

# BOARD MEMBER TRAINING

## TRAINING FOR NEW AND CURRENT AUTHORITY BOARD MEMBERS

March 14, Mars • March 21, Camp Hill • April 4, Breinigsville • April 11, Virtual

This one-day training is available to current and newly appointed board members. Attendees will learn about their responsibilities to effectively establish 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](mailto:baer@municipalauthorities.org)



[municipalauthorities.org](http://municipalauthorities.org)

### OUTLINE OF AGENDA

8:00 am

#### Registration

8:30 am

- **Financial Responsibilities**
- **Human Resources**
- **Board & Manager Responsibilities**
- **Board-Engineer Relations**
- **Ethics**
- **Relationships with Solicitors**
- **Municipality Authorities Act & Related Laws**

1:00 pm

#### Lunch and Networking

### DATES & LOCATIONS

#### Thursday, March 14

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

#### Thursday, March 21

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

#### Thursday, April 4

Delta Hotels Allentown  
Lehigh Valley  
7736 Adrienne Drive  
Breinigsville, PA 18031  
P: (610) 391-1000

#### Thursday, April 11

Virtual

**Engineers:** Earn up to 2 PDH credits.

**Solicitors:** Earn up to 2 CLE (C/W) & 1.5 (E) credits.

**8:00 am**

## Registration

**8:30 am**

## Financial Responsibilities

*David Busch, Keystone Alliance Consulting, Inc.*

*Evan Ridington, Arthur Hall Insurance*

The presenters will address the boards responsibility for financial reporting, including external reports, internal reports, ways to budget, annual operating budget, revenue generation and much more.

**9:30 am**

## Human Resources - What you need to Know

*Barry Wolfe, Argos HR Solutions, LLC*

Improve your ability to oversee your Authority with an understanding of critical management concepts and best practice compensation and benefits strategies. Provide better guidance when problems arise and avoid mistakes that can make them worse.

## Board and Manager Responsibilities & Governing Body Authority Relations

**9:50 - 10:20 am**

*Autumn Crawford, Western Butler County Authority (C/W/V)*

**9:50 - 10:35 am**

*Anthony Bellitto, PE, North Penn Water Authority (E)*

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. Both topics will be addressed.

## Board Engineer Relations – Tips & Tricks on How to Work with Your Engineer

**10:20 - 10:50 am**

*Elizabeth Lackey, PE, Herbert, Rowland & Grubic, Inc. (W)*

*Justin Mendinsky, PE, Herbert, Rowland & Grubic, Inc. (C)*

*Representative from Herbert, Rowland & Grubic, Inc. (V)*

**10:35 - 11:05 am**

*Cory Salmon, PE, Herbert, Rowland & Grubic, Inc. (E)*

This discussion will focus on methods and strategies you can use to facilitate your relationship with your engineer. Topics will include developing scopes and project cost estimates, establishing compensation, administrative issues, and other current issues raised by the session attendees.

## Break

**10:50 - 11:00 am (C/W)**

**11:05 - 11:15 am (E)**

## Ethics

**10:50 - 11:40 am (V)**

**11:00 am - 12:00 pm (C/W)**

**11:15 am - 12:00 pm (E)**

*Representative from PA State Ethics Commission*

The PA State Ethics Commission will provide a brief review of ethical standards, recent Ethics Commission rulings impacting municipal authority officials, and briefly address the required Statement of Financial Interest forms. The Ethics Act requires this form be filed each year the position (board and/or management) is held and the year following termination of service.

## Relationships with Solicitors

**11:40 am - 12:10 pm (V)**

**12:00 - 12:30 pm (C/E/W)**

*Jennifer Caron, Esq., Eckert Seamans Cherin & Mellott, LLC*

*E. Lee Stinnett II, Esq. Salzmans Hughes, PC*

The presenters will discuss the value of working closely with your solicitor and other legal professionals retained by the authority. Topics of discussion will include financing, regulatory issues, labor matters, litigation and more.

## Municipality Authorities Act & Related Laws

**12:10 - 12:40 pm (V)**

**12:30 - 1:00 pm (C/E/W)**

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

*Lupin, PC*

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

**1:00 pm**

## Lunch and networking

**Engineers:** Earn up to 2 PDH credits.

**Solicitors:**

Earn up to 2 CLE (C/W) & 1.5 (E) credits.

# REGISTRATION



Please check which location you will be attending:

**West – Thursday,  
March 14**

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

**Central – Thursday,  
March 21**

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

**East – Thursday,  
April 4**

*Delta Hotels Allentown –  
Lehigh Valley*  
7736 Adrienne Drive  
Breinigsville, PA 18031  
610.391.1000

**Virtual – Thursday,  
April 11**

**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:** \_\_\_\_\_

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**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

## 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

## Payment Methods:

A check, made payable to PMAA, is enclosed

Visa  MasterCard  Discover

**Card No.:** \_\_\_\_\_ **Exp.:** \_\_\_\_\_ **Security code:** \_\_\_\_\_

### Continuing Education

Please check the appropriate box if you need credits:

PDH credits (2)

CLE credits  
(2 @ C/W & 1.5 @ E)

ID # \_\_\_\_\_

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

**On-line registration  
is available on our  
website.**

**Can't attend the virtual meeting live? Please register for  
the virtual option to receive the link.**

**Send me the link**

**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.