

MONROE TOWNSHIP
RESOLUTION NO. 2022 - 2

A RESOLUTION OF THE BOARD OF SUPERVISORS OF MONROE TOWNSHIP, SNYDER COUNTY, PENNSYLVANIA ADOPTING A POLICY REGULATING PUBLIC COMMENT AND PUBLIC MEETINGS.

WHEREAS, the Township of Monroe (hereinafter "Monroe") recognizes that pursuant to Pennsylvania Law, members of the public are entitled to provide comment at regular and special meetings of the board of supervisors of Monroe; and

WHEREAS, Monroe also recognizes that to facilitate productive public comment period, as well as to ensure Monroe may deal with the matters before it, it is necessary to have procedures for how the public meeting and public comment function.

NOW THEREFORE, BE IT HEREBY RESOLVED that the Monroe Township Board of Supervisors of Monroe Township, Snyder County, Pennsylvania, adopts the following policy:

1. That all regular and special meetings of Monroe Township shall be conducted according to the following order of business:

- A. Meeting Opening: Moment of Silence/ Pledge of Allegiance
- B. Approval/Amendments of the Agenda
- C. Public Comment
- D. Minutes of Previous Meeting
- E. Public Hearing (if needed)
- F. Planning Commission Recommendations/Update
- G. Old Business
- H. New Business
- I. Executive Session (if needed)
- J. Administrative Update/ Correspondence
- K. Adjournment

2. That all public meetings shall be recorded. Recordings shall be retained until the meeting minutes are approved at the next public meeting, at which time they shall be deleted. Any member of the public wishing to record the meeting shall notify the Township prior to beginning recording and shall do so from a designated area in the meeting room to not disrupt other members of the public in attendance at the meeting.

3. The board of supervisors shall direct the publication and posting of the agenda for any regular or special meeting prior to the meeting in such manner as the board may determine, both on the website and at the municipal building, as required by the Sunshine Law.

4. That public comment at regular or special meetings shall be governed by the following rules and regulations:

A. A period of public comment related to agenda items shall be held at each meeting at the beginning of the meeting.

B. The chairperson of the board shall preside over the public comment period and may within his or her discretion:

- i) Recognize individuals wishing to offer comment on agenda items.
- ii) Require identification of such persons.
- iii) Allocate available time among individuals wishing to comment and: (1) defer non-agenda items to the end of the meeting, (2) defer agenda items to the time in the meeting that said agenda item is discussed, and (3) require consolidation of comments if multiple individuals desire to speak on the same topic.
- iv) Rule out of order, scandalous, impertinent, and redundant comments, or any comment the discernible purpose of which is to disrupt or prevent the conduct of the business of the meeting.
- v) Require the person desiring to make public comment to stand if they are physically capable of doing so.
- vi) Require the person desiring to make public comment to speak from a designated area if they are physically capable of doing so.

C. The time allocated during the public comment period for each resident and/or taxpayer shall be five (5) minutes. If a member of the public notifies the Township Secretary in advance of the meeting, they will be added to the agenda and will be given up to ten (10) minutes to address the board. The chairperson may, in his or her sole discretion, allow an individual more time to provide comment.

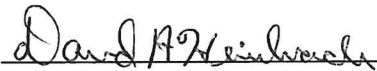
D. If there is not enough time for public comment at a meeting, the board of supervisors, at its discretion, may defer the public comment period to a meeting held before the next regular or special meeting or until the next regular or special meeting.


RESOLVED AND ADOPTED at a duly advertised public meeting on May 24, 2022 by the Monroe Township Board of Supervisors of Monroe Township, Snyder County, Pennsylvania, in lawful session duly assembled.

ATTEST:
SUPERVISORS:

MONROE TOWNSHIP


Stephanie McKinney, Secretary

BY: 
David Heimbach, Chairman

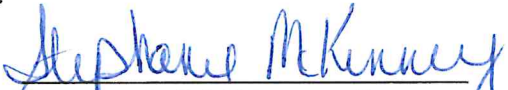
BY: 
Steven Paige, Supervisor

(Monroe Township Seal)

BY: 
Ryan Mack, Supervisor

CERTIFICATION

I, Stephanie McKinney, Secretary of the Board of Supervisors of the Township of Monroe, Snyder County, Pennsylvania, hereby attest and certify that the foregoing is a true and correct copy of the Monroe Township Resolution No. 2022-2, which was duly adopted at the regular meeting of the Board of Supervisors of Monroe Township on May 24, 2022.


Stephanie McKinney, Secretary

(Monroe Township Seal)