

NORTH LEBANON TOWNSHIP
RESOLUTION NO. 20-2022

A RESOLUTION OF
NORTH LEBANON TOWNSHIP,
LEBANON COUNTY, PENNSYLVANIA, **ADOPTING**
POLICIES ON PUBLIC MEETING PROCEDURES AND
GUIDELINES

WHEREAS, the Pennsylvania Sunshine Act, as amended, requires a reasonable period of time at each regular and special meeting for taxpayers, residents, and other attendees, to address the Board of Supervisors on matters of concern, official action or deliberation, which are or may be before the Board prior to taking official action;

WHEREAS, the Sunshine Act allows the Board to adopt rules and regulations necessary for the conduct of its meetings and maintenance of order;

WHEREAS, it is the opinion of the Board of Supervisors of North Lebanon Township to provide in accordance with the Act a written policy for the conduct of public meetings.

NOW, THEREFORE, in accordance with the provisions of the Second Class Township Code it is hereby resolved that all regular and special public meetings of the North Lebanon Township Board of Supervisors, shall be subject, at minimum and as applicable, to the following as indicated:

- 1.) Call to Order and Pledge of Allegiance
- 2.) Public Comment and Plan Review
- 3.) Minutes of Previous Meeting
- 4.) Administrative Actions (Payment of Invoices and Payroll Subject to Audit)
- 5.) Fire Chief, Police Chief, Twp Manager Reports
- 6.) Solicitor Report
- 7.) Board of Supervisor Comments
- 8.) Add-on Items Last 24-hours
- 9.) Adjournment

The Chairman of the Board of Supervisors of North Lebanon Township may, in the interest of time and convenience of parties, adjust the order of business.

FURTHER RESOLVED, that the Board of Supervisors will post the agenda in accordance with requirements set forth in the Pennsylvania Sunshine Act, 65 Pa.C.S. §§ 701-716.

FURTHER RESOLVED, that public comment at regular or special meetings shall be governed by the following rules and regulations:

- 1.) A period of public comment shall be held at each meeting either before each official action is taken by the board or at the beginning of the meeting.
- 2.) The Chairman of the Board shall preside over the public comment period and may within his discretion:
 - a. Recognize individuals wishing to offer comment.
 - b. Require identification of such person. Have them confirm they are a township resident and have signed in on the public sign-in sheet for the meeting; and
 - c. Allocate available time among individuals wishing to comment; and
 - d. Limit the repeat of the same comments.
 - e. If a group of individuals desire to speak on the same issue, the Chairman may require the group to select a spokesperson.
 - f. Rule out of order scandalous, impertinent and redundant, and argumentative, comments or any other comment made for the discernible purpose of which is to disrupt or hinder the conduct of the business of the meeting; and
 - g. Call for a recess to deescalate disruptive or disorderly conduct; or
 - h. Order removed any such person or person(s) violating the provisions of paragraph (f) above, following proper verbal warning regarding disruptive conduct.
- 3.) The time allocated for the public comment period at each meeting shall remain at the discretion of the Board.
- 4.) In the event that there is insufficient time for public comment at a meeting, the Board of Supervisors, at its discretion, may defer the public comment period to a meeting held in advance of the next regular or special meeting or until the next regular meeting.
- 5.) The use of audio recording devices, video cameras and video cameras with audio recording shall be permitted at public meetings at the Township under the following guidelines:
 - a. The use of any recording device shall occur in a manner which shall not interrupt nor interfere with the conduct of business by the Board. The designated recording secretary for the Board will use recording devices at the meetings for transcription purposes only. These recordings will be deleted from the device after the next regularly scheduled board meeting at which the minutes for the recorded meeting are approved.
 - b. Recording devices shall be used from the person's seat in the audience or from the back of the room, however, no such recording devices shall be placed upon the Board's table without permission of the Chairman.

- c. The Chairman may ask whether any member of the public is recording the meeting and/or may advise the public that the meeting may be recorded by those in attendance.
 - d. Use of any recording devices shall be accomplished in such a manner as to not interfere with any other members of the public's ability to fully participate in the meeting.
 - e. Use of video equipment shall occur from the back or side of the room and shall not be located in front of other members of the public, so as not to interfere with the view of other members of the public.
 - f. Persons using audio and/or video recording devices are solely responsible for complying with all applicable state, federal, local laws and are solely responsible for any loss, destruction or theft of their recording equipment and/or video equipment.
- 6.) As part of the meetings all citizens, taxpayers, and attendees are requested to print their name, address, and topic of interest, on an official "sign in sheet" that is provided prior to each meeting. This will be helpful when preparing the official minutes for accuracy of names and future correspondence regarding an issue, if needed.
- 7.) The Chairman of the Board shall announce when there will be an Executive Session following the meeting or if there was an Executive Session prior to the meeting.

Resolved this 18th day of July, 2022.

**NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS**

By: Edward A. Brensinger
Edward A. Brensinger, Chairman

ATTEST:
(SEAL)

Cheri F. Grumbine
Cheri F. Grumbine, Secretary

