

Elected Appointed Officials Training – 2026

This class is for you..... whether you are newly elected or want a refresher on the roles and responsibilities for public service to Municipalities or Authorities.

Date/Time

Attend 1 or ALL

January 7, January 29, February 11
March 5
6:00 - 9:00 PM

Location

Center for Excellence in Local
Government at Albright College
Roessner Hall, Room 100
13th and Rockland Streets
Reading, PA 19612

Speakers

Hartman, Valeriano, MaGovern & Lutz,
Attorneys,
Kozloff Stoudt Attorneys,
Stock Alfieri, LLC
Brian Potts, Manager, Bern Township
Troy Bingaman, Amity Township
Among others over the four nights of
workshops.

Program Fees

\$35.00 per session or \$100.00 for the
series. Payable online by Credit Card.

Who Should Attend:

Local governing elected officials,
officials appointed to independent
operating authorities, municipal
managers, executive directors and
secretaries with interest in the topic.

Register online at

www.albright.edu/localgov

Newly Elected and Appointed Officials Training – Four-Night Series

Designed for all newly elected officials, existing supervisors and council members, commissioners, authority board members and secretary/manager or authority managers. There will be special attention paid to responsibilities of newly or recently appointed elected or appointed officials. Full presentations at each session with take away documentation.

Session One – Wednesday, January 7 – Most municipalities and Authorities will meet early January 2025 for the Bi-annual “Reorganization Meeting”. This is where you elect your leadership, set your meetings for the year, and appoint officials to your vacant positions on your Boards, Commissions, and so much more: Name depositories, do you need to reopen your budget, appoint the Vacancy Board member, appoint your professional staff.....**Will you be ready?** You will learn about CELG and the Berks County Water and Sewer Association and how they can assist you and your municipality to deal with your ever-changing challenges. In addition, we will present tips on dealing with the public. How to conduct effective citizen comment interaction. Also included in Session one is “The Mystical Executive Session”, roles, rights, and responsibilities; when are you permitted to meet in executive session, how are they called, what actions can you take and when must those actions be reported in public? Dealing with contract negotiations or simply your employees and discipline. What responsibilities do you have for Police, Fire, Public Works, Planning, Zoning, Land Development and Codes? (**Michelle Mayfield, Hartman Valeriano, Magovern, Lutz, Ed Stock – Stock Alfieri, LLC**)

Session Two – Thursday, January 29 – Completion of the “The Mystical Executive Session” and, what are the responsibilities and roles as an official on a public board, council or authority – How are actions taken? What are your responsibilities? How do you meet? What roles do municipal secretaries or managers provide? What is the purpose of a motion, resolution, or ordinance? (**Joan London, Kozloff Stoudt, Michelle Mayfield, Hartman Valeriano, Magovern, Lutz**)

Session Three – Wednesday, February 11 - Financial Reporting: What is Fund Accounting and why should you care? The process of reviewing and approving monthly financials and “Budget 101”. What makes a community financially “healthy”? What are the tell-tale signs of distress? What is an elected auditor and what is the annual audit process? (**Brian Potts, Bern Township / Troy Bingaman, Amity Township**)

Session Four - Thursday, March 5 - Components of additional responsibilities for elected officials. These would include MS4, Zoning, Subdivision and Land Development, Comprehensive Planning, public works, liquid fuels, police administration, fire department responsibilities and public insurance exposure. (**Jeanne Johnston, Cumru Township, / Ashley Showers, Berks County Planning Com., / Mike Malinowski, EHD**)

All classes are held at Albright College, 6:00-9:00 PM. The listed speakers could change, and speakers will be added, however, all presentations will be by panel discussion with question and answer periods throughout.

If you require additional information, please contact Andrea Weist at (610) 929-6503 or aweist@alb.edu.

Trainees are admitted to workshops without regard to race, color, age, sex, religion, political affiliation, national origin, or disability.