

Commission Meetings Procedures During the Time of COVID-19 July 2020

The Mt. Lebanon Commission is resuming its public meetings in person starting with the Tuesday, July 28, 2020 meeting. Resident participation is a vital part of our public process and we welcome your attendance and input. However, due to the virus, some of the commission procedures have changed.

ALL PEOPLE ENTERING THE MUNICIPAL BUILDING MUST WEAR MASKS AND MUST OBSERVE PHYSICAL DISTANCING. A station providing masks (you may wear your own) and hand sanitizer will be available. Paper agendas are not available. Instead, you may view it on your device using broadband or the municipal building WiFi, or download and print one at home from our website (www.mtlebanon.org). Meeting agendas also will be projected on the screen.

The commission chambers have been cleaned and disinfected prior to your arrival. Chairs have been appropriately spaced for physical distancing. Please do not move them. There are a limited number of seats for every meeting in the chambers and a small amount of overflow seating in Meeting Room C at the back of the first floor. Residents will be able to hear but not see the meeting from Room C. Bathrooms are available on the first floor and are disinfected before the meeting. No outside food or drink other than a personal water bottle is permitted. Drinking fountains are turned off.

The evening meeting schedule will usually start with the commissioners meeting in executive session at 6 p.m. That meeting is not open to the public and involves privileged information such as contract negotiations or confidential legal advice.

The commission discussion session begins any time after 6:30 p.m., depending on when the executive session ends. It takes place in commission chambers and the public is invited, although there is no opportunity for public comment. It is a time for commissioners to discuss official agency business in public, sometimes with the assistance of our municipal engineers and other staff members.

The commission's regular meeting begins at 8 p.m. in commission chambers. The public is invited and may speak during the designated "Public Comment" section of the meeting, which is early in the agenda and takes place before any commission votes. You also will have an opportunity to speak during any public hearings during the meeting. To speak, you must reserve your spot by calling Julie Garrubba at 412-343-3404 or emailing at jgarrubba@mtlebanon.org by noon the day of the meeting. You must give Julie your name and home address but you do not need to tell her the topic of your comments. Please indicate if you want to speak during public comment or during a particular public hearing. Once you are at the podium, you should state your name and address for the record; you will have five minutes to speak. A timer on the wall will let you know your time remaining and a tone will sound when your time is up. If a group of residents have attended in an organized fashion to speak on the same topic, it can be helpful if the group designates one speaker to expedite matters and avoid repetitious presentations. Members of the public who wish to participate in Citizens Comments for commission meetings but do not feel comfortable venturing out can call in and record their comments, and they will be played back during the comment portion of the meeting. To do so, call 412.343.2059 and leave a message at extension 1234. Calls are due by NOON the day of the meeting. Comments are limited to the same five minutes as in-person comments, and residents are asked to begin with their full name and address.

Audience members should not clap, boo or otherwise indicate approval or disapproval. The commission wants to give every speaker a fair chance to express an opinion freely. Please remember that you do not need to wait for a meeting to ask a question or express a concern. You are welcome to call your commissioner or a staff member at any time. Contact information is on our website or is available by calling the switchboard, 412-343-3400, weekdays from 8:30 a.m. to 5 p.m.

Please do not leave behind any masks, gloves or any personal protective equipment. Thank you for contributing to the local government process.