

HATS MEETING NOTIFICATION PROCEDURES

LOCAL GOVERNMENT NOTICE

- × 4 weeks prior to the scheduled Technical Committee meeting:
 - Update memo: (in directory: I:\Transportation\HATS_Program\Administration\Notification\Local Govt)
 - date of memo
 - dates of Technical and Coordinating Committee meetings
 - principal agenda items
 - save file as: local govt [month/year mtg]
 - Send notification memo to all local governments
 - Email link to file to Admin Assistant (Ana) to distribute via email and USPS (snail) mail (indicated on TCRPC mail list: GOV'T-HATS for snail mail; Local Gov Hats E-mailing for electronic)
- × Create meeting file folder and file memo in the HATS file for that meeting (in central transportation file cabinet)

DISPLAY ADS FOR TECHNICAL & COORDINATING COMMITTEE MEETINGS

- × At least 1 week prior to scheduled Technical Committee (but not more than 30 days prior to scheduled Coordinating Committee), display ad appears in Patriot News/PennLive.
- × Update ad: (in directory: I:\Transportation\HATS_Program\Administration\Notification\Newspaper Ads)
 - display ad file is 1 page
 - dates of Technical and Coordinating Committee meetings
 - principal agenda items
 - save file as display ad [date yy-mm of meeting]
- × Provide ad to Admin Assistant (Ana) at least 3 business days prior to when the ad is to appear in the newspaper and request she email ad to Patriot News/PennLive.
- × File copy of ad from the newspaper in the HATS file for that meeting (in central transportation file cabinet)

LEGAL/DISPLAY ADS FOR PUBLIC REVIEW PERIODS

- × At least 30 days prior to end date of public review period (usually when Coordinating Committee is to take action), legal/display ad appears in Patriot News/PennLive.
- × Update ad: (file under appropriate subdirectory in directory: I:\Transportation\HATS_Program\Administration\Notification\Newspaper Ads)
 - legal ad file is 1 page –note the legal ads are emailed to a different person/department/# than the display ads)
 - note start and end date of public review and comment period
 - description of what is to be reviewed and where it can be reviewed (usually PC offices)
 - location, time and date of public hearing (sometime within the public review period)
 - date of Coordinating Committee meeting when action will be taken
 - save file as: legal ad [date ad faxed]
- × Provide Ad to Admin Assistant (Ana) at least 3 business days prior to when the ad is to appear in the newspaper and request she email ad to Patriot News/PennLive.
- × By first day of public review period – get copy of review materials to Dauphin, Cumberland and Perry Planning Commission offices; get information posted on website
- × File copy of ad from the newspaper, and review materials in the HATS file (in central transportation file cabinet)
- × Collect all public comments, save a hard copy of all comments in appropriate HATS file, and save all electronic comments under appropriate subdirectory in directory: I:\Transportation\HATS_Program\Public_Involvement\Public Comments

PUBLIC MEETING FOR PUBLIC COMMENT PERIOD

- × When creating Legal Ad for Public Review Comment Period, contact Strawberry Square to arrange a spot in the Strawberry Square Atrium during the noon hour where HATS Staff can be available to provide information on the event for the public comment period. The public meeting is usually scheduled towards the end of the public comment period, but early enough to providing sufficient time to compile and address comments received.
- × Contact Harristown Development to reserve location
 - Contact: Denise Treaster
 - Phone: (717) 255-1020, Fax: (717) 236-8975
 - Email: denisetreaster@harristown.net
- × Include date of Public Meeting in Legal Ad for Public Comment Period
- × After Public Meeting:
 - Write down all comments received at the public meeting and compile them into a listing.
 - Save meeting comments under appropriate subdirectory in directory:
I:\Transportation\HATS_Program\Public_Involvement\Public Comments
 - Save a hard copy of all comments in appropriate HATS file in cabinet

PUBLIC MEETING ANNOUCEMENT IN FOREIGN LANGUAGES

- × Once a Public Meeting is arranged, develop a flyer announcing the meeting translated into the foreign languages spoken in this area.
- × Update Flyer: (file in directory I:\Transportation\HATS_Program\Public_Involvement\Public Meeting Flyers)
 - Review previous flyers and modify information as needed to reflect current Public Meeting Agenda
 - Save file with following info in name: short event description, event date
- × Send flyer to the International Services Center or Latino Connection to be translated
- × Have them send you back a copy of all the flyers created for each language and a list of all places the flyers were distributed to.
- × File copy of original and translated flyers as well as the distribution list in the HATS file to the appropriate event (in central transportation file cabinet along planners row)

AGENDA PACKETS

- × Post agenda items to the HATS website and email web links to committee members and stakeholders at least 1 week prior to the scheduled meeting (including link to Zoom registration and participation)

COORDINATING COMMITTEE RECORDING

- × Save Zoom recording of meeting to HATS YouTube website