



2021 MUNICIPALITY REPORT OF ELECTED AND APPOINTED OFFICIALS FORM [DCED-CLGS-19] TIP SHEET

IMPORTANT POINTS TO REMEMBER WHEN SUBMITTING YOUR ONLINE MUNICIPALITY REPORT OF ELECTED AND APPOINTED OFFICIALS

- To access the Municipal Statistics login site, go to: munstats.pa.gov/forms and enter your user name and password. Once you are logged in, access to the *2021 Municipality Report of Elected and Appointed Officials* form is obtained by clicking the link on your "Start Page" under "Your Pending Tasks", titled 2021 Elected and Appointed Officials. **Please note that links for this form will not be available on user "Start Pages" until January 6, 2021.**
- You must check the certification box at the *final review* step and then click the *confirm* button to submit your online *Municipality Report of Elected and Appointed Officials* form to the Department of Community and Economic Development (DCED). Simply clicking *Save & Exit* will not complete your submission.
- This form is due January 31 of each year. State Liquid Fuels payments will not be released by PennDOT until this form is received by the DCED.

NEW KEYSTONE LOGIN SERVICE

The Commonwealth's login service has changed. Every *Municipal Statistics* e-filer will be required to register in the *PA Keystone Login* service. **To learn more, please click the link titled, "PA Keystone Login Service Guide" under the *General News* section of the *Municipal Statistics* website (munstats.pa.gov/forms).**

Please Note - In order to function correctly, the Municipal Statistics website requires the following:

- Microsoft Internet Explorer 9 or later (also compatible with Microsoft Edge and Google Chrome web browsers)
- You may e-file from any computer with Microsoft Edge, Internet Explorer or Google Chrome web browsers.

INSTRUCTIONS FOR FORM

Important Note

The DCED uses email as a communication tool. Please verify the accuracy of email addresses for all officials and provide a valid email address for those officials that currently do not have one listed on the *Report of Elected and Appointed Officials* form so that important communications are received. **For the 2021 year, a new business rule has been added to the on-line form that will require an email address in the *Municipal Contact Information* section before allowing you to move forward.**

1. **Enter name and address.** The information is used for various mailings. Please use the following format when entering online:

Name: JOHN DOE
Address 1: 1 MAIN ST
Address 2: PO BOX 001
Address 3:
City: ANYTOWN
State: PA
Zip: 00000-0000
Email: jdoe@municipality.gov

2. **Position.** The form lists all possible positions that a municipality can have. For those positions that are blank, please indicate whether the position is *vacant* or *not applicable*. If your municipality has more than one official for a particular position, please choose a primary official.
3. **Real Estate Tax Collector Information.** All municipalities must designate a real estate tax collector in *Position 20*, even if the person designated to collect taxes uses a title other than *Tax Collector*. The updated system will always show this position as "Occupied". If, due to extenuating circumstances, there is no person designated to collect real estate taxes for your municipality, you must place the name of the **Municipal Contact** person in the name field for *Position 20* and include the municipal address and phone number. Once the vacancy has been filled, you may update this form, online, at any time. It is important that you provide an email address for *Position 20* as the DCED will be using email to notify real estate tax collectors of important legislation that may impact this position.

4. **Open Records Officer.** All municipalities must designate an Agency Open Records Officer in *Position 80 – Open Records Officer*. If, due to extenuating circumstances, there is no person designated as the Agency Open Records Officer for your municipality, you must place the name of the **Municipal Contact** person in the name field for *Position 80* and include the municipal address and phone number. Once the vacancy has been filled, you may update this form, online, at any time.
5. **Flood Plain Administrator.** All municipalities must designate a Flood Plain Administrator in *Position 81 – Flood Plain Administrator*. If, due to extenuating circumstances, there is no person designated as the Flood Plain Administrator for your municipality, you must place the name of the **Municipal Contact** person in the field for *Position 81* and include the municipal address, phone number and email address. Once the vacancy has been filled, you may update the form, online, at any time.
6. **Year Term Ends** needs to end in an **even year** as the newly elected officials take office in January after the November election.
7. **Municipality Payroll.** As a general rule, if a W-2 is prepared for an employee, include them in the count. Contracted workers are generally issued 1099s. These individuals (CPA's, etc.) would not be counted as municipal employees.
8. **Police Service**
 - a. *Contracted from another municipality* requires the addition of the name of the municipality.
 - b. *Regional Police Force* requires the name of the Regional Police Force and the names of the municipalities involved.
9. **Fire Service**
 - a. Enter the number of companies within the municipality.
 - b. Enter the type of fire services.
 - c. Indicate whether the Fire Marshal/Chief is paid.
10. **Land Use and Planning**
 - a. *A multi-municipal plan* requires the participating municipalities to be entered.
 - b. *A joint/multi-municipal zoning ordinance* requires the participating municipalities to be entered.
11. **Interim Updates**

If you have interim changes, to any positions after you have submitted this form, you are encouraged to edit your form to reflect these changes. Edits to the form may be made up until November.

Call with Questions

Please feel free to call the Governor's Center for Local Government Services toll-free at 888-223-6837 if you have any questions when completing the *Municipality Report of Elected and Appointed Officials* form.