

Audio & Video Recording of Board of Supervisors and Planning Commission Meetings

Scope:

1. Audio and video recordings of public Board of Supervisor (BOS) and Planning Commission (PC) meetings are created and made available to the public to promote governmental transparency, public engagement, and convenience.
2. Despite the availability of audio and video recording of public BOS and PC meetings, written meeting minutes (taken in accordance with the Second Class Township Code and the Pennsylvania Sunshine Act), as approved by the BOS and PC, respectively, represent the only official record of the BOS and PC meetings.
3. Audio and video recordings shall not constitute the official record of public meetings, nor is the Township legally required to audio or video record its public meetings.

Procedure:

1. The BOS and PC shall have its public meetings video recorded, which should include audible sound.
2. The BOS and PC Chairs should announce at the outset of all public meetings that the Township is taking an audio and video recording of the proceedings.
3. The video recordings may be used to aid in the preparation of the official, written meeting minutes. However, there should be no official reliance upon video recording, as written meeting minutes remain the mandatory record-keeping requirement.

4. The Township Manager or designee shall serve as the audio and video recording operator and custodian of all BOS and PC public meeting recordings.
5. Within two (2) days after each public meeting of the BOS and PC, the meeting's video recording should be made available by the Township Manager or designee for public accessibility, for at least two (2) years from the date of the recorded public meeting.
6. If posting a meeting's recording within two (2) days is not possible due to unforeseen circumstances, the Township Manager or designee will advise the BOS, provide an estimate as to the date when he or she anticipates the recording will be posted, and will update the Township website with the recording posting's status.
7. The Township Manager or designee shall have the authority and discretion to edit the recordings prior to public accessibility for abusive, obscene, and/or profane language and/or gestures.
8. The Township Manager or designee shall notify the BOS before the editing of any BOS and PC meeting video recordings for abusive, obscene, and/or profane language and/or gestures.
9. The original recording, in its entirety and original state, shall be preserved by the Township for at least ten (10) years.

Date Adopted:

Latest Revision Date: August 02, 2021

Latest Review Date: