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February 7, 2023

Township Video News



TVN's Training Tuesday | PSATS' Educational Catalog is packed for February!
PSATS has a full calendar of fantastic in-person and online classes for February!
Don't forget to visit conference.psats.org and register for the PSATS 2023 Educational Conference and Exhibit Show, April 23-26, at the Hershey Lodge!

Latest News

Call In to PCN Show Tonight with PSATS Executive Director!

PSATS Executive Director Dave Sanko will be featured in a live PCN TV call-in show tonight at 7 p.m., on a local government panel. Sanko will be discussing PSATS' legislative priorities and expectations for the Shapiro-Davis Administration and the new session.

Members can tune in and call PCN's toll-free number at (877) 726-5001 to ask Dave questions about important township issues, such as transportation funding and electric vehicle fees, the need for electronic advertising options, and unfunded mandates. Visit <https://pcntv.com/callin/> for more. Not sure how to watch? [Click here](#) to learn about options.

PennDOT Conducts Highway Safety Survey

Pennsylvanians are encouraged to complete a highway safety survey being conducted by the state Department of Transportation. The five-minute survey asks about driver behavior, education campaigns, and methods of increasing safety, including municipal use of radar and enforcement. The [survey](#) is available on [PennDOT's website](#) through February 28 and should take about five minutes to complete. All responses are completely anonymous.

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



PSATS Mini Boot Camp for Township Officials

Mini Boot Camps Coming in March! If you have been appointed as a supervisor or staff member in the last year or since the 2021 election and are looking to get caught up on your new township responsibilities, join PSATS for one of three one-day Mini Boot Camps in March. Sessions will be offered in Clarion on **March 11** and Lewisburg and Allentown on **March 18**. This course will cover the authority and powers of township boards, personnel management, the Right-to-Know Law, Sunshine Act and Ethics Act, public safety/emergency management, basic budgeting/finance, internal and external communications, and more.



- [3/11/23 - Clarion County](#)
- [3/18/23 - Lehigh County](#)
- [3/18/23 - Union County](#)

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.



5 Keys To Being The Kind Of Leader People WANT To Follow - 4/23/23 - Dauphin County

In this class, we will explore five fundamental and timeless principles (you could even call them laws) that hold the key to becoming the kind of leader that people on your team WANT to follow. You will be provided with the principles and the tools that will enable you to become the kind of leader people willingly, voluntarily, and enthusiastically WANT to follow. This class will be done in a fun, engaging, and highly interactive format.



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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