

RESOLUTION NO 2025-4

**MANOR TOWNSHIP
ARMSTRONG COUNTY, PENNSYLVANIA**

A resolution to adopt procedures and guidelines and to establish a policy which permits a reasonable opportunity at each public meeting or hearing for the public to comment on matters of concern, official actions or deliberations which are or may be before the Board of Supervisors.

WHEREAS, pursuant to the Pennsylvania Sunshine Act, 65 Pa. Cons. Stat. § 710.1, municipalities may adopt reasonable rules and guidelines for public comment periods to maintain an orderly process, including but not limited to imposing time limits on speakers appearing before the Board; and

WHEREAS, the Manor Township Board of Supervisors wishes to adopt reasonable rules and guidelines for the public comment periods during public meetings and hearings that encourage public participation and provide for orderly meetings;

NOW, THEREFORE, The Manor Township Board of Supervisors hereby adopts the following reasonable rules and guidelines for the public comment periods during public meetings and hearings.

1. An initial public comment period limited to comments or questions on items listed on a prepared agenda shall be provided at all public meetings prior to the Board of Supervisors voting on such agenda items.
2. A second public comment period shall be established before the end of all public meetings to provide members of the public the opportunity to address non-agenda issues, questions and concerns.
3. Only one public comment period shall be provided for public meetings or hearings where the Board does not have a prepared agenda prior to the hearing or meeting.
4. The following guidelines are established for each public comment period referenced above:
 - a. It is the goal of the Board that each public comment portion of the public meeting will last no more than 20 minutes. This period may be extended at the discretion of the Board Chair.
 - b. Any member of the public wishing to address the Board shall be required to sign his or her name to a sign-in sheet to be provided by the Township prior to speaking. All speakers must first be recognized by the Chair prior to speaking. The speaker must identify him/herself by name, address and municipality of residence. Failure to sign-in may prevent the speaker from addressing the Board. The stated purpose of the sign-in sheet is to maintain a record of those speaking and to establish a speaking order.
 - c. The speaker must direct all comments to the Board of Supervisors, not staff.


- d. Each speaker recognized by the Board Chair will be given three (3) minutes to comment during each public comment period.
 - e. In the interest of preserving time, speakers should limit repetitious comments and, where appropriate, acknowledge agreement with a previous speaker's comment or position.
 - f. If a person does not complete his/her comments on non-agenda items within the allotted public comment period, he/she will either be afforded additional time or the Board may defer the comment period to the next regularly scheduled meeting or schedule a special meeting prior to the next regular meeting.
 - g. No official Board action will be taken on items presented during the public comment period conducted after voting on agenda items. All items will automatically be referred to Township staff for further research and discussion. Matters addressed publicly to the Board will be taken under advisement and either the Board will respond to the person raising the issue directly at a later date, or the Board will respond to the item(s) during a future public meeting as an agenda item(s).
 - h. Other than during public comment periods, members of the public may only comment on issues being discussed during the meeting when recognized by the Board Chair conducting the meeting.
 - i. The above procedures may be modified at any time by a majority vote of the Board of Supervisors.
 - j. These procedures are to be posted in the meeting room and on the Township website.
5. In the interest of public safety, anyone attending the public meeting may be subject to a security search prior to entering the meeting room. Such search may include but would not be limited to a full-body wand search and/or walk through scanner. In addition, the Township may, at its discretion, request a search of any bags and/or backpacks. Attendees refusing to submit to a search as described above may be prevented from entering the meeting room.

RESOLVED and **ADOPTED** this 5th of March 2025, at a public meeting of the Board of Supervisors of Manor Township, quorum being present.

MANOR TOWNSHIP BOARD OF SUPERVISORS



Jill A. Davis- Secretary



Donald W. Palmer, Jr- Chairman

Robert Q. Southworth- Vice Chairman


Tracey A. Hecker- Supervisor