

REQUEST TO BE ON BOS AGENDA

REQUESTOR NAME/ADDRESS	
Meeting date requesting to be placed on agenda	
Topic to be addressed	
Phone number where requestor can be reached	

Office Use Only
Date Received:

RESOLUTION NO. 2024 - 14

VALLEY TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA

WHEREAS, the Valley Township Board of Supervisors hereby establishes the following protocol designed to promote the lawful and orderly administration of its public meetings;

WHEREAS, the Board acknowledges that residents and taxpayers are entitled to comment on matters of public concern in accordance with the Pennsylvania Sunshine Act, 65 Pa.C.S.A. §701, *et seq.*, and the First Amendment to the United States Constitution;

WHEREAS, the Board desires to assure that its public meetings are administered in an orderly and civil manner that is respectful of and consistent with the rights of all persons in attendance;

WHEREAS, the Board invites residents and taxpayers to comment on matters of public concern; and

WHEREAS, in furtherance of these goals, the Board establishes these guidelines to govern public participation at public meetings and to assure that all members of the public have an equal opportunity to address matters of public concern.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Valley Township that the following public participation guidelines shall apply to all public meetings of the Valley Township Board of Supervisors:

A. Public Meetings:

1) Public meetings of the Board of Supervisors are designed to facilitate the discussion of specific topics as noted within a particular meeting's agenda.

2) All public Township meetings shall follow the order of business presented in the meeting's agenda. The agenda for all public meetings of the Board of Supervisors shall be made available to the public in advance of the public meeting on the website at www.valleytownship.org. The agenda is subject to change in the discretion of the Board of Supervisors.

3) During a public meeting, a maximum of five (5) minutes shall be provided for public comments by Township residents and taxpayers directly related to the specific agenda items before the Board of Supervisors prior to its vote or action on the specific agenda items.

4) The minutes of the public meeting will note the names of all public commenters and the subject of their comments. Those individuals who appear as public commenters may also have their addresses noted in the minutes. The minutes are not

intended to be a verbatim recitation of all issues discussed, but instead need only denote the subject matter discussed and the official action taken by the Board. The Township shall be under no obligation to include within the minutes provided written statements of public comment, or to read aloud at a meeting written statements submitted to the Township.

Public Comment:

5) Township residents and taxpayers may provide public comments during the "Citizen Comments on Agenda Items" and "Citizens Comments on Non-Agenda Items" portions of the meetings, as designated in the meeting agenda, unless otherwise waived by the Board of Supervisors.

6) The Chair of the Board of Supervisors shall preside over public comment and, within their discretion, may enforce the following rules and guidelines:

1. Each speaker may speak for a maximum of five (5) minutes;
2. Speakers shall not share, loan or borrow time;
3. Public commenters are expected to observe reasonable decorum. The Chair may, after one warning:
 1. Interrupt or terminate a public comment when the statement exceeds the permitted time limit, is obscene or threatening in nature, or is commenting on a subject matter that is not appropriate for the given public comment period (e.g. agenda item versus non-agenda item).
 2. Request the commenter to leave the meeting when the commenter does not observe reasonable decorum.
 3. Request assistance of law enforcement officer to remove a disorderly person when their conduct interferes with the orderly progress of the meeting.
4. Members of the public and the Board of Supervisors are expected to be respectful of all persons and not interrupt speakers.
5. All comments shall be directed to the Board of Supervisors as a whole.

7) It shall be noted that the allowance of public comment does not necessarily mean that the Board, staff or consultants shall respond to inquiries or questions raised by the commenting resident or taxpayer. While the Board may elect to respond to such inquiries or comments, the Board and Township reserve the right to address appropriate inquiries at a subsequent meeting or through Township staff after due consideration and review. The Board reserves the right, in its discretion, to refrain from commenting on matters due to personnel, public safety, legal, confidentiality or other concerns.

Sign-In Sheet:

- 1) Residents or taxpayers wishing to address the Board of Supervisors are encouraged to sign-in before the start of the public comment period. A sign-in sheet will be available prior to the start of each public meeting.
- 2) Please print and sign your name to ensure correct spelling in the meeting minutes.
- 3) The Sign-In Sheet will be used to establish priority; the Chair of the Board of Supervisors will call upon each signed-in Township resident and taxpayer wishing to provide public comment.
- 4) When the Chair of the Board of Supervisors calls upon an individual, that individual should step up to the microphone and await acknowledgement by the Chair of the Board of Supervisors before speaking.
- 5) Comments should be directed to the Board of Supervisors (not others in attendance). Each speaker is asked to begin by stating their full name.

Communicating with Elected Representatives:

- 1) If you have a concern or issue that you would like to discuss for longer than five (5) minutes, you are encouraged to contact your elected officials directly.
- 2) You may contact the Board of Supervisors in the following ways:

Telephone: (610) 384-5751

E-mail: manager@valleytownship.org

Mail: Valley Township Board of
Supervisors
1145 West Lincoln Highway
Coatesville, PA 19320

ENACTED INTO RESOLUTION this 5th day of MARCH, 2024. This Resolution shall take effect immediately.

VALLEY TOWNSHIP
BOARD OF SUPERVISORS

By: Patrice Proctor
Patrice Proctor, Chairwoman

Casey Max Leidy
Casey Max Leidy, Vice Chairman

Linda Baugher
Linda Baugher, Member

LeRoy Goldsmith
LeRoy Goldsmith, Member

Sharon Yates
Sharon Yates, Member

Attest:

Janis A. Rambo
Janis Rambo, Secretary