

Public Participation

Council Meetings/Work Sessions

All citizens deserve the right to be heard. Council's intention is to establish rules that will enable them to deliberate without interruption and allow ample opportunity for those who want to participate:

- Citizens may speak up to five minutes under the Citizens to be Heard section of the meeting. In the event of a public hearing, citizens will have a second five minute opportunity to comment or ask questions regarding the specific hearing, only when all testimony has been heard and Council has finished their question and comments.
- Anyone wishing to place an item on the agenda should contact the office of the Assistant Secretary no later than one week prior to the meeting. Your name, address and topic will be required. Any written material(s) for Council's review should be delivered to Borough Hall no later than noon on Friday before the scheduled meeting.
- Borough Council may waive the requirement of prior notice to the Assistant Secretary when, in the opinion of the majority of Council, the presentation is in the interest of the health, safety and welfare of the Borough. In the event the subject matter is new to Borough Council if the President deems that Council is not prepared to discuss the subject, he/she can table the issue until further study.
- Citizens are discouraged from bringing problems to Council without first contacting the Borough Manager or his designee. Often problems can be resolved at the administrative level without the intervention of Borough Council.
- Personnel issues concerning any Borough employee will not be discussed. The appropriate forum would be to contact the Borough Manager or an elected official.
- All statements must be directed to the presiding officer. Council members shall not be questioned individually unless expressly granted by the presiding officer.
- Concurrent discussions shall not be permitted by Council members or the citizens.
- Borough Council meetings may be recorded.
- All information given to Borough Council in preparation for an upcoming meeting is confidential until the topic is discussed. No citizen or group of citizens should be in possession of privileged notes, comments or papers that are for the Mayor and Council only.