

COLLIER TOWNSHIP MUNICIPAL AUTHORITY

RESOLUTION No. 04-04-2020-1

A RESOLUTION OF THE COLLIER TOWNSHIP MUNICIPAL AUTHORITY, ALLEGHENY COUNTY, AUTHORIZING AN ACTION PLAN IN RESPONSE TO THE RECENT OUTBREAK OF COVID-19 (CORONAVIRUS).

WHEREAS, the COLLIER TOWNSHIP MUNICIPAL AUTHORITY (hereinafter "CTMA") has an obligation to act in the best interest of the health, safety, and welfare of its residents; and

WHEREAS, the presence of COVID-19 (Coronavirus) has been reported in Pennsylvania and has been declared to be a Pandemic by the World Health Organization; and

WHEREAS, the CTMA is permitted to conduct business and hold public meetings with a quorum of elected officials via telephone according to the Pennsylvania Sunshine Law, 65 Pa. C.S. § 701 et seq.; *Babac v. Penn. Milk Marketing Bd.*, 613 A.2d 551 (Pa. 1992).

WHEREAS, the CTMA desires to set forth an action plan regarding the Coronavirus in order to better protect its employees and residents, including limitation of human interaction by holding all public meetings via telephone if necessary.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of the Collier Township Municipal Authority as follows:

1. Until advised otherwise, the CTMA shall continue holding regularly scheduled public meetings to ensure that business is conducted in the appropriate manner. As we move forward, a public statement shall be posted and updated on the website and in hard copy at the municipal building acknowledging the coronavirus and setting forth guidance for our citizens. While public meetings are still being held, the public is encouraged to submit their comments or concerns to management in advance, in lieu of attendance. Procedures for future public meetings will be dealt with as needed, and advertised as well as posted.
2. In the event that holding in-person meetings is no longer advisable, all public meetings shall be held via telephone. Details regarding the procedure and format of these meetings will be provided. The following steps shall be taken in the event that public meetings are held by telephone:

- a) Members of the public must be permitted to participate. Accordingly, the CTMA shall have a conference number that all board members and members of the public can use to dial into the meeting. A conference call system should be put into place with the capability to accommodate numerous callers.
- b) Since the meeting will not take place at a physical location, all meetings must be re-advertised at least 3 days in advance of the meeting. The advertisement shall state that the meeting will occur via telephone and shall include instructions on how to participate. The advertisement must also include the date and time of the meeting.
- c) Agendas will be posted online prior to the meeting. The CTMA will also provide agendas to residents upon request.
- d) Public meetings will continue to be held via telephone until further action taken by the Board, either by Resolution or Motion.
3. This Resolution shall be duly posted and advertised.

IN WITNESS WHEREOF, we have hereunder set our hands and seals this 12<sup>th</sup> day of

March, 2020.

ATTEST:

COLLIER TOWNSHIP  
MUNICIPAL AUTHORITY

M. Richard Kyzolowoni

David G. Oberlinton  
Authorized Signature