

East Bradford Township Laws, Polices & Rules for Conduct of Business by Citizens

Open Records Act

East Bradford Township adheres to the PA Right to Know Law (PA 65 as amended). The Board of Supervisors adopted Resolution 1 of 2002 Establishing a Written Public records Policy (see attached).

Citizen Comment at Public Meetings

The PA Sunshine Law, PA 175 as amended, provides for citizen comment at regular meetings (not work sessions) of the Board of Supervisors.

A Public Comment period is provided at or near the start of every regular meeting of the BOS for citizens to comment on any item not included on the meeting agenda.

For citizens wishing to offer public comment for items listed on the agenda public comment is accepted at the time the agenda item is discussed.

Generally, EBT does not actively time public comment of each citizen (with a timer device). However, the BOS generally limits an individual citizen public comment generally to 5 minutes at the meeting on any given subject. If further discussion is requested by the citizen the BOS typically requests that party to place additional comments in writing for consideration by the Township. The Board of Supervisors upon receipt of further written comment may consider including the subject matter on a future meeting agenda.

Video (Audio) Taping Public Meetings

For residents, news media and other interested citizens, the PA Sunshine Law, PA 175, provides for video (and audio) taping of municipal public meetings.

East Bradford Township has identified locations in the Township McCardle Meeting Room to stage video (and audio) equipment.

The following rules must be observed to accommodate reasonably this permitted activity:

The Township requests a 24 hour minimum advance courtesy notice of any party wishing to video tape a meeting (written request preferred but not required).

Video taping equipment set-up must occur no less than 30 minutes prior to a scheduled start of meeting.

Staging and equipment set-up is not permitted once the meeting has been called to order.

Video and related equipment and operators must conduct the videotaping from the designated location in the meeting room; roving videotaping (walking around the meeting room) during the meeting is not permitted.

All power for operation of the video equipment and accessories must be provided by the party taping the meeting (no 'plug-ins' at municipal building permitted).

Supplementary lighting is permitted to video tape a meeting provided it is not disruptive to the conduct of business by the elected officials.

Audio taping devices shall be located in either the same area designated for video taping or from the public seating area in the meeting room (with self-contained power sources, i.e., batteries).

Township Policy on Anonymous Correspondence

From time to time the Township receives complaints or concerns from citizens who may or may not be Township residents and taxpayers regarding alleged violations of municipal ordinances, laws and other complaints. In some cases the complainant has not identified themselves. Under these circumstances it is not possible or reasonable for the Township to know whether the complaint is legitimate. With the inability of the Township to contact the unidentified party to further discuss the matter the Township (staff and elected officials) then is vulnerable to misguided, ineffective or inefficient reviews and/or investigations.

It is the policy of the Board of Supervisors not to investigate a complaint unless the name of the party is identified and the party provides a valid telephone number or other reasonable means to communicate. The rights and privacy of the complainant will be respected to the extent possible in response to the matter.

For additional information on these and other related laws and policies contact the Township Secretary or visit www.eastbradford.org

Last reviewed and/or revised 10-04-07 mpl