

## Allegheny Township Public Meeting Protocol During the Pandemic

Please accept this as notification that while the Township is under an Official Declaration of Disaster and to abide by the Governor's "Stay at Home" directive to encourage social distancing, meetings of the Board of Supervisors and other official boards and committees of the Township, will take place in a virtual setting utilizing the "Zoom" format for online meetings. In addition all "Agenda" meetings of the Board of Supervisors are cancelled until the disaster declaration ceases to be in effect (April 8, May 6 at 7:00 p.m.).

The regular scheduled voting meetings of the Board of Supervisors will take place on the legally advertised day and time for 2020 (April 13, May 11 at 7:00 p.m.) and the public is invited to attend the virtual meeting but in order to do so must follow the following instructions:

1. On your mobile devices and tablets, download the Zoom app from the Playstore for androids, or from the App Store for Iphone / Apple users. This is a free download application and looks like this:



2. From a PC, you simply go to **ZOOM.US** and sign up for a free account which will also allow you to participate in the meeting.
3. You must send the Township an email at [primm@alleghenytownship.net](mailto:primm@alleghenytownship.net) and in the subject line put "meeting request" and provide your e-mail address in the body of the e-mail.
4. The Township will then generate a meeting "invite" which will invite you to the meeting via an e-mail and will provide a "LINK" in that e-mail that you will simply click on when the meeting time is about to start. It will place you in the meeting accordingly for public observation.
5. If as a public attendee you do have comments regarding meeting items, you will be given instructions at the beginning of the meeting as to how you will be able to participate.
6. An agenda will be e-mailed to you as well to follow along on any action the Board of Supervisors may take at the meeting.
7. If you have questions please call 724-842-4641 during normal business hours so that we can assist in any way we can.