

# BOARD MEMBER TRAINING

TRAINING FOR NEW AND CURRENT AUTHORITY BOARD MEMBERS

March 13, Breinigsville • March 20, Mars • March 27, Camp Hill • April 3, 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:

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

### 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**
- **Insurance Trends in 2025**
- **Human Resources**
- **Municipality Authorities Act**
- **Ethics**
- **Maintaining Order in Public Meeting & The Sunshine Act**

1:00 pm

### Lunch and Networking

## DATES & LOCATIONS

### Thursday, March 13

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

### Thursday, March 20

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

### Thursday, March 27

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

### Thursday, April 3

Virtual

**Engineers:** Earn 1 PDH credit.

**Solicitors:** Earn 2 CLE credits.

# AGENDA

## Registration

**8:00 am**

Coffee, tea and light refreshments

## Financial Responsibilities

**8:30 am**

**David Busch**, *Keystone Alliance Consulting, Inc.*

The presenter will address the board's responsibility for financial reporting, including external reports, internal reports, ways to budget, annual operating budget, and revenue generation.

## Insurance Trends in 2025: Preparing Utilities for Emerging Risks

**9:15 am**

**Evan Ridington**, *Arthur Hall Insurance*

As Americans are already dealing with historically high insurance rates, a new crisis is looming over the market. In 2024, the majority of the top 20 insurance providers in the U.S. had loss ratios over 100%. Insurance premiums are on the rise and severe weather is getting worse and worse. Let's dig into America's insurance crisis and how this will impact your municipal authority for 2025.

## Human Resources - What you need to Know

**9:45 am**

**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.

## Break

**10:15 am**

## Municipality Authorities Act

**10:30 am**

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

**Michael Witherel, Esq.**, *Witherel Kalina Law Group*

Join the PMAA Solicitors in reviewing their most frequently asked questions they receive each year and discuss the sections of the Municipality Authorities Act that authority members find most challenging.

## Ethics

**11:30 am**

**Representative from the 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 to be filed each year the position (board and/or management) is held and the year following termination of service.

## Maintaining Order in Public Meetings & The Sunshine Act

**12:15 pm**

**Lee Stinnett, Esq.**, *Salzmann Hughes, PC*

**Isaac Wakefield, Esq.**, *Salzmann Hughes, PC*

The Presenters will offer rules and best practices regarding administration of authority public meetings, in light of longstanding statutory requirements, recent legislation, relevant case law, and useful anecdotes. Topics will include agenda requirements, limited ability to amend agendas, public comment, managing unruly participants, and handling large public turnout in meetings.

## Lunch and Networking

**1:00 pm**

Lunch will be provided. This is your chance to meet, talk, and share ideas with other authority members.

**Engineers:** Earn 1 PDH credit.

**Solicitors:** Earn 2 CLE credits.

# REGISTRATION

Please check which location you will be attending:

**East – Thursday,  
March 13**

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

**West – Thursday,  
March 20**

*Double Tree by Hilton Hotel  
Pittsburgh - Cranberry*  
910 Sheraton Drive  
Mars, Pa 16046  
724.776.6900

**Central – Thursday,  
March 27**

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

**Virtual – Thursday,  
April 3**

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

**In-Person Registration pricing PRIOR to February 21:**

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

**In-Person Registration pricing AFTER February 21:**

- Member - \$170.00 per person  
 Non-Member - \$205.00 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

**Continuing Education**

Please check the appropriate box if you need credits:

PDH credits (1)

CLE credits (2)

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



**To register online, scan or click the QR code to visit our Events Calendar**

**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.