

BOARD MEMBER TRAINING

TRAINING FOR NEW AND CURRENT AUTHORITY BOARD MEMBERS

March 16, Mars • March 23, Camp Hill • March 30, King of Prussia • April 6, Virtual

This one-day training is available to current and newly appointed board members. Attendees will learn about their responsibilities in effectively establishing policy and direction for the authority.

ENCOURAGED TO ATTEND

- Board members
- Authority managers
- Authority staff
- Consultants

YOU WILL LEARN

This training is specially designed to provide a broad overview of key duties and responsibilities for authority board members such as:

- Ethics
- Financial responsibilities
- Establishing relationships with engineers, solicitors and other professional entities

FOR MORE INFO



717-737-7655



baer@municipalauthorities.org



municipalauthorities.org

OUTLINE OF AGENDA

8:00 a.m.

Registration

8:30 a.m.

Financial Responsibilities

9:00 a.m.

Ethics

10:15 a.m.

Manager Responsibilities

10:45 a.m.

Relationships with Solicitors

11:15 a.m.

Engineer Relations

11:45 a.m.

Municipality Authorities Act & Related Laws

12:15 p.m.

Lunch and Networking

DATES & LOCATIONS

Thursday, March 16

DoubleTree by Hilton Hotel
Pittsburgh - Cranberry
910 Sheraton Drive
Mars, PA 16046
P: (724) 776-6900

Thursday, March 23

Penn Harris Hotel Trademark
Collection by Wyndham
1150 Camp Hill Bypass
Camp Hill, PA 17011
P: (717) 763-7117

Thursday, March 30

Crowne Plaza Philadelphia -
Valley Forge
260 Mall Blvd
King of Prussia, PA 19406
P: (610) 265-7500

Thursday, April 6

Virtual



Virtual Agenda • 8:30 a.m. - 12:00 p.m.

*Adapted for the virtual environment. Continuing education credits are **not** available for this session.*

TRAINING SESSIONS



8:00 a.m.

Registration

8:30 a.m.

Financial Responsibilities

- David Busch, Keystone Alliance Consulting, Inc.

The presenter will address board responsibilities for financial reporting which includes: external reports, internal reports, ways to budget, annual operating, revenue generation and much more.

9:00 a.m.

Ethics

- Mary Fox and Jeffery Frankenburger, Esq., PA State Ethics Commission

The Ethics Act states that public office is a public trust. In this one-hour presentation, learn what the Ethics Act is and how the State Ethics Commission enforces it, review some of the most-frequently violated Ethics Act provisions, and discover how to spot a potential problem so you can stay on the right-side of the Ethics Act.

10:00 - 10:15 a.m.

Break

10:15 a.m.

Board and Manager Responsibilities & Governing Body Authority Relations

- Anthony J. Bellitto, Jr., PE, North Penn Water Authority (*King of Prussia*)
- Michael Kyle, Lancaster Area Sewer Authority (*Camp Hill*)
- Paul Vojtek, Erie Water Works (*Mars*)

It is essential that authority board members and managers understand their different roles and responsibilities to ensure effective operations. It's also important that authorities maintain cooperative and constructive working relationships with the municipalities that govern them. This presentation will cover both topics.

10:45 a.m.

Relationships with Solicitors

- Michael Witherel, Esq., PMAA Solicitor West, Witherel Kalina Law Group

The presenter will discuss the importance of working closely with your solicitor and will address the many laws and regulations with the business of the authority. Other topics will include dealing with regulatory agencies, labor issues, litigation, and more.

11:15 a.m.

Board & Engineer Relations – Working with Your Engineer

- Chad Hanley, PE, Herbert, Rowland, and Grubic, Inc. (*Mars*)
- Justin Mendinsky, PE, Herbert, Rowland, and Grubic, Inc. (*Camp Hill*)
- Cory Salmon, PE, Herbert, Rowland, and Grubic, Inc. (*King of Prussia*)

This discussion will focus on some of the strategies you can use to facilitate your relationship with your engineer. Topics will include developing scopes, establishing compensation, administrative issues and the ever challenging cost estimate.

11:45 a.m.

Municipality Authorities Act & Related Laws

- Steven A. Hann, Esq., Hamburg, Rubin, Mullin, Maxwell & Lupin, PC

The presenter will share recent court rulings impacting authorities, the Municipal Authorities Act and related laws.

12:15 p.m.

Lunch and networking

Engineers: Earn up to 2 PDH credits.
Solicitors: Earn up to 2 CLE credits.

REGISTRATION



Please check which location you will be attending:

**West – Thursday,
March 16**

*DoubleTree by Hilton Hotel
Pittsburgh - Cranberry*
910 Sheraton Drive
Mars, PA 16046
724.776.6900

**Central – Thursday,
March 23**

*Penn Harris Hotel
Trademark Collection by
Wyndham*
1150 Camp Hill Bypass
Camp Hill, PA 17011
717.763.7117

**East – Thursday,
March 30**

*Crowne Plaza Philadelphia -
Valley Forge*
260 Mall Boulevard
King of Prussia, PA 19406
610.265.7500

**Virtual – Thursday,
April 6**

PLEASE NOTE: No continuing education credits will be available through the virtual meeting.

Name/Job Title: _____

Authority/Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Name/Job Title: _____

Authority/Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Name/Job Title: _____

Authority/Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Continuing Education
Please check the appropriate box if you need credits:

PDH credits

CLE credits
ID # _____

Contact the hotel at the numbers listed above for accommodations or information.

On-line registration is available on our website.

In-Person Registration pricing PRIOR to February 24:

- Member - \$140.00 per person
- Non-Member - \$175.00 per person

In-Person Registration pricing AFTER February 24:

- Member - \$155.00 per person
- Non-Member - \$190.00 per person

Virtual Registration:

- Member - \$75.00 per person
- Non-Member - \$95.00 per person

Can't attend the virtual meeting live? A link of the recording can be purchased to watch at your convenience.

Send me the link

Payment Methods:

- A check, made payable to PMAA, is enclosed
- Visa MasterCard Discover

Card No.: _____ Exp.: _____ Security code: _____

ALL CANCELLATIONS MUST BE SUBMITTED TO THE OFFICE IN WRITING ONE WEEK PRIOR TO THE MEETING DATE. Due to reservation guarantees, unpaid no-shows will be charged. NO REFUNDS will be made after the cancellation deadline.

