

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE STORMWATER AUTHORITY OF  
THE CITY OF CHESTER ADOPTING RULES AND REGULATIONS FOR  
PUBLIC MEETINGS AND PROVIDING FOR PROCEDURES RELATING TO  
PUBLIC PARTICIPATION AT PUBLIC MEETINGS PURSUANT TO  
PENNSYLVANIA’S SUNSHINE ACT, 65 Pa. C.S. §701, et seq.**

**WHEREAS**, the Stormwater Authority of the City of Chester (“Authority”) recognizes the importance of protecting the rights of its ratepayers, and residents and taxpayers of the City of Chester, to express their opinions on the operation of the Authority and encourages their participation in matters related to the Authority; and

**WHEREAS**, the Board of the Authority (“Board”) also recognizes that there is a significant governmental interest in conducting orderly, efficient meetings of public agencies; and

**WHEREAS**, written rules of procedures providing for public participation help to ensure an atmosphere conducive to orderly and efficient meetings.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of the Authority establishes the following rules and regulations for public participation at public meetings pursuant to Pennsylvania’s Sunshine Act, 65 Pa. C.S. §710:

1. Persons attending a meeting shall observe proper decorum so that orderly conduct of the meeting allows the Authority to appropriately perform its duties. No talking or side commentary by persons not recognized by the Chair of the Authority Board (“Chair”) shall be permitted. Persons failing to observe this requirement shall be requested by the Chair to leave the meeting.

2. Cell phones, pagers and similar communication devices shall be placed in such a mode (off, silent, vibrate) so that no noise is emitted from the device which disturbs or interrupts the meeting or its participants. No conversations using any such devices shall occur during a public meeting.

3. Private conversations shall take place outside the meeting room.

4. Any ratepayer of the Authority, or resident and/or taxpayer of the City of Chester, shall be provided a reasonable opportunity to provide comments on any agenda item or any public matter at a public meeting of the Authority. There will be placed on the agenda for each public meeting a time for such persons to comment on matters which are or may be before the Authority. Such time on the agenda shall be titled “Comments Regarding Agenda Items”. There will be placed later on the agenda another time where

the public may comment on any public matter. This comment period shall occur during the part of the agenda entitled “Comments Regarding General Matters”.

5. Time allocated for the respective public comment periods at each meeting shall not exceed thirty (30) minutes. Each speaker recognized by the Chair will be allotted three (3) minutes to present the speaker’s topic.

6. The Chair will preside over the public meeting and shall:

a. Recognize only individuals that are permitted to address the Authority Board consistent with this Resolution.

b. Require the name and address of such persons wishing to comment.

c. Permit each individual one (1) opportunity to speak during each of the times reserved for public comment.

d. Preserve order of the public meeting by prohibiting disruptive conduct including, but not limited to, speaking by any person who is not recognized by the Chair to provide public comment.

7. No signs of any kind shall be permitted in the meeting room.

8. All comments must be courteous and not contain any offensive language.

9. Any disruptive behavior will not be tolerated.

10. The Chair may call a recess or adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting.

11. In the event that there is not sufficient time for all public comments, the Authority may continue the public comment to its next regular meeting or to a special meeting occurring in advance of the next regular meeting.

12. The Authority, in its sole discretion, may waive any of the above requirements assuming that the waived requirement is not otherwise protected by law.

13. Any ratepayer of the Authority, or resident and/or taxpayer of the City of Chester, proposing to operate recording equipment at the public meeting shall notify the Chair prior to the operation of any such recording equipment, and shall adhere to the rules listed on attached Exhibit “A”.

14. Any and all previous Resolutions passed relative to public meetings and providing for rules relating to public participation are hereby revoked where inconsistent with this Resolution No. \_\_\_\_\_.

**ADOPTED** by the Board of Stormwater Authority of the City of Chester on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

STORMWATER AUTHORITY OF  
THE CITY OF CHESTER BOARD

\_\_\_\_\_, Chairman

ATTEST:

\_\_\_\_\_, Secretary

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**EXHIBIT "A"**  
**Audio and Video Recording**

Pursuant to the Sunshine Act, 65 Pa. C.S. §711(a), the Authority hereby adopts the following rules governing the use of recording devices at public meetings.

1. "Recording Devices" include tape recorders, video cameras, television cameras, microphones, cameras, wireless telephones, and other similar mechanical or electric or electronic devices.
2. All persons desiring to operate a Recording Device must, prior to commencement of a meeting, provide the following information to the Chair in writing:
  - a. The operator's name and address;
  - b. A description of the recording device to be used; and
  - c. An acknowledgment that the operator using the Recording Device is aware of and will abide by the rules set forth in this Exhibit "A" to Resolution \_\_\_\_\_.
3. During the meeting, individuals operating Recording Devices must identify themselves and describe the recording device they are operating when asked to do so by the Chair.
4. No Recording Devices which produce sound distracting to the Authority, to the audience or to meeting participants shall be permitted.
5. Only the available light in the meeting room is to be used.
6. All Recording Devices shall be positioned only in the location designated by the Authority, which designation shall provide reasonable access to record the proceedings, without distracting or blocking the view of audience members and without being affixed to or occupying spaces on furniture, walls or fixtures in the meeting room.
7. Movement about the meeting room while a meeting is in progress may be distracting to the Authority, to the audience and to meeting participants. Persons operating Recording Devices shall remain in a single location during the meeting and will not be permitted to move about in order to videotape, tape record, take pictures or otherwise record while a meeting is in progress.
8. No Recording Device may be operated while concealed.
9. No Recording Device may be operated prior to the meeting being called to order, while a meeting is in recess, or after a meeting is adjourned.
10. No Recording Device may be used to record private conversations between audience members or others whose comments or questions are made privately.

11. Recording Devices may not be plugged into municipal outlets.
12. Recording Devices operated in violation of this policy shall be turned off at the request of the Chair.
13. Operators of Recording Devices who fail to turn off a Recording Device at the request of the Chair may be removed from the meeting at which the violation occurs and may be barred from recording meetings occurring for 90 days following the violation.

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