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January 24, 2023

Township Video News



TVN's Roulette | The Township Parade of Flags is Back at the 2023 Conference!

Are you ready to show off your township pride at PSATS' 100th Conference? The Township Parade of Flags is returning to the stage during general session on Monday, April 24! Visit psats.org and click on the "Show Off Your Township Pride" banner to sign up for the Parade of Flags at this year's conference.

Latest News

Reminder: Township Reports Due January 31

Township officials are reminded that the following township and employer reports are due **January 31**:

- Actual Use Report of State Funds (MS-965, PennDOT)
- Report of Elected and Appointed Officials (DCED-CLGS-19)
- Copies of W-2 and W-3 forms are due to employees and the Social Security Administration
- Copies of 1099-NEC forms reporting non-employee compensation are due to vendors and the IRS

For more information on DCED forms, [click here](#). For more information on PennDOT forms, [click here](#). For more information on federal tax forms, [click here](#).

DCNR Community Conservation Partnerships Program Grant Opportunity

The Department of Conservation and Natural Resources (DCNR) is accepting applications for the 2023 round of [Community Conservation Partnerships Program Grants](#). Townships are eligible to apply, and all applications are due by **April 5, 2023**, through [DCNR's Grants portal](#).

Community Conservation Partnerships Program grants can be used for projects related to parks, recreation, and conservation, including:

- Planning, acquisition, and development of public parks
- Recreation areas
- Motorized and non-motorized trails
- River conservation and access
- Conservation of open space
- Community and Watershed Forestry

Projects will be selected, in part, on how they align to the priorities outlined in the [Statewide Comprehensive Outdoor Recreation Plan 2020-2024](#). Most projects will require a 50% matching contribution. DCNR [Bureau of Recreation and Conservation staff](#) are available to help with developing a competitive application.

Learn

PSATS educational events will be listed as follows: Mondays – All webinars; Tuesdays – Administrative; Wednesdays – Planning/Zoning; Thursdays – Public Works; Fridays – Public Safety.

[How To Fix Your Productivity To Amp Up Your Results - Virtual Class - 2/9/23](#)

Join master trainer, Chad Barger, for a fast-paced session filled with tips (hacks) for busy professionals to get more done, by working smarter, not harder. This presentation focuses not on what we do, but how we do it. Tips are provided to help professionals better manage email, meetings, their energy level, distractions, self care, to do lists and work life balance (but we prefer the term work life harmony). Attendees leave the session with practical tips that they can immediately implement to make their days more productive and therefore amp up their results.



[Basic Training For Municipal Secretaries And Administrators - 2/23/23 - York County](#)

This is your opportunity to learn from acknowledged experts about all the most important issues township secretaries and managers need to know. Topics covered will range from budgeting, purchasing, advertising and meeting management all the way to human resource issues and public engagement.



[2023 Update - Retirement Plans, Employee Hot Topics, Using Solicitors And More - 2/28/23 - Erie Co.](#)

In this event, which features a pre-program networking lunch, the team from Knox Law will cover a variety of issues important to municipalities. Those include:

- *10 Retirement Plan Administration Mistakes & How to Fix Them:* [Nadia Havard](#)
- *Hot Topics in Municipal Labor & Employment Law for 2023:* [Matt Lasher](#)
- *The Role of the Solicitor: How Solicitors can be Effective Members of the Township Team:* [Tim Wachter](#)
- Q&A



[The Next Chapter: Building Confidence In Your Administrative Role - 3/21/23 - Chester County](#)

You may have taken PSATS' Basic Training for Secretaries and Administrators class and are wondering "now what?" If so, then this course is for you. Some of you believe that there is no free lunch, which is true, but you can share a day, including lunch, with three experienced municipal administrators where you can enhance your knowledge base and become more confident in your administrative role. In addition to providing best practices for financial security procedures, agenda and



meeting practices, land development procedures, liquid fuels reports, and the administrative role in coordinating with fire and EMS services, there will be two roundtable discussions for you to bring your concerns and questions.

[Engaging The Public - Agendas, Minutes, Public Comment & RTKL Requests - Virtual Class - 3/23/23](#)

In this virtual class, we will cover a series of common, but challenging, issues that township administrators face when working with and responding to members of the public and media and highlight ways to effectively address them.



[2023 Solicitors Spring Seminar - 4/24/23](#)

This seminar will cover a wide variety of emerging and important trends and issues vital to the practice of every municipal solicitor. Don't miss this opportunity to hear from experts and network with your peers from around the state.



Pennsylvania State Association of Township Supervisors

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