

**JIM THORPE BOROUGH
CARBON COUNTY, PENNSYLVANIA
RESOLUTION 2021-21**

COPY

A RESOLUTION OF THE COUNCIL OF JIM THORPE BOROUGH, CARBON COUNTY,
ESTABLISHING PROCEDURES FOR PUBLIC MEETINGS PURSUANT TO THE SUNSHINE
ACT.

WHEREAS, the Jim Thorpe Borough Council holds public meetings to conduct the business of the Borough; and,

WHEREAS, the Jim Thorpe Borough Council has determined that in order to conduct public meetings in an orderly manner and to provide for full public participation in such meeting, it is necessary to establish procedures so as to conduct the Borough's business within a reasonable period of time and in an orderly manner at each meeting.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Jim Thorpe Borough Council adopts the following procedures for its public meetings.

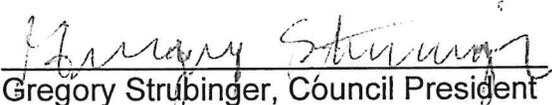
1. An agenda shall be prepared in advance of all public meetings. The Council will endeavor to have each meeting's agenda posted on the Borough's website before the scheduled public meeting whenever possible. The Council, in its discretion, may amend or revise the agenda, as needed.

2. All appointments or requests to be placed on the regular monthly meeting agenda shall be made by noon on the Tuesday prior to the scheduled monthly work session meeting to be held on the first Thursday of each month. No appointments or individuals shall be placed on the agenda outside this time period without specific direction from the Borough Council. Requests to be added to the agenda shall be submitted to the Borough office in writing, giving specifics of the matter to be discussed, and what, if any, action(s) is being requested for consideration by the Borough Council. All pertinent materials and/or information to be disseminated to the Borough Council for consideration in the decision-making process shall be submitted with the request. If all pertinent materials and/or information are not included with the request, the request will be denied.

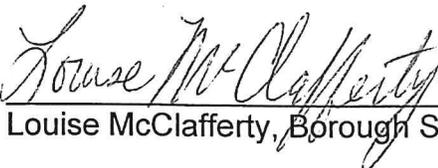
3. Public Comment – a public comment period is provided at each meeting and will be listed on the agenda. Time shall be set aside for residents and/or taxpayers of the Borough to comment on matters of general or individual concern in the Borough and for those items outlined on the agenda, including those items requiring official action of Council. The Sunshine Act defines official action as “recommendations made by an agency pursuant to statute, ordinance or executive order, the establishment of policy by an agency; decisions on agency business; or vote on any motion, proposal, resolution, rule, regulation or ordinance or report”.
4. The Borough Council will endeavor to have the minutes of each meeting posted on the Borough’s website after the meeting at which such minutes are approved.
5. For the purposed of this Resolution, all Borough departments, committees, boards, staff and officials, etc. are considered an “appointment or request”.
6. This Resolution shall take effect immediately.

This Resolution was adopted in lawful session by the Borough Council of the Borough of Jim Thorpe this 11th day of November, 2021.

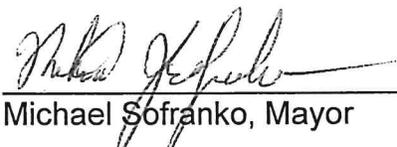
JIM THORPE BOROUGH


Gregory Strubinger, Council President

ATTEST:


Louise McClafferty, Borough Secretary

EXAMINED AND APPROVED this 11th day of November, 2021.


Michael Sofranko, Mayor