

HEIDELBERG TOWNSHIP

RESOLUTION NO. 2023-12

**A RESOLUTION ESTABLISHING AN AGENDA SETTING PROCEDURE FOR
REGULAR TOWNSHIP MEETINGS**

WHEREAS, the purpose of this resolution is to establish a procedure for setting the monthly agenda, to provide staff with sufficient time to prepare the meeting materials for the Board of Supervisors, and to assure compliance with the notice provisions of the Sunshine Act relating to meetings.

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors of Heidelberg Township as follows:

1. Members of the Board of Supervisors and the Township Manager can place items on the Township meeting agenda. Items to be placed on the agenda must be forwarded to the Manager and are due by noon at least four (4) working days before the regular scheduled meeting.
2. Items placed on the agenda must be action items to be taken before the Board. Agenda items will not be duplicated. Board members requesting update and/or information is not an agenda item.
3. The Township Manager will meet with the Chairman to review the agenda prior to the meeting.
4. The agenda will be posted on the Township Website, at the Township Building, and at the meeting location no later than 24 hours in advance of the meeting in accordance with the Sunshine Act.
5. The posted agenda can only be amended in accordance with the Sunshine Act, which is by limited exception.
6. Any item placed on the agenda can be rescheduled/tabled for a different date by a majority vote of the members of the Board.

RESOLVED this day 4th of October, 2023.

ATTEST:


Secretary

**HEIDELBERG TOWNSHIP
YORK COUNTY, PENNSYLVANIA**


Timothy Hansen, Chairman

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