

**Operations Meeting Minutes**  
**May 11, 2021**

The Berks County Board of Commissioners met Tuesday, May 11, 2021 at 9:30 a.m. via Microsoft Teams Live pursuant to due notice to Board members and the public.

1. Commissioners' Meetings – Policy regarding Comments and Minutes – Christian Leinbach  
When the Commissioners' Meeting went virtual last summer, the Commissioner's adopted Resolution No. 274-2020 amending Resolution 10-2020 regarding how public comments would be received during public meetings. Since then, some additional aspects have evolved relative to public meetings that weren't considered, and asked the Board to consider when the public comment period should be open and the taking of minutes.

Currently access for commenting at a public meeting opens when Information Systems posts the Agenda, which could be a day or more before the actual public meeting.

Commissioner Leinbach asked if the time allowed for public comment on a posted Agenda not be active until the day of the meeting.

Regarding the minutes, Commissioner Leinbach said the rules for taking minutes, besides the date, time and place and what members attended the meeting, only need to include the specific actions taken by the Commissioners and the name and place of the commenter.

Commissioner Leinbach opened the discussion to his colleagues.

Commissioner Barnhardt and Commissioner Rivera supported both efforts and believe opening the comment period to one hour before the start of the meeting was sufficient.

The Commissioners also discussed transitioning back to in-person hybrid public meetings once the Commissioners' Boardroom technology installation project is complete.

As a result, the following motions were made:

A motion was made by Commissioner Barnhardt to start in-person hybrid Commissioners' Meetings in the 13<sup>th</sup> Floor Commissioners' Boardroom as soon as the technology improvement project is complete. Said motion was seconded by Commissioner Rivera. The motion carried.

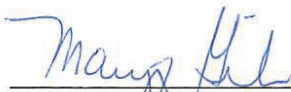
A motion was made by Commissioner Rivera to open the public comment period for public meetings where comments are allowed one (1) hour prior to the start of the public meeting. This action amends Resolution No. 274-2020 adopted August 6, 2020. A resolution will be placed on the Commissioners' Meeting Agenda this Thursday, May 13, 2021.

A motion was made by Commissioner Rivera to reinforce the procedure for written minutes to include 1) the date, time and place of meeting; 2) the names of members present; 3) official actions and record of member roll call votes taken; and the name and municipality of all citizens who commented and the subject of their comment. Additionally, the minutes will include if a commissioner/member states his comment is 'for the record' or requests his/her remarks be made part of the minutes. Said motion was seconded by Commissioner Barnhardt. The motion carried.

Seeing no further business, a motion to adjourn was made by Commissioner Leinbach and seconded by Commissioner Barnhardt. The meeting adjourned at 9:50 a.m.

Comments – None

Respectfully submitted,



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Maryjo Gibson, Chief Clerk