

**OFFICIAL
BOROUGH OF JEFFERSON HILLS
RESOLUTION NO. 30-2012**

**A RESOLUTION OF THE BOROUGH OF JEFFERSON HILLS, COUNTY
OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA,
ESTABLISHING A PUBLIC MEETING PARTICIPATION AND
RECORDING POLICY**

WHEREAS, the Pennsylvania Sunshine Act permits the adoption of rules and regulations necessary for the conduct of public meetings and the maintenance of order; and

WHEREAS, the Council of the Borough of Jefferson Hills is desirous of adopting such rules and regulations for public meetings in order to properly conduct Borough business; and

WHEREAS, pursuant to the Pennsylvania Sunshine Act:

Nothing in [the Sunshine Act] shall prohibit the agency from adopting by official action the rules and regulations necessary for the conduct of its meetings and the maintenance of order. The rules and regulations shall not be made to violate the intent of [the Sunshine Act].

-65 Pa.C.S. § 710

[T]he board or council of a political subdivision . . . shall provide a reasonable opportunity at each advertised regular meeting and advertised special meeting for residents of the political subdivision . . . or for taxpayers of the political subdivision . . . or for both to comment on matters of concern, official action or deliberation which are or may be before the board or council prior to taking official action. The board or council has the option to accept all public comment at the beginning of the meeting. If the board or council determines that there is not sufficient time at a meeting for residents of the political subdivision . . . or for taxpayers of the political subdivision . . . or for both to comment, the board or council may defer the comment period to the next regular meeting or to a special meeting occurring in advance of the next regular meeting.

-65 Pa.C.S. § 710.1(a)

[A] person attending a meeting of an agency shall have the right to use recording devices to record all the proceedings. Nothing in this section shall prohibit the agency from adopting and enforcing reasonable rules for their use under [65 P.S. § 710.1(a)].

-65 Pa.C.S. § 711.1(a)

NOW, THEREFORE, BE IT RESOLVED AND ADOPTED by the Council of the Borough of Jefferson Hills and it is hereby resolved and adopted by authority of the same that:

Section 1.

The Borough of Jefferson Hills shall provide the opportunity for citizen and/or taxpayer comments at the beginning of every public meeting on matters of concern, official action or deliberation which are or may be before the council/board/commission, subject to the following regulations:

- (A) Citizens/Taxpayers wishing to participate in the Citizen/Taxpayer Comment portion of a meeting are requested to complete a Citizen/Taxpayer Comment Sheet provided by the Borough Secretary before the meeting. The Citizen/Taxpayer Comment Sheet shall include a request for the citizen and/or taxpayer's name and address as well as a notification of the matter sought to be commented upon. Citizen/Taxpayer Comment Sheets will be accepted prior to the commencement of the meeting.
- (B) The meeting's presiding officer shall limit the time an individual has to speak to a maximum of four (4) minutes. Citizens/Taxpayers shall be asked to speak from the stand and microphone at the front of the audience. Prior to a Citizen/Taxpayer addressing the council/board/commission, the individual shall state his/her name and address and spell the name for the record if necessary. During the time allotted to an individual, the recording secretary of the council/board/commission shall announce when one (1) minute remains in the comment period and when time has expired.
- (C) All comments shall be directed to the presiding officer who may or may not refer them to a member of the council/board/commission for comment. The presiding officer 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) If the council/board/commission determines that there is not sufficient time at a meeting for Citizens/Taxpayers of the Borough to comment, the council/board/commission may defer the comment period to the next regular meeting or to a special meeting occurring in advance of the next regular meeting. Except as otherwise precluded by law, such deferral does not preclude the council/board/commission from officially deliberating or acting upon matters of concern, official action or deliberation which are or may be before the council/board/commission.

Section 2.

Those attending council/board/commission meetings are permitted to use recording equipment to record both audio and video of all or any portion of the council/board/commission proceedings subject to the following regulations:

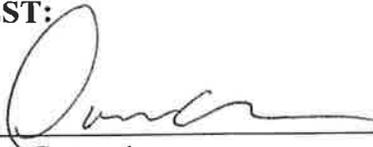
- (A) All video recording equipment shall be stationed in the rear of the Council Chamber along the wall or other such location so as not to obstruct the view of any audience member;
- (B) Supplementary lighting devices shall not be used;
- (C) Audio or stenographic recording devices shall be operated in the general public seating area and may not be placed on the council/board/commission table(s) or the stand and microphone at the front of the general public seating area without prior consent of the presiding officer of the meeting; and
- (D) Those using audio and/or video recording equipment must refrain from moving about the Council Chamber with the equipment during the meeting.

Section 3.

Notwithstanding the Section 1 requirement Citizen/Taxpayer comment occur at the beginning of a public meeting, Borough Council may provide for Citizen/Taxpayer comment otherwise consistent with this policy at a different time during a public hearing.

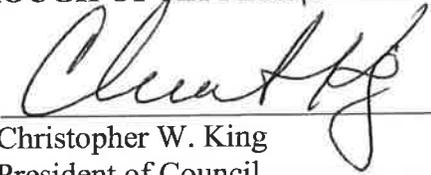
RESOLVED AND ADOPTED by the Council of the Borough of Jefferson Hills meeting in regular and public session this 13TH day of August, 2012.

ATTEST:



Douglas C. Arndt
Manager/Secretary

BOROUGH OF JEFFERSON HILLS

BY: 

Christopher W. King
President of Council