

AGENDA

Kaizen, Technology & Communications Committee

October 11th, 2016 – 6:30 pm

Committee Members: Michael Galey - (Chair)
Don Braceland
Diane LeBold

Department Head: Bill Mann

1. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.
2. Discuss policy for video or audio recordings of public meetings
3. Discuss 2017 Budget: employee classification and performance evaluation system
4. Discuss September Minutes
5. Other Business

West Goshen Township

Policy for Video or Audio Recording of Public Meetings

Overview

The Pennsylvania Sunshine Act permits those persons attending public governmental meetings to record those meetings and also permits an Agency, such as West Goshen Township, to adopt and enforce reasonable rules for the use of recording devices. The West Goshen Township Board of Supervisors believes it would be in the best interest of the Township to adopt and enforce such reasonable rules.

For the Public

1. An individual wanting to record a meeting of any Township Board, Authority or Commission during a publicly advertised meeting must inform the Chairperson of such Board, Authority or Commission that they intend to record the meeting, whether audio, video or a combination of both recording types.
2. The Chairperson of any Board, Authority or Commission will inquire at the beginning of the meeting if any member of the public intends to record the meeting.
3. The video or audio recording device(s) shall be located on the left side or rear of the meeting room in plain view of the Board, Authority or Commission members and the other members of the audience.
4. The use of any recording devices shall not disrupt the normal routine of the meeting; any changes in recording media needed throughout the meeting shall not interfere with the meeting.
5. The recording device shall be provided with its own power source; the Township shall not provide any power or power cords for operation of the recording equipment.
6. Township Board, Authority or Commission Executive Sessions shall not be recorded.
7. If the Township Board, Authority or Commission records a meeting via audio or video recording device, any attendee wishing to make public comment shall use the podium and microphone set up in the room to clearly capture all comments made.

8. Any recording made of an agency meeting shall not supersede or replace the minutes of said meeting as the official record of the meeting.

DRAFT



Borough of West Chester

From the desk of the Chief Information Officer

401 EAST GAY STREET

WEST CHESTER, PENNSYLVANIA 19380

TELEPHONE: 610-436-1327

WILLIAM MANN

Chief Information Officer

CGCIO™

wctechblog.com

KAIZEN COMMITTEE – September 13, 2016

The meeting recording is available on the Borough's [website](#).

Michael Galey chaired the committee meeting with Diane LeBold & Don Braceland in attendance.

CIO William Mann & Borough Manager Michael A. Cotter were present.

1. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.

None

2. Document Management - Update

CIO William Mann provided a report on this project.

3. Discuss E-Commerce Initiative

CIO William Mann provided a report on this new initiative.

4. Implementation of the Stream Protection Program

- a. Credit and Rebate Program – **Approved 3-0**
- b. Appeals Policy – **Approved 3-0**
- c. Resolution setting Stream Protection Fee – **Approved 3-0**
- d. Amendment to CH2M scope of work to assist in program implementation and development – **Approved 3-0**

5. Continued conversation on Meeting Management

MAC spoke about his email a few months' prior that discussed several options in respect to meeting management techniques. MAC stated that more time is needed during meetings for larger policy issues and time will be a bigger concern next year because there are several large issues scheduled to be discussed where decisions need to be made.

Several different options were discussed regarding the management of meetings.

Action - Michael Galey suggested that next month MAC bring a specific meeting management option to the agenda for detailed discussion. During the next couple of months' additional – specific options will be discussed and considered.

6. Discuss Proposed Food Truck Regulations

MAC reported that WCU has submitted "The Commons Plan" which could have some impact on this proposal.

MAC also spoke about the Church Street and University Avenue area in respect to why it is a public street and that changing this could have some benefit in relationship to this proposal.

Several food truck owners spoke regarding the proposed ordinance.

No action taken as this is still under discussion.

7. Discuss August Minutes

Michael Galey reported that his name was incorrect on the August minutes. Otherwise the minutes were approved – pending this correction. CIO William Mann reported that the minutes would be correct prior to the worksession.

Action – Approved 3-0

8. Other Business

None