



BOROUGH OF WYOMISSING

BOROUGH HALL – 22 READING BLVD.

WYOMISSING, PA 19610-2083

TELEPHONE (610) 376-7481 FAX (610) 376-8470

www.wyomissingboro.org



Borough of Wyomissing

Policy for Posting of Meeting Information on the Borough's Website

The policies, procedures, and information contained in this document apply to all committee, board, commission and Council meetings held by the Borough of Wyomissing.

1. Effective upon the approval of this policy by Borough Council, informational packets, generally contained in PDF format, that are provided to Borough committees, boards, commissions and Council, in advance of advertised public meetings, will be posted on the Borough's website, www.wyomissingboro.org.
2. The informational packets will be posted under the "Agenda Center" of the Borough's website, which is accessible from the website's home page via the "Government" page and then the "Agendas and Minutes" page.
3. Informational packets posted on the Borough's website will be redacted or otherwise edited to remove any information that would not be subject to disclosure under the Freedom of Information Act and Pennsylvania Right To Know Law, and/or by the submission of an Open Records Request form. This includes, but is not limited to, copyright protected plans or documents, records related to personal or public safety, infrastructure security, personnel records, criminal and non-criminal investigative records, appraisals and property review. For a complete list of exceptions visit www.openrecords.pa.gov/RTKL/CitizensGuide.cfm.
4. Draft meeting minutes included as part of any informational packet posted on the Borough's website will be watermarked as "DRAFT" until formally approved by Borough Council.
5. The public meeting agenda will be posted separately from meeting documents due to the time requirements to have the agenda posted no later than 24 hours in advance of a public meeting.

Information will be posted within a reasonable time frame before a meeting, except for documents that are received immediately prior to or at the meeting, in which case they will be posted after the meeting. Documents and plans presented at meetings are not always available in advance of the meeting. Posting of the informational packets is subject to staff availability and time constraints.



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6. Zoning Hearing Board and Civil Service Commission meeting documents and plans, other than the agenda, are excluded from this policy and will not be posted on the website prior to, or after, a meeting.

Date Originally Approved by Borough Council: November 14, 2023; Amended February 13, 2024