

City of Lower Burrell Public Meeting Protocol

Please accept this as notification that while the City is under an Official Declaration of Disaster and to abide by the Governor and Secretary of Health's mitigations orders, meetings of the Council and other official boards of the City will occur in a virtual setting utilizing Zoom for online meetings.

The regularly scheduled meetings will take place on the legally advertised day and time, and the public is invited to attend the virtual meeting, but to do so must follow the following instructions:

1. On your device, download the Zoom app. Zoom is a free application and looks like this:



2. From a computer, you can go to ZOOM.US and enter the meeting I.D., and a password will be sent to you.
3. You must send the City an email at arockwell@cityoflowerburrell.com and in the subject line put "meeting request" and provide your email address in the body of the email.
4. The City will then generate a meeting "invite" which will invite you to the meeting via an email and will provide a "LINK" in that email 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 instruction at the beginning of the meeting as to how you will be able to participate.
6. An agenda will be email to you to follow along on any action item the Council may take at the meeting.
7. If you have questions, please call 724-335-9875 during normal business hours so that we can assist you in any way we can.