

This policy is for the supervisors meetings only and was passed on December 1, 2008 meeting ,  
to take effect at the first meeting in 2009

UPPER AUGUSTA TOWNSHIP  
NORTHUMBERLAND COUNTY, PENNSYLVANIA  
RESOLUTION NO. 2008-

WHEREAS, the Board of Supervisors of Upper Augusta Township, located in Northumberland County, Pennsylvania, constitutes the chief governing body of Upper Augusta Township; and

WHEREAS, the Board of Supervisors deems it necessary to enact a Meeting Policy to ensure that meetings are orderly and productive and to comply with the Sunshine Law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Upper Augusta Township hereby adopt the following meeting policy:

**1. Agenda.**

All regular and special meetings of Upper Augusta Township shall be conducted according to the following order of business:

- a. Call Meeting to Order
- b. Roll Call
- c. Pledge of Allegiance
- d. Action on minutes
- e. Public Comment- 5 minutes per person and no action taken by the Board at this time.
- f. Citizen Input-by prior request to be placed on agenda
- g. Correspondence and other communication
- h. Reports of Officials and Committees:
  - i. Planning Commission
  - ii. Engineer
  - iii. Roadmaster
  - iv. Zoning Officer
  - v. SEQ
  - vi. COG
  - vii. Solicitor
- i. Unfinished Business
- j. New Business
- k. Ordinances and Resolutions
- l. Review and Authorization to Pay Bills
- m. Public Comment
- n. Adjournment

## **2. Public Comment.**

Public comment at regular or special meetings shall be governed by the following rules and regulations:

A. There will be placed at the beginning of the agenda for each public meeting a time for residents and/or taxpayers of the Township to comment on matters of concern, official action or deliberation which are or may be before the Board of Supervisors. Such time on the agenda shall be titled "PUBLIC COMMENT". The following guidelines are established for this portion of the public meeting:

- a. Residents and/or taxpayers shall comment only after being recognized by the chairman conducting the meeting, and
- b. Residents and/or taxpayers of the Township shall announce their name and address prior to addressing the Board of Supervisors, and
- c. The chairman may rule out-of-order scandalous, impertinent, and redundant comments, or comments the discernible purpose or effect of which is to disrupt the proceedings of the meeting.
- d. The chairman may allocate available time among individuals wishing to comment.

B. At the discretion of the chairman conducting the meeting, residents and/or taxpayers of the Township may comment on issues being discussed during the meeting other than during "PUBLIC COMMENT".

C. Residents and/or taxpayers may use audio or stenographic recorders to record all or any portion of the meeting. Said recorders shall be operated from the area set aside for general public seating and may not be placed on the Board of Supervisors' table without prior consent of the chair conducting the meeting.

D. Video recorders may be used to record all or any portion of a public meeting. The operator of the recorder shall remain seated in the area set aside for the general public or stand in the rear of the room behind the general public seating area so as to not interfere in any way with the activities of the Board of Supervisors or the ability of the general public to observe the Board.

E. Any resident and/or taxpayer proposing to operate recording equipment at a public meeting shall make a general announcement, prior to the operation of recording equipment, that the meeting shall be so recorded.

F. In the event that there is insufficient time for public comment, the board of Supervisors, at its discretion, may continue the public comment to its next regular meeting or to a special meeting occurring in advance of the next regular meeting.

## **3. Administrative Meetings.**

The Board of Supervisors, at its discretion, may meet to take administrative action in private. Administrative action is defined as the execution of policies that were previously adopted by the Board at an open public meeting. For example, if the Board plans to vote on whether to install a sewer system in the Township, that vote is considered official action and must take place at a public meeting. However, once that official action is taken, the administrative details of carrying out such project, such as scheduling construction workers and working with the engineers, do not

have to be discussed in public.

#### **4. Executive Sessions.**

The Board of Supervisors, at its discretion, may hold an executive session which do not need to be open to the public. The Township may hold an executive session for any of the reasons set forth in Section 708 of the Sunshine Law, including but not limited to, personnel issues, employment related issues, real estate transactions, litigation, and to consider other business protected by the confidentiality provisions of various laws and court decisions. The Board of Supervisors shall announce their reason for holding an executive session at the open meeting held immediately before or after the executive session. However, details of the session need not be provided. All official action must be taken at a public meeting.

#### **5. Informational Sessions.**

The Board of Supervisors may, in its discretion, meet from time to time to hold informational sessions. The purpose of the informational meeting shall be for the Board to be briefed on a particular issue. The Board shall not deliberate and/or take any official action at the informational session. The public must be advised that the informational session was held and the overall subject matter discussed at the next public meeting.

#### **6. Special Meetings.**

The Board of Supervisors may, in its discretion, hold a special meeting. A special meeting is defined as a meeting scheduled by the Board of Supervisors after the Township's regular schedule of meetings has been established. Public notice of such meeting shall be given at least twenty-four (24) hours before the meeting or hearing.

#### **7. Emergency Meetings.**

The Township may, in its discretion, call an emergency meeting for any purpose dealing with a real or potential emergency involving a clear and present danger to life or property. No prior notice of an emergency meeting needs to be given to the public. However, the Board will advise that an emergency meeting was held and the overall subject matter at the next public meeting.

#### **8. Cancellations.**

The Board of Supervisors, may in its discretion, cancel any regular or special meeting. The Board shall give the public notice of the cancellation by giving twenty-four (24) hours notice in the newspaper if time is permitted, posting the announcement at the Township building, posting an announcement on the Township's website and having the same announced on the local radio station.

#### **9. Questionable Issues.**

Any questionable issues involving the Pennsylvania Sunshine Act should be reviewed by the Solicitor.

#### **10. Posting.**

A copy of this policy shall be posted in a conspicuous place at the Township building and shall be posted on the Township's website.

**ATTEST: UPPER AUGUSTA TOWNSHIP BOARD OF SUPERVISORS**

**Amy Home, Secretary**

**Edward Markowski Jr., Supervisor**

**Todd Wetzel, Chairman**

**Rebecca Ray, Supervisor**