

**CONEWAGO TOWNSHIP  
ADAMS COUNTY**

**RESOLUTION NO. 2020-S**

**ESTABLISHING A POLICY FOR PUBLIC COMMENT DURING BOARD OF  
SUPERVISORS' MEETINGS AND FOR THE USE OF RECORDING EQUIPMENT**

**WHEREAS**, Section 710.1 of the Sunshine Act, 65 Pa. C.S. §710.1, requires that a reasonable opportunity be provided to residents or taxpayers of the Township at each advertised regular and special meeting of the Board of Supervisors to comment on matters of concern, official action, or deliberation which are or may be before the Board prior to taking official action; and

**WHEREAS**, Section 710 of the Sunshine Act authorizes the Board of Supervisors to establish rules and regulations for the conduct of its meetings and the maintenance of order; and

**WHEREAS**, Section 711 (a) of the Sunshine Act authorizes Board of Supervisors to establish rules and regulations governing the use of recording devices.

**NOW THEREFORE**, be it **RESOLVED** that all regular and special meetings of the Conewago Township Board of Supervisors shall provide for a period of Public Comment at the beginning on all agenda items and end of the meeting on all matters unrelated to the agenda.

**SECTION 1.** The agenda, subject to amendment by the Board of Supervisors, shall be substantially in the following order:

1. Commence regular meeting
2. Public Comment for Agenda Items
3. Minutes
4. Communications & Interactions
5. Reports and/or comments from Supervisors
6. Secretary/Treasurer's Report
7. Reports from Departments
8. Code Enforcement
9. Subdivision & Land Development
10. Zoning
11. Public Comment
12. Meeting Schedule
13. Adjourn

**SECTION 2.** The Chair of the Board, or the person presiding at the meeting, shall preside at each period of the Public Comment and shall:

1. Recognize those individuals wishing to offer public comment at the beginning and end of each meeting.

2. Require identification of residents/taxpayers by name and address. The Chairman may recognize, in his or her discretion, persons who are not Township residents or taxpayers of the Township.

3. Allocate time among individuals wishing to comment. Unless otherwise extended, each individual speaker shall keep his or her comment to five (5) minutes or fewer. No one shall be allowed for yield time from any other individuals not making Public Comment or not completely using their five (5) minute allotment.

4. Rule out of order scandalous, impertinent and redundant comment or comments designed to disrupt or prevent the conduct of business of the meeting. Use of vulgar, profane or obscene language is prohibited. Libelous, slanderous or defamatory comment is prohibited.

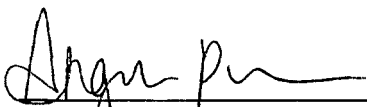
**SECTION 3.** Unless extended by the Chair of the Board of Supervisors at his or her discretion, the total time allocated for the public comment period at each meeting shall be no greater than a total of thirty minutes. In the event that there is insufficient time for public comment at a meeting, the Board of Supervisors, at its discretion, may defer public comment to a meeting held in advance of the next regular or special meeting or until the next regular or special meeting.

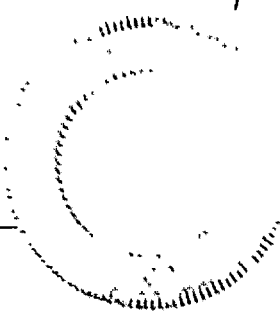
**SECTION 4.** Those persons present at a meeting and intending to record the meeting shall notify the Board of Supervisors that he or she has an active recording device. Video recording devices shall be conspicuously placed in the meeting room in such a position so as to reasonably record the entire meeting of the Board of Supervisors and such video recording devices shall be operated so as not to interrupt or disrupt the activities of the Board or the ability of the general public to be seated or to observe the Board of Supervisors meeting. All recording devices shall be hand held, not mounted to chairs, tables or any objects permanently housed in the Board of Supervisors' Meeting Room. If the recording device is mounted on a tripod or stand it must be placed in the designated rear corner of the public seating area. Recording prior to the Call to Order, during any recess of the Board of Supervisors, and after adjournment is prohibited. No person shall have the right to make public comment without being recorded, if recording devices are present.

**SECTION 5.** Visitors requesting to be placed on the agenda, must let it be known one week in advance of the Board Meeting.

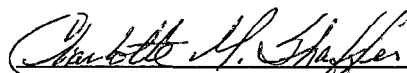
RESOLVED this 21<sup>st</sup> day of September, 2020.

ATTEST:

  
Secretary



**CONEWAGO TOWNSHIP  
ADAMS COUNTY, PENNSYLVANIA**

  
Charlotte Shaffer, Chair