreman, Local Government Policy Specialist**
Governor's Center for Local Government Services
- **Ron Wagenmann, Manager**
Upper Merion Township, Montgomery County
- **Steve Wiesner, President**
Wiesner Consulting LLC

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 workshop is taking place by calling PSATS at (717) 763-0930. If calling outside of normal business hours, enter extension 166. Course cancellations are updated by 7:00 a.m. on the day of a workshop.

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 workshops, 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.

Cancellations

Cancellations received less than 10 working days before the session are subject to a \$20 penalty. Those received within 48 hours of the session or do not show up at all forfeit the full registration fee, and, if unpaid, will be invoiced .

Accessibility & Other Needs

All workshops 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.