

**MANHEIM BOROUGH
LANCASTER COUNTY, PENNSYLVANIA
RESOLUTION NO. 15-2023**

**A RESOLUTION OF MANHEIM BOROUGH, LANCASTER COUNTY,
PENNSYLVANIA ESTABLISHING A PUBLIC COMMENT POLICY
FOR THE PUBLIC COMMENT AND PARTICIPATION PERIOD
DURING ANY PUBLIC MEETING OF THE BOROUGH COUNCIL OF
MANHEIM BOROUGH, LANCASTER COUNTY, PENNSYLVANIA**

WHEREAS, Manheim Borough, Lancaster County, Pennsylvania ("Borough") is a municipal corporation and borough operating pursuant to the Borough Code, 8 Pa.C.S. § 101, *et seq.*, and the Sunshine Act, 65 Pa.C.S. § 701, *et seq* ("Sunshine Act"); and

WHEREAS, the Borough is establishing a public comment policy for the public comment and participation period during any public meeting of the Borough Council to ensure that such public meetings are conducted respectfully, efficiently, orderly, with the proper decorum, and to ensure that all who wish to comment to have an opportunity to do so.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of Manheim Borough, Lancaster County, Pennsylvania hereby adopts the following rules and regulations for the public comment and participation period during any regular or special public meeting of the Borough Council:

SECTION 1. All persons desiring to be recognized by Borough Council during a regular or special meeting of Borough Council shall complete the "sign in" sheet prior to the meeting stating their name and address.

SECTION 2. At each meeting, Borough Council may establish a public comment period at the beginning of the meeting when persons wishing to comment on agenda items and matters of public concerns will be permitted to comment. Before commenting, a person shall identify his or her name and address so that the Borough official chairing the meeting can determine whether such person is a Manheim Borough resident and/or taxpayer entitled under the Sunshine Act to make a public comment. Borough Council may also allow the provisions of Section 3 herein to be followed.

SECTION 3. Borough Council may allow persons to speak on a matter before Borough Council immediately prior to a vote on the matter. Such person shall raise his or her hand and may be recognized by the Borough official chairing the meeting.

Before commenting, a person shall identify his or her name and address so that the Borough official chairing the meeting can determine whether such person is a Manheim Borough resident and/or taxpayer entitled under the Sunshine Act to make a public comment. While the Sunshine Act allows the borough to limit comments to residents and taxpayers of the borough, comments from non-residents and non-taxpayers will be allowed after residents and taxpayers have made comments.


SECTION 4. All persons recognized by Borough Council shall be limited to three (3) minutes to present their purpose. Additional time shall be allotted at the discretion of Borough Council. If the persons desiring to be recognized comprise a group, one person shall be appointed as spokesperson for the group, and such spokesperson shall be allotted an additional three (3) minutes to offer comment. The Borough official chairing the meeting shall advise when the three (3) minute time limit has expired. Any Member of Borough Council may call for a point of order at which time said person recognized shall be instructed to be seated in order that Borough Council may proceed to the next item of business. The Borough official chairing the meeting shall prohibit a person from making a public comment that is redundant or offered for the discernible purpose of disrupting or hindering the conduct of the business of the meeting.

SECTION 5. Public comment is intended to give citizens an opportunity to address items on the agenda as well as to comment on other topics related to Borough services. It is not intended to be a question and answer period. Council response to public input at a meeting is at Council's discretion.

DULY ADOPTED this 12 day of September, 2023, by the Borough Council of Manheim Borough, Lancaster County, Pennsylvania, in lawful session duly assembled.

**MANHEIM BOROUGH
LANCASTER COUNTY
PENNSYLVANIA**

[SEAL]



Noah Martin, President of Borough Council

Attest:

