

RESOLUTION: R-02-25
ADOPTED: 4/9/25

**BOROUGH OF RIEGELSVILLE
BUCKS COUNTY, PENNSYLVANIA**

**A RESOLUTION OF THE COUNCIL OF RIEGELSVILLE BOROUGH, BUCKS COUNTY,
PENNSYLVANIA, REVISING THE SCHEDULE AND REGULATING THE CONDUCT
OF BOROUGH COUNCIL MEETINGS**

WHEREAS, the Council of Riegelsville Borough seeks to modify its meeting schedule for efficiency and provide for a public comment policy to address appropriate public participation at Council meetings; and

WHEREAS, the Council of Riegelsville Borough also seeks to address the manner and conduct of its meetings to ensure efficiency.

NOW THEREFORE BE IT RESOLVED that the Riegelsville Borough Council meeting schedule and the manner in which Council meetings are conducted shall be revised in the following ways:

1. There will be two monthly Riegelsville Borough Council meetings on the first and second Wednesday of each month, and each meeting will commence at 7:00pm at Riegelsville Borough Hall.
 - a. The first Wednesday Borough Council meeting will include Borough Committee Meetings. Riegelsville Borough Committees are Finance, Streets & Properties, Utilities and Community Affair. Voting may take place at this meeting, but most of voting should be deferred to the following Wednesday's Borough Business Meeting.
 - b. The second Wednesday Borough Council meeting will be the Borough Business Meeting where Council will continue its Committee Meeting discussions and will discuss and vote on general business items.
 - c. Borough Council shall engage in official action and deliberations on agenda items concerning general matters affecting the Borough, including approval of bills at the two Council meetings.
2. All public notice for public meetings will be advertised in the Bucks County Herald and will comply with the Sunshine Act requirements for public notice pertaining to open meetings.
3. Meetings may be recorded by the Borough Secretary using a recording device that converts the audio recording to an audio file for sending, storing and transposing of minutes.

- a. Once the minutes are approved by Borough Council, the audio file will be destroyed.
4. The agenda format for Borough Council meetings will be established in accordance with the Pennsylvania Sunshine Act.
5. Any member of the public who wishes to comment at Riegelsville Borough Council meetings shall be afforded such right or privilege consistent with the following regulations for the conduct of the meeting and maintenance of order:
 - a. Persons shall indicate their interest in speaking by raising their hand when the comment portion of the meeting is addressed by the Borough Council President.
 - b. Comments may be limited to residents/taxpayers of Riegelsville Borough.
 - c. There will be one Public Comment section notated on the agenda at the beginning of each meeting, and public comments will be just that, comments.
 - i. In unusual circumstances and at the behest of the Borough Council President, this comment section may be expanded into a question-and-answer session or community discussion session.
 - d. Individuals commenting shall state his or her name, address and the specific subject of the comment.
 - e. If multiple people of a particular group wish to speak on the same subject, they should designate one person to represent the group.
 - f. Oral comments shall be limited to three (3) minutes per topic unless the speaker represents three or more residents, then the time will be extended to five (5) minutes.
 - g. Persons shall abide by the directive of the Borough Council President with respect to maintenance of order and conduct of the meeting.
 - h. All comments shall be made respectfully, without obscenity or threat or the disparaging of others.
 - i. All comments shall be directed to the Council President who may or may not refer them to another Council person for comment. The President may rule out-of-order, scandalous, impertinent, and redundant comments, or comments for discernible purpose or effect of which is to disrupt the proceedings of the meeting.
 - j. If the Council President determines that there is not sufficient time at a meeting for residents/taxpayers of the Borough to comment, then the Council President may defer the comment period to the next regular meeting or to a special meeting occurring in advance of the next regular meeting. Except as otherwise precluded by law, such a deferral does not preclude Riegelsville Borough Council from officially deliberating or acting upon matters of concern, official action or deliberation which are or may be before Council.
 - k. All video and audio recording equipment, including cell phone tripods and cell phone selfie sticks, and non-authorized stenographic and recording devices, shall

be stationed in the rear of the meeting room or along the wall, or other such location, so as not to obstruct the view and safety of any audience member.

- l. Council-authorized recording and stenographic devices will be positioned at the discretion and directive of the Borough Council President.
- m. Supplementary lighting devices shall not be used.
- n. Those using audio and/or video recording equipment must refrain from moving about the room with the equipment during the meeting.
- o. If for any reason the Riegelsville Borough Council President requests an audience member to leave the meeting and building, that audience member will do so politely and immediately.

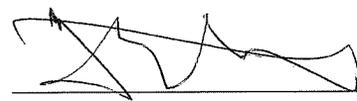
NOW THEREFORE BE IT RESOLVED, the Borough Council reserves the right to amend these rules at any time either verbally or in writing. Violation of any of the aforementioned rules may result in the individual being asked to leave the meeting by a member of the Council. Additionally, a member of the Council 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 President may adjourn the meeting. In addition, he or she 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. Any individual who becomes disruptive at a public meeting may be subject to arrest and prosecution under applicable sections of the Pennsylvania Statutes Title 18 Pa.C.S.A Crimes & Offenses, including Section § 5503, Disorderly Conduct, Section § 5508, Disruptive Meetings and Processions, and others, for improper behavior during public meetings.

DULY RESOLVED AND ENACTED this 9th day of April 2025, by the Council of Riegelsville Borough, Bucks County, Pennsylvania, in lawful session duly assembled.

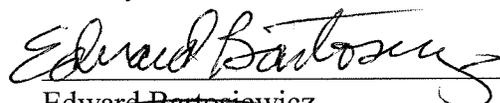
Attest:

RIEGLSVILLE BOROUGH COUNCIL

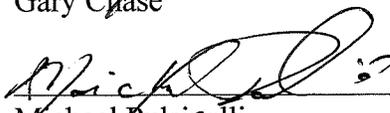

Borough Secretary


Thomas E. Stinnett

Rodney Scott


Edward Bartosiewicz


Gary Chase


Michael Pulsinelli