RESOLUTION NO. 2020-05

A RESOLUTION OF THE BOROUGH OF MANOR, COUNTY OF WESTMORELAND, COMMONWEALTH OF PENNSYLVANIA, ESTABLISHING RULES AND PROCEDURES FOR THE CONDUCT OF PUBLIC MEETINGS WITHIN THE BOROUGH, IN ACCORDANCE WITH THE LAWS OF THE COMMONWEALTH OF PENNSYLVANIA, AND IN PARTICULAR THE "SUNSHINE ACT."

WHEREAS, Section 710 of the Sunshine Act, 65 Pa.C.S. Section 710, permits Boroughs to adopt rules and procedures for the conduct of public meetings; and

WHEREAS, Section 710.1 of the Sunshine Act, 65 Pa. C.S. Section 710.1, requires the Borough Council to provide a reasonable opportunity for public comments from residents and taxpayers at each advertised regular and special meeting of the Borough Council on matters of concern, official action or deliberations which are, or may be before the Borough Council prior to taking official action; and

WHEREAS, said Section 710.1 of the Sunshine Act further provides that if the Borough Council determines that there is not sufficient time at a meeting for residents or taxpayers of the Borough to comment, the Borough Council may defer the comment period to the next regular meeting or to a special meeting occurring in advance of the next regular meeting of the Borough Council; and further, that the Borough Council has the option to accept all public comment at the beginning of the meeting; and

WHEREAS, in order to enable the proper and orderly conduct of meetings and to enable the residents and taxpayers of the Borough to provide comments to the Borough Council, the Borough Council adopts the following Resolution:

NOW THEREFORE BE IT RESOLVED AND IT IS HEREBY RESOLVED by the Borough Council of the Borough of Manor, County of Westmoreland and Commonwealth of Pennsylvania, that the following procedures are hereby established for the conduct of meetings, either regular or special, of the Borough Council, and for the orderly reception and expeditious processing of resident and taxpayer comments:

1. The following order of business is hereby established:

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF THE MINUTES

PUBLIC COMMENT – AGENDA ITEMS ONLY

MAYOR'S REPORT

SOLICITOR'S REPORT

ENGINEER'S REPORT

ZONING OFFICER'S REPORT

BOROUGH MANAGER'S REPORT

TREASURER'S REPORT

TAX COLLECTOR'S REPORT

COMMITTEE REPORTS

OLD BUSINESS:

NEW BUSINESS

CORRESPONDENCE

APPROVAL TO PAY BILLS

EXECUTIVE SESSION for personnel matters and matters of potential litigation

CITIZEN COMMENTS/PUBLIC COMMENTS (From Sign-Up Sheet)

MOTION TO ADJOURN

2. Public comment. The President, Vice-President or President Pro -Tem shall preside over all public comment periods and shall allow public comment at regular or special meetings of the Borough Council in accordance with the following rules and regulations for the maintenance of proper order and decorum:

> The President, Vice-President or President Pro-Tem shall recognize all residents or taxpayers of the Borough wishing to offer public comment to the Council at regular or special meetings of the Borough Council; provided that such person has signed a "sign up" sheet, in a form

provided by the Borough, indicating their full name, address and the subject matter of their comment. All public comment shall be presented at the podium. No one shall approach the podium without having first been recognized by the President, Vice-President or President Pro-Tem. No public comment shall be shouted or uttered from the audience. No person shall speak while business is being conducted or while others are speaking at the podium. No person shall be recognized for public comment more than once during any public comment period. The Council reserves the right to refuse public comment by individuals who are neither residents nor taxpayers of the Borough.

a) All speakers who have been recognized by the President, Vice-President or President Pro-Tem, for public comment shall identify themselves by name and address and subject matter before speaking at the podium.

b) One period for public comment on all matters on the established agenda shall be provided before the Council votes on such matters. During this first public comment period, each person wishing to speak or ask questions on any and all agenda matters shall first stand or raise their hand and be recognized by the President, Vice-President or President Pro-Tem and shall have one opportunity to speak for a period not to exceed three (3) minutes. All public comment during this first public comment period shall be limited to matters on the established agenda. Comments that do not relate to matters on the established agenda shall be prohibited. The maximum time allocated for public comment on agenda items shall, unless extended by Council, be three (3) minutes.

c) A second public comment period will be provided at the conclusion of all votes on established agenda matters. During this second public comment period, the President, Vice-President or President Pro-Tem, shall recognize any person wishing to offer comment on any matters of Borough concern, official action or deliberation, which are or may be before the Council. All persons wishing to offer public comment during this second public comment period allowed for such purpose must first register by signing their name and address on a "sign up" sheet to be provided by the Borough Secretary. No one shall approach the podium without having first registered to speak. No person shall be permitted to "register" to offer public comment during this second period for public comment. However, at the conclusion of the second public comment period, the President, Vice-President or President Pro-Tem, will provide one final opportunity for anyone who has not yet provided public comment to register and provide public comment before the second public comment period is closed. Each person wishing to speak during this second public comment

period shall have one opportunity to speak for a period not to exceed three (3) minutes. The maximum time allocated for public comments in the second period shall, unless extended by Council, be three (3) minutes. Comments that do not relate to matters of Borough concern, official action or deliberations that are or may be before the Council shall be prohibited.

d) Good manners shall at all times prevail. Comments shall be presented with respect and courtesy to the Borough Council and the public. Opposing views shall be presented in a civil, dignified manner.

e) The President, Vice-President or President Pro-Tem, shall rule out of order any person who violates the rules for providing public comment. Persons ruled out of order will be deemed to have disrupted the public meeting and may be asked to leave the meeting. Persons refusing to leave the meeting will be escorted out of the meeting room.

3. Smoking, eating and drinking of alcoholic beverages at a public meeting is strictly prohibited.

4. Persons in attendance must remain seated during the meeting, unless they are leaving the room or approaching or moving from the podium.

5. The Borough Council reserves the right to determine the final agenda of any meeting and to authorize or amend the order of business at any meeting.

6. The Borough Council encourages and advises any resident or taxpayer of the Borough to first make inquiries to the administrative staff of the Borough or to an individual Council member for information and communication to the Borough Council. Individual Council members or administrative staff receiving reasonable inquiries or comments shall direct the same to the Borough Council.

THIS RESOLUTION SHALL TAKE EFFECT IMMEDIATELY.

THE BOROUGH OF MANOR

By: _____
President of Council

ATTEST: (SEAL)

_____
Secretary-Treasurer

CERTIFICATION

I, Joseph Lapia, duly qualified Secretary-Treasurer of the Borough Council of the Borough of Manor, Westmoreland County, Pennsylvania, do hereby certify that the foregoing Resolution No. 2020-05 is a true and correct copy of the original Resolution No. 2020-05 duly passed and adopted by a majority vote of the Borough Council of the Borough of Manor at a duly advertised and convened regular meeting held on the 20th day of May, 2020, and that the minutes of said meeting showing how each member voted have been duly recorded in the official minutes of said Borough and remains in effect as of this date.

IN WITNESS WHEREOF, I affix my hand and attach the seal of the Borough of Manor, this 20th day of May, 2020.

Certified to by:

Joseph Lapia, Secretary-Treasurer