

**MIDDLEBURG BOROUGH  
RESOLUTION NO. 2020 – 06**

At a meeting of the Borough of Middleburg, Snyder County, Pennsylvania, held at the Middleburg Borough Building, 13 North Main Street, Middleburg, Snyder County, Pennsylvania, on October 13, 2020, there was a quorum of Council Members present.

**A RESOLUTION OF THE COUNCIL OF THE BOROUGH OF MIDDLEBURG, SNYDER COUNTY, PENNSYLVANIA ADOPTING A POLICY REGULATING PUBLIC COMMENT AND PUBLIC MEETINGS.**

WHEREAS, the Borough of Middleburg (hereinafter “Middleburg”) recognizes that pursuant to Pennsylvania Law, members of the public are entitled to provide comment at regular and special meetings of the Council of Middleburg; and

WHEREAS, Middleburg also recognizes that to facilitate productive public comment period, as well as to ensure that it may deal with the matters before it, it is necessary to have procedures for how the public meeting and public comment function.

NOW THEREFORE, BE IT HEREBY RESOLVED that the Council of the Borough of Middleburg, Snyder County, Pennsylvania, adopts the following policy:

1. That all regular and special meetings of the Council of Borough of Middleburg shall be conducted according to the following order of business:

- I. Call Meeting to Order
- II. Pledge of Allegiance
- III. Public Comment
- IV. Approval and/or Additions to the Meeting Agenda as Presented
- V. Minutes of Previous Meeting
- VI. Approve Bills Paid
- VII. Approve Financial Statements
- VIII. Reports
- IX. Old Business

- X. New Business
- XI. Council Members & Mayor Reports
- XII. Committee Reports
- XIII. Administrator Secretary/Zoning Report
- XIV. Correspondence, Minutes, Report
- XV. Adjournment

2. All public meetings may be audio recorded by Middleburg. Audio recordings, if any, shall be retained until they are transcribed to written format and are approved at the next public meeting, at which time the audio recordings shall be deleted. Any member of the public wishing to audio and/or video record the meeting shall notify Middleburg prior to recording, and shall do so from a designated area in the meeting room so as to not disrupt other members of the public in attendance at the meeting.

3. That the Council may, from time to time, direct the publication and posting of the agenda for any regular or special meeting prior to the meeting in such manner as the Council President determines appropriate.

4. That public comment at regular or special meetings shall be governed by the following rules and regulations:

A. A period of public comment shall be held at each meeting at the beginning of the meeting.

B. The Council President shall preside over the public comment period and may within his or her discretion:

- i) Recognize individuals wishing to offer comment.
- ii) Require identification of such persons.
- iii) Allocate available time among individuals wishing to comment.
- iv) Rule out of order, scandalous, impertinent, and redundant comments, or any comment the discernible purpose of which is to disrupt or prevent the conduct of the business of the meeting.
- v) Require the person desiring to make public comment to stand if they are physically capable of doing so.

- vi) Require the person desiring to make public comment to speak from a designated area if they are physically capable of doing so.

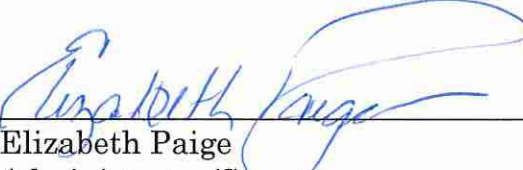
C. The time allocated during the public comment period for each resident and/or taxpayer shall be three (3) minutes. If a member of the public notifies the Borough Secretary one (1) week in advance of the meeting, they will be added to the agenda and will be given up to five (5) minutes to address Council. The Council President may, in his or her sole discretion, allow an individual more time to provide comment.


D. If there is not enough time for public comment at a meeting, the Council, at its discretion, may defer the public comment period to a meeting held before the next regular or special meeting or until the next regular or special meeting.

RESOLVED AND ADOPTED at a duly advertised public meeting on October 13, 2020 by the Council of Middleburg Borough, Snyder County, Pennsylvania, in lawful session duly assembled.

ATTEST:

BOROUGH OF MIDDLEBURG:

  
Elizabeth Paige  
Administrator/Secretary

BY:   
Heidi Potter, President

**CERTIFICATION**

I, Elizabeth Paige, Administrator/Secretary of the Borough of Middleburg, Snyder County, Pennsylvania, hereby attest and certify that the foregoing is a true and correct copy of Borough of Middleburg Resolution No. 2020-06, which was duly enacted at the regular meeting of the Borough Council of Middleburg on October 13, 2020.

  
Elizabeth Paige, Administrator/Secretary