

UNION TOWNSHIP, BERKS COUNTY, PENNSYLVANIA

RESOLUTION NO. 2024-01

A RESOLUTION OF THE PLANNING COMMISSION OF THE TOWNSHIP OF UNION, BERKS COUNTY, PENNSYLVANIA, REGULATING THE CONDUCT AND ORDER OF BUSINESS AT PLANNING COMMISSION MEETINGS

WHEREAS, Section 207 of the Municipalities Planning Code, 53 Pa. Stat. § 10207, permits a planning commission to make rules and regulations to govern its procedures; and

WHEREAS, the Planning Commission of the Township of Union desires to adopt this Resolution to set forth regulations regarding the conduct and order of business at Planning Commission meetings.

NOW, THEREFORE, BE IT RESOLVED, by the Planning Commission of Union Township, that all regular and special meetings of the Planning Commission shall be conducted according to the following order of business, however, it may be necessary to adjust the order of the business to accommodate schedules of the speakers or presenters, or to provide a time efficient manner to address all business:

- CALL MEETING TO ORDER
- PUBLIC COMMENT BY RESIDENTS OR TAXPAYERS ON AGENDA ITEMS ONLY
- APPROVAL OF MINUTES
- EXISTING PLAN REVIEW/UPDATES
- BUSINESS ITEMS
- PUBLIC COMMENT BY RESIDENTS OR TAXPAYERS ON CURRENT TOWNSHIP MATTERS OF GENERAL CONCERN, WHICH DO NOT APPEAR ON THE PRINTED AGENDA
- COMMENTS FROM SOLICITOR
- COMMENTS FROM ENGINEER
- ADJOURNMENT

1. The Planning Commission shall have sufficient copies of the meeting agenda for any regular or special meeting available to the residents and taxpayers who may attend such meetings.

BE IT FURTHER RESOLVED, that public comment at regular or special meetings shall be governed by the following rules and regulations:

1. All individuals shall treat one another with dignity and respect.
2. The Chair of the Planning Commission, or Acting Chair in the event of the Chair's absence, shall preside over the public comment period, and shall:

- a. Recognize individuals wishing to offer comment. Individuals must be residents or taxpayers of Union Township, Berks County, Pennsylvania; and
 - b. Require identification of such individuals, including name and address, or the location of their property owned in Union Township; and
 - c. Determine amount of available time and allocate available time among individuals wishing to offer comment, allowing all individuals wishing to offer comment to do so; and
 - d. Require groups to select a spokesperson to make a comment if the group of individuals wishes to express the same or similar concerns; and
 - e. Rule out of order scandalous, impertinent and redundant comments or any comment the discernable purpose of which is to disrupt or prevent the conduct of the business of the meeting.
3. Union Township taxpayers and residents shall have an opportunity to comment on matters of concern, or action, or deliberation which are or may be before the Union Township Planning Commission and currently on the Planning Commission Agenda. Matters not on the Agenda shall be commented upon at the close of the meeting under Public Comment. This period of time is for comments only and is not a time to engage in a question and answer or debate with the Planning Commission. Comments from the Planning Commission are at the option of the Planning Commission. The Planning Commission retains the option to accept all public comment at this time. The time allocated for the public comment period will be limited to three minutes per person. The Planning Commission has the right to extend a speaker's time at their sole discretion. Both residents and non-residents shall provide their names and addresses to the Township Secretary to record in the minutes. Anyone who refuses to provide their name and address may not be recognized to speak. Anyone who conducts themselves in an inappropriate manner (as determined by the Chair) may be asked to leave the meeting. In the event that the Planning Commission determines that there is not sufficient time for residents or taxpayers of the Township to comment, the Planning Commission may defer the comment period to the next regular meeting.
 4. All comments should be addressed to the chair of the Union Township Planning Commission. Arguments between parties or the public are prohibited.

BE IT FURTHER RESOLVED, regular or special meetings shall be governed by the following rules and regulations:

1. Individual or group outbursts, sarcasm, insults or intentional disruptions while others are speaking will not be tolerated.
2. All cellular devices must be turned off or silenced during public meetings.
3. Recording devices are permitted so long as they are identified at the start of the meeting and do not interfere in the meeting.
4. The use of the Township's audio-visual equipment is not permitted for public use, unless approved by motion passed by a majority of the Supervisors present and voting.

BE IT FURTHER RESOLVED, the Planning Commission reserves the right to amend these rules at any time either verbally or in writing. Violation of any of the forementioned rules may result in the individual being asked to leave the meeting by a member of the Planning Commission. Additionally, a member of the Planning Commission can request an individual to leave the meeting when they do not observe the rules of reasonable decorum. If an individual refuses to observe the rules of reasonable decorum, the chair may adjourn the meeting. In addition, the chair may request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct may pose a threat to the safety and welfare of those in attendance. Any violation of the above rules will be deemed interference with the orderly process of the meeting.

FURTHER RESOLVED, that this Resolution shall take effect immediately, or as soon as legally permissible thereafter.

FURTHER RESOLVED, that if any provision, sentence, clause, section, or part of this Resolution shall for any reason be found to be unconstitutional, illegal or invalid, such determination shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts of this Resolution, and it is hereby declared to be the intent of the Planning Commission of the Township of Union that this Resolution would have been adopted had such unconstitutional, illegal or invalid provision, sentence, clause, section, or part not been included herein.

FURTHER RESOLVED, that all resolutions or parts of resolutions inconsistent with this Resolution are hereby superseded.

IN WITNESS WHEREOF, the Planning Commission of the Township of Union has adopted this Resolution in lawful session this 3d day of June, 2024.

PLANNING COMMISSION OF
UNION TOWNSHIP,
BERKS COUNTY, PENNSYLVANIA

By: [Signature]
Chairman

[Signature]
Vice Chairman

[Signature]
Member

[Signature]
Member

[Signature]
Member

Attest: [Signature]
Secretary

CERTIFICATE

I hereby certify that the foregoing is a true and accurate copy of a Resolution of the Planning Commission of the Township of Union, Berks County, Pennsylvania, which was fully adopted at a public meeting held pursuant to notice as required by law on the 31st day of June, 2024.



Secretary of Union Township

Dated: June 6, 2024

