

**RESOLUTION 2022-04**

**LANCASTER TOWNSHIP  
BUTLER COUNTY, PENNSYLVANIA**

**A RESOLUTION OF THE GOVERNING BOARD OF LANCASTER TOWNSHIP, BUTLER, COUNTY, PENNSYLVANIA, ESTABLISHING AND ADOPTING POLICY TO ADDRESS PUBLIC COMMENT PROCEDURES AND GUIDELINES WHICH ALLOWS A REASONABLE OPPORTUNITY AT EACH PUBLIC MEETING FOR COMMUNITY RESIDENTS AND/OR TAXPAYERS OF LANCASTER TOWNSHIP TO COMMENT ON MATTERS OF CONCERN, OFFICIAL ACTIONS OR DELIBERATIONS WHICH ARE OR MAY BE BEFORE THE BOARD OF SUPERVISORS OF LANCASTER TOWNSHIP**

**WHEREAS**, public meetings are where the business of the community is conducted, and orderly civil proceedings promote the business interests of the community and opportunities for interested residents and taxpayers of Lancaster Township to participate in the process as required by the Pennsylvania Sunshine Law;

**WHEREAS**, the Pennsylvania Sunshine Act, 65 Pa. Cons. Stat. § 710.1 (the "Sunshine Act") authorizes the Township to adopt and implement reasonable rules and regulations for the orderly conduct of Township business;

**WHEREAS**, the Lancaster Township Board of Supervisors wishes to adopt reasonable rules and guidelines for public comment periods during public meetings.

**NOW, THEREFORE**, Lancaster Township adopts following reasonable rules and guidelines for public comment periods during public meetings and hearings:


1. An initial public comment period limited to comment 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 at the end of all public meetings to give residents and/or taxpayers the ability to comment on non-agenda issues and concerns.
  3. Only one public comment period shall be provided for public meetings where no official action will be taken or at public hearings.
- A. The following guidelines are established for each public comment period referenced above:
1. No person attending a public meeting shall engage in disorderly or boisterous

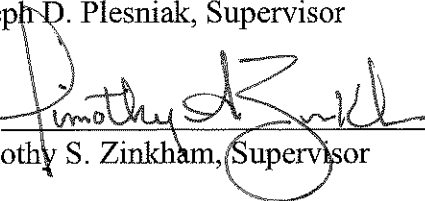
- conduct—including but not limited to applause, whistling, stamping of feet, booing, or making any loud, threatening, profane, abusive, personal, impertinent, or slanderous utterance—that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting.
2. Comments from the attending public shall be limited to the comment periods unless specifically on the agenda or recognized by the Board Chairperson.
  3. Each public comment portion of the public meeting will be allotted approximately 30 minutes. This period may be extended at the discretion of the Board Chair, or may be continued to the next regularly scheduled meeting or an intervening special meeting
  4. Any community resident and/or taxpayer of the Township wishing to address the Board should first sign his or her name to a sign-in sheet to be provided by the Township and must first be recognized by the Chair prior to speaking.
  5. The speaker must step to the podium, identify him/herself by name and address, and use a microphone, if provided.
  6. The speaker must direct all comments to the Board of Supervisors Chair, not to staff or other members of the public.
  7. The Board of Supervisors and staff are not required to respond, answer, discuss, or formally address any comments or questions posed during the public comment period. Staff will record questions that require follow up, of make arrangements for follow up, if necessary.
  8. Each speaker recognized by the Board Chair will be given five (5) minutes to comment during the public comment period.
  9. In the interest of preserving time, speakers should limit repetitious comments and, where appropriate, acknowledge agreement with a previous speaker's comment or position.
  10. Other than during public comment periods, community residents and/or taxpayers of Lancaster Township should refrain from calling out and may only comment on issues being discussed during the meeting under the Public Comment Period.
  11. The above procedures may be modified at any time by a majority vote of the Board of Supervisors.
  12. These procedures are to be posted in the meeting room and on the Township website.

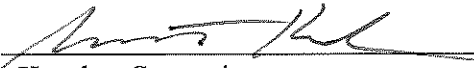
**THEREFORE**, it is hereby resolved by the Board of Supervisors of Lancaster Township that the above public comment and meeting decorum guideline resolution supersedes all other related documents, whether adopted by resolution, ordinance, or ordinance amendment.

REVISED AND ENACTED this 17th day of January, 2022.

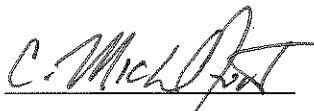
LANCASTER TOWNSHIP  
BOARD OF SUPERVISORS

By:   
Joseph D. Plesniak, Supervisor

By:   
Timothy S. Zinkham, Supervisor

By:   
Greg Kessler, Supervisor

ATTEST:



C. Michael Foote  
Township Manager, Secretary, Treasurer