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March 28, 2023

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## Township Video News



### **TVN's Roulette | Hear Why Our Members Love the Annual Conference!**

This year marks PSATS' 100th Conference, a major milestone for the Association and the thousands of township officials who are at the heart of this organization. In this episode of TVN'S Roulette, our members tell us what they love about the Annual Conference and why they keep coming back.

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## Latest News

### **Townships Must File ARP Report, Learn How in Tomorrow's Webinar**

All townships that received American Rescue Plan Act funds must complete a Project and Expenditure report with U.S. Treasury by April 30, which covers funds that were spent or allocated from 4/1/22 to 3/31/23. The report will be available on or after April 1 and can be accessed through <https://portal.treasury.gov/compliance>.

To help you prepare to file, joint PSATS for a webinar tomorrow, March 29, at noon to learn how to access, complete, and submit your report, how to add a new project and adjust previous reports to reflect new obligations and expenditures, and answer other ARPA-related questions, including how to spend the funds. [Click here to register](#). Additional resources will be posted to PSATS ARPA page, [available here](#).

### **PSATS Executive Director Discusses New Budget, Importance of Local Elections**

PSATS Executive Director David M. Sanko recently recorded an episode of Behind the Headlines talk show. On the show, produced by the Susquehanna Valley Center, Sanko discussed Gov. Josh Shapiro's new state budget and its impact on townships, unfunded mandates, a preview of PSATS' Annual Conference, and the importance of municipal elections. Watch the episode on PCN or watch now by [clicking here](#).

### **Reminder: Townships Urged to Tell PennDOT How to Spend Transportation Funds**

The State Transportation Commission (STC) and the state Department of Transportation are conducting a survey to gather feedback on Pennsylvania's transportation system as part of the 12-Year Transportation Program update. If you have not yet done so and want to tell PennDOT how to spend its funds, [click here](#) to take the survey by **April 30!**

Township officials and their residents are encouraged to participate in the survey and help identify whether state and federal funds should be spent on traditional road and bridge projects or alternative networks like mass transit, trails (bike-ped), aviation and ports; or a combination. Participants will identify how they travel throughout the commonwealth (*by car, mass transit, bike, etc.*). More important, participants can identify a transportation problem at a specific location and describe that issue to encourage PennDOT to address it. Finally, participants determine how to spend a mythical \$100 across six transportation categories.

Township officials may also participate in an Online Public Forum on the survey scheduled for **April 12** from 6:30 to 8 p.m. To participate in the Online Public Forum, contact PennDOT's Program Center by email at [RA-PennDOTSTC@pa.gov](mailto:RA-PennDOTSTC@pa.gov) or phone at (717) 783-2262. [Click here](#) for more on the forum.

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# Learn

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

## [Robert's Rules Of Order 101 - Common Motions And Procedural Rules - 3/29/23 - Cumberland County](#)

While not required to do so, many municipalities use Robert's Rules of Order or some variation to provide stability and organization to the management of their meetings. In this class, we will cover the various motions (and their correct form) that are commonly used at public meetings, review how to prepare for meetings by scripting motions or expected actions to facilitate intended discussion, discuss participant behavior and exceptions to standard parliamentary procedure, and why specific rules should be in place for your board during public meetings.



## [Basic Training For Municipal Secretaries And Administrators - 4/10/23 - Bedford 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.



## [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.



**The Next Chapter: Building Confidence In Your Administrative Role - 5/25/23 - York 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.



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**Pennsylvania State Association of Township Supervisors**

David M. Sanko, Executive Director  
4855 Woodland Drive  
Enola, PA 17025