

**NEW SEWICKLEY TOWNSHIP
BOARD OF SUPERVISORS
PUBLIC HEARING RULES AND PROCEDURES**

The following shall be the rules and procedures for public hearings held by the New Sewickley Township Board of Supervisors:

1. A stenographer will be present to transcribe the hearing. Per 65 P.S. § 67.707(c), prior to an adjudication becoming final, a transcript of an administrative proceeding must be purchased from the stenographer directly. The individual requesting the original transcript shall bear the cost thereof.
2. There shall be a general swearing in of all those who intend or may participate in the public hearing. The swearing in shall take place at the beginning of the hearing.
3. After the swearing-in, the Chairman will ask if there are any individuals present who intend to seek status as a party to the hearing.
4. Individuals seeking party status will be asked to identify their name and address. The individual seeking party status has the burden of establishing standing. The applicant will be allowed the opportunity to respond to any request for party status. If standing to participate as a party is in question, the Board will make a determination as to whether party status will be granted or denied.
5. Except in the case of enforcement proceedings, once all the parties are determined on the record, the applicant will present its case.
6. After the applicant rests, party-objector(s) will have the opportunity to put on a case.
7. The applicant and other parties shall have the right to be represented by counsel and shall be afforded the opportunity to respond and present evidence and argument and cross-examine adverse witnesses on all relevant issues.
8. Any exhibits to be made part of the record shall be offered to the Board for admittance. The parties should expect to exchange exhibits as well as provide at least two (2) copies to the Board.
9. Formal rules of evidence shall not apply, but irrelevant, immaterial, or unduly repetitious evidence may be excluded.
10. All testimony, presentation, and public comments shall be heard from the front of the room.
11. Once all parties have rested, public comment will commence. Public comment shall be limited to residents and taxpayers of the Township and must be related to the subject matter of the hearing. 65 Pa.C.S. § 710.1(a).

12. With regard to public comment, each speaker will be permitted to speak for a period not to exceed five minutes. Each speaker must state his or her name and address for the record.
13. All public comments must be directed to the Board. Speakers shall only be permitted to make public comment and should not seek answers to questions from the Board or otherwise engage the Board.
14. For the stenographer's benefit, the Board asks that at all times speakers retrain from talking over on another.
15. The Board also asks that speakers avoid making repetitive statements or comments.