

# BOARD MEMBER TRAINING

VALUABLE TRAINING FOR ALL AUTHORITY BOARD MEMBERS

March 11, *Breinigsville* ♦ March 18, *Mars* ♦ March 25, *Camp Hill* ♦ April 8, *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 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:

- ♦ Financial responsibilities
- ♦ Board relationships
- ♦ Municipal Authorities Act
- ♦ Technology awareness
- ♦ Ethics

## OUTLINE OF AGENDA

### 8:00 am

- ♦ Registration

### 8:30 am

- ♦ Financial Responsibilities
- ♦ Technology Awareness for Today's Board Member
- ♦ Board and Manager Responsibilities and Relationships with Engineers and Solicitors
- ♦ Ethics
- ♦ Municipality Authorities Act

### 12:20 pm

- ♦ Lunch and Networking

## WEDNESDAY, MARCH 11

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

## WEDNESDAY, MARCH 18

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

## WEDNESDAY, MARCH 25

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

## WEDNESDAY, APRIL 8 - VIRTUAL

## CONTINUING EDUCATION CREDITS

Engineers: Earn 1 PDH credit

Solicitors: Earn 2 CLE credits

**BOARD MEMBER TRAINING**  
March 11, *Breinigsville* ♦ March 18, *Mars* ♦ March 25, *Camp Hill* ♦ April 8, *Virtual*

8:00 - 8:30 AM – REGISTRATION

8:30 – 9:20 AM

FINANCIAL RESPONSIBILITIES

David Busch, Keystone Alliance Consulting

In this opening session, David will address the board’s responsibility for financial reporting, including external reports, internal reports, ways to budget, annual operating budget, revenue generation, and much more.

9:20 – 9:40 AM

TECHNOLOGY AWARENESS FOR TODAY’S AUTHORITY BOARD MEMBER

Craig Fahnstock, PMAA

This session will help you understand why technology is everyone’s responsibility, not just the IT department’s. Through real-world examples and leading questions to bring back to your own organization, you’ll see how embracing key areas such as AI, cybersecurity awareness, online communication, and digital services can strengthen efficiency, transparency, and public trust, while ignoring them can leave your authority vulnerable.

9:40 – 10:10 AM

BOARD AND MANAGER RESPONSIBILITIES AND RELATIONSHIPS WITH THEIR ENGINEERS AND SOLICITORS

April Winklmann, Hampton Shaler Water Authority

Shannon Drosnock, Montgomery Township Municipal Sewer Authority

Patrick Caulfield, Schuylkill County Municipal Authority

It is essential that authority board members and managers understand their different roles and responsibilities to ensure effective operations. It is also important that Board members understand the critical relationships their managers have with both engineers and solicitors. This part of the training will help you understand the different styles board members bring to the table and share tips for building strong, positive working relationships that lead to successful outcomes.

10:10 – 10:25 AM - BREAK

10:25 – 11:30 AM

ETHICS

PA State Ethics Commission

The Ethics Act (Act) states that public office is a public trust. Efforts to realize financial gain through public office or employment other than compensation provided by law is a violation of that trust. In this presentation, learn what the Act is, how the State Ethics Commission enforces it, review some of the most frequently violated provisions, and discover how to spot a potential problem so you can stay on the right side of the Act and out of the newspapers!

11:30 AM – 12:15 PM

THE MUNICIPALITY AUTHORITIES ACT

Lee Stinnett, Esq., Salzmann Hughes

Issac Wakefield, Esq., Salzmann Hughes

The Municipality Authorities Act (MAA) is the enabling statute for municipal authorities in Pennsylvania and provides the road map for what authorities can and can’t do. The most important sections of the MAA for board members are generally Sections 5607, 5610, and 5612. These sections outline the powers, purposes, and limitations of municipal authorities. Section 5607 defines the scope of authority functions - such as financing, constructing, and operating public facilities - while ensuring accountability and transparency in their operations. Section 5610 details the governance structure, terms, and responsibilities of board members, emphasizing ethical conduct and effective management of public resources. Section 5612 includes important guardrails that municipal authorities must follow regarding the handling and use of ratepayer funds.

12:20 PM – LUNCH & NETWORKING

BOARD MEMBER TRAINING REGISTRATION

Please check which location you will be attending:

- ☐ East - Wednesday, March 11
- ☐ West - Wednesday, March 18
- ☐ Central - Wednesday, March 25
- ☐ Virtual - Wednesday, April 8

Name/Job Title: \_\_\_\_\_

Authority/Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Name/Job Title: \_\_\_\_\_

Authority/Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

In-Person Registration pricing PRIOR to February 20:

- ☐ Member - \$160.00 per person
- ☐ Non-Member - \$190.00 per person

In-Person Registration pricing AFTER February 20:

- ☐ Member - \$175.00 per person
- ☐ Non-Member - \$205.00 per person

Virtual Registration (choose this option to attend the Apr. 8 meeting or purchase the recording):

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

Payment Methods:

- ☐ A check, made payable to PMAA, is enclosed.
- ☐ Email an invoice, to be paid online, to: \_\_\_\_\_

Online registration is available on our website.

Scan to register



CONTINUING EDUCATION

Please check the appropriate box if you need credits:

- ☐ PDH (1)
- ☐ CLE (2)

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

Can’t attend an in-person or virtual meeting? Please register for the virtual option to receive a link to the recording.

- ☐ Send me the link

CANCELLATION POLICY

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.

ORDER YOUR COPY OF THE 2025 – 2026 MUNICIPALITY AUTHORITIES ACT AND RELATED LAWS TODAY!

This important publication provides:

- ◆ A complete up-to-date edition of the law governing municipal authorities including all amendments through December 31, 2024.
- ◆ An overview of related laws authorities must abide by.
- ◆ A subject index for easy reference.

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