

**Middlesex Township, Cumberland County,
Pennsylvania**

RESOLUTION NO. 2026-7

A RESOLUTION OF THE BOARD OF SUPERVISORS OF MIDDLESEX TOWNSHIP, CUMBERLAND COUNTY, PENNSYLVANIA, ADOPTING RULES AND RULES OF CONDUCT FOR MEETINGS OF THE BOARD OF SUPERVISORS, PLANNING COMMISSION AND RECREATION ADVISORY BOARD.

WHEREAS, the Board of Supervisors desires to establish rules and procedures for the conduct of Township meetings to promote efficient and effective government; and

WHEREAS, the Board of Supervisors desires to encourage meaningful and orderly citizen input into the deliberative process of the Board of Supervisors, the Planning Commission and the Recreation Advisory Board; and

WHEREAS, the Board of Supervisors desires to have meetings which provide for timely consideration of agenda items of interest to meeting attendees and which provide for timely completion thereof.

NOW, THEREFORE, BE IT RESOLVED that the following guidelines and rules, applicable to meetings of the Board of Supervisors, the Middlesex Township Planning Commission and the Recreation Advisory Board, are hereby adopted as follows:

1. **Definitions.** Unless the context shall clearly indicate otherwise, the following words in this Resolution shall have the following meanings as ascribed to them below:

Board - shall mean and refer to the Supervisors of the Middlesex Township Board of Supervisors, the members of the Middlesex Township Planning Commission and the members of the Recreation Advisory Board, each when assembled for purposes of holding a duly advertised public meeting.

Presiding member – shall mean and refer to the member of the Board conducting the public meeting, whether it is the chairman, vice-chairman, or other member designated as *pro tempore* chairman.

2. **Agenda.** Items to be included on a Board meeting agenda must be posted for public review at least 24 hours prior to the meeting where those items will be considered.
3. **Voting and Motions.** Action will be voted on and carried by a majority vote, unless otherwise required.

A motion can be withdrawn, with or without the consent of the seconder, at any time prior to a vote being taken. A motion will die if there is no second. The minutes of the Board will include every motion made and seconded, along with action thereon taken. If the vote is not unanimous, the names of the members voting no or abstaining, will be stated in the minutes. Minutes of the Board will also record those motions which are withdrawn and die due to lack of a second.

Robert's Rules shall be used as a guide for public meetings; however, any action by the Board not in strict accordance with Robert's Rules shall not be deemed invalid or illegal.

4. **Recording of the Board meetings.** All Board meetings will be tape recorded for the purpose of providing accuracy of compilation of the minutes. Such tapes or other devices on which the proceedings are recorded shall be available to the public until the minutes of that meeting are approved. Thereafter, the tapes will be destroyed or taped over. The minutes once approved by the Board shall be the official record of the meeting.
5. **Public Comment and Participation.**

The Board, consistent with state law, shall provide to residents and/or taxpayers of Middlesex Township the opportunity to provide public comment at public meetings. Extending the courtesy of public comment to nonresident/non-taxpayer individuals is discretionary, not mandatory, and the Board may, but is not required, to allow public comment by such persons if the individual has information that may be helpful for the Board to consider that is not repetitive of comments heard from residents and/or taxpayers.

With respect to public hearings being held as and when required under the Pennsylvania Municipalities Planning Code, all citizens may provide public comment, and such comment is not limited to residents and/or taxpayer of Middlesex Township.

The meeting agenda shall indicate that the Public Comment portion of the agenda is for purposes of allowing public comment on any matters not appearing on the agenda, and that any comment with respect to specific matters appearing on the

agenda is to be made at the time that agenda item is undertaken by the Board.

Any person who desires to make public comment shall state his or her name and address prior to making public comment. Each person shall be provided a maximum of three (3) minutes to make public comment unless extended in the discretion of the presiding member of the Board.

Public comment on any specific matter on the agenda may be deferred by the presiding member until after any presentation is made to the Board relevant to the matter upon which the Board may be considering. By way of example, if a developer is presenting a land development plan before the planning commission or Board of Supervisors, the presiding member may defer public comment on the agenda item until after an initial presentation is made by the developer and questions by the board are addressed, but before any official action by the board is taken.

Public comments shall not contain personal attacks, foul or abusive language, slander or threats of violence, and shall not consist of, or become, arguments between residents, non-residents, between Township residents and Township employees, between non-residents and Township employees, or between residents or non-residents and any member of the Board. Residents or non-residents may not address other members of the audience, or argue, speak or yell back and forth at or to each other.

If an individual participating in public comment is seeking information from the Board or any Board member or Township employee, the Board or Board member may defer responding to the request, refer the request for information to staff or defer any responses to a later date.

The presiding member of the Board may rule out-of-order any irrelevant, rude, disrespectful and redundant comments, or comments made for the purpose or effect of which is to disrupt the proceedings of a meeting.

The presiding member may also interrupt or terminate any statement which is too lengthy, personally directed, abusive, obscene or irrelevant or not within the confines of the topic. The presiding member has the authority to call for a recess or adjourn to another time when the lack of public propriety interferes with the orderly conduct of the meeting as to warrant such action.

6. **Committee and Staff Reports.** All committee and staff reports may be submitted in written form to the Township Secretary or Manager, and provided to the Board so that such reports are provided to the Board before the meeting. The Board may receive the reports without being read aloud.

7. **Executive Session.** The Board may hold an executive session, which is not open to the public, before, during, at the conclusion of the meeting, or at some other time. The presiding member shall announce the purpose of the executive session. The announcement can be made at the public meeting prior to or after the executive session.

The Board may hold an executive session for discussion on any matters permitted under the Pennsylvania Sunshine Act, and in accordance with the procedures as set forth in that Act, as amended. Any official actions based on discussions held in executive sessions shall be taken at a public meeting.

Duly RESOLVED this 30th day of January, 2026.

ATTEST:

Eileen M. Gault

Eileen M. Gault, Secretary

MIDDLESEX TOWNSHIP

Philip A. Neiderer

Philip A. Neiderer., Vice Chairman

(Township Seal)

