

BOROUGH OF EVERETT

Municipal Building
100 Mechanic Street
Everett, Pennsylvania 15537
Telephone 814-652-9202

Procedure to be Placed on Council Agenda to Address a Public Concern

- One week before scheduled meeting please send in writing: your name, address, phone number and subject you want to address.
- If late to the meeting, you forfeit your speaking time.
- If you have a group, please designate one person as the speaker for the group.
- When it's your turn, please state the issue or agenda item to which you are speaking.
- Due to time limits, you are only given one 5-minute comment or hearing session per issue.
- Prepare your remarks in advance.
- Do not expect an immediate answer to your concern. We may need to consult with legal council or an engineering firm concerning your issue.
- Remember that Public Comment/Public Hearings are part of open meetings, and your remarks can be used on-record by the council and members of the media.