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# Open Meetings During the COVID19 Pandemic

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# Presentation Outline

During today's presentation we will discuss the following topics:

- Practical Considerations to Conduct a Public Meeting
- Participation in Public Hearings
- Practice Tips

# Key Points from Executive Orders 202.1 and 202.15

- Board members can now attend meetings telephonically
- The municipality does not have to provide in-person access to the meeting
- A public body using videoconferencing to conduct its meeting does not have to provide the public an opportunity to attend or observe the meeting at the site in which a member participates
- The public must be able to view or listen to such proceeding
- The meetings must be recorded
- A transcript must be provided at a later date

# Balancing Public Safety with Doing Business

“There has to be a balance or parallel tracks that we’re going down. We’re talking about public health. We’re talking about isolation. We’re talking about protecting lives. There also has to be a parallel track that talks about economic viability...I take total responsibility for shutting off the economy in terms of essential workers. But we also have to start to plan the pivot back to economic functionality, right. You can’t stop the economy forever.”

Governor Andrew Cuomo, March 23, 2020

# A New Night

- Thursday, March 12<sup>th</sup> – Executive Order issued
- Friday, March 13<sup>th</sup> – Modified Notice of Meeting Posted
- Monday, March 16<sup>th</sup> – Beacon City Council Meeting
  - In Person attendance with Social Distancing
  - Five (5) Council Members attended via Telephone
  - Public Comment in Person, over the phone and via email
  - Three (3) public hearings – comments received in person, phone and via email
  - Two hearings closed, one adjourned. Two SUP approved.

# The New “Norm”

- March 24<sup>th</sup> – Town of New Castle Town Board meeting
  - Convened in public with Board on Zoom and public observing on You Tube
  - Moved into Executive Session and Zoom video feed removed from You Tube
  - Moved out of ES and convened workshop on Zoom with public viewing on You Tube
  - Convened Voting meeting with Board and public on Zoom and You Tube
    - Three (3) public hearings held, 2 adjourned, 1 closed and Local Law adopted
    - Public comments and Hearing comments received via email, You Tube chat, Zoom Chat and Zoom live

# Virtual Presentations

- Tuesday, March 17<sup>th</sup> – New Castle Planning Board Meeting
  - Meeting via Zoom with presentation by Applicant and review of application materials
  - Continued Public Hearing
  - Notice Posted, Notice sent to Press, Notice placed on Website and included in Town newsletter.

# An example of moving forward in the era of social distancing: Town of Bedford Virtual Meeting Chart

What?	When?	How to Join Meeting
<b>Virtual Town Hall</b> Chris Burdick, State Sen. Shelley Mayer, Assembly Member David Buchwald, County Legislator Kitley Covill	<b>7:30 pm</b> Thursday, March 26	<a href="https://zoom.us/j/5961866179">https://zoom.us/j/5961866179</a>
<b>Planning Board</b>	<b>6:00 pm</b> Tuesday, March 31	<a href="https://zoom.us/j/4183566647">https://zoom.us/j/4183566647</a>
<b>The Sewer Project Public Information Session</b>	<b>7:30 pm</b> Monday April 6	Zoom info to come
<b>Town Board</b>	<b>7:00 pm</b> Tuesday, April 7	<a href="https://zoom.us/j/5961866179">https://zoom.us/j/5961866179</a>
<b>Zoning Board of Appeals</b>	<b>7:30 pm</b> Thursday April 9	<a href="https://zoom.us/j/8086378136">https://zoom.us/j/8086378136</a>
<b>Wetlands Control Commission</b>	<b>7:30 pm</b> Monday, April 13	<a href="https://zoom.us/j/9880004238">https://zoom.us/j/9880004238</a>
<b>Planning Board</b>	<b>7:00 pm</b> Tuesday, April 14	<a href="https://zoom.us/j/4183566647">https://zoom.us/j/4183566647</a>
<b>Planning Board</b>	<b>7:00 pm</b> Tuesday, April 28	Zoom info to come

# NYCOM Teleconferencing Resources

[https://www.nycom.org/images/documents/COVID19/2020-03-24\\_NYCOM\\_Teleconferencing\\_Resources.pdf](https://www.nycom.org/images/documents/COVID19/2020-03-24_NYCOM_Teleconferencing_Resources.pdf)

Software Type	Name	Cost	Product Specifications	Breakout Rooms	Chat	File Sharing	Participants	Our Review
Remote Meeting Software	<a href="#">Trello</a>	\$450 per month, free trial offer	eLearning, eCommerce, event management, directories, live video conferencing, reports and analytics, subscription management	Yes	Group and private	Yes	Many	If what you are looking for is software simply to facilitate videoconferencing, this may not be worth the cost, as this software provides for a whole host of services including eLearning, website design, analytics and more. There are more affordable options for videoconferencing.
Remote Meeting Software	<a href="#">Sky Prep</a>	\$499 per year	Online platform for employee training and educational courses, web design, file uploads, build assessments, and reporting tools	Yes	Group and private	Yes	Many	At this price point, if videoconferencing is all you are looking for, there are more affordable options available. This is more useful for organizations looking to integrate educational online courses for employees or students.
Remote Meeting Software	<a href="#">Zoom</a>	Zoom Meetings & Chat starts at \$14.99 per month and free version available Zoom Video Webinar starts at \$12.49 per month	Zoom Meetings & Chat Zoom unifies cloud video conferencing, simple online meetings, and group messaging into one easy-to-use platform. High quality audio, video and screen-sharing. Video webinar software that includes HD screen sharing, host control, questions and answers dialog box, and post-webinar reporting.	Yes	Group and private	Yes, in chat	1-1000+	Zoom has high video and audio quality for teleconferencing. Zoom mobile and desktop apps provide cross-platform group chat. Zoom also integrates with third-party apps and can be useful for livestreaming via Facebook Live or Youtube.  Zoom video webinars are useful for setting up team conference calls and webinars. Interactive video panels can share up to 10,000 audience members. Live Q & A chat. The free version of this software is useful for holding meetings with a maximum time limit of 40 minutes. Screen-sharing allows for displaying agenda items, PowerPoint, etc. NYCOM staff utilize Zoom and it is highly recommended.
Remote Meeting Software	<a href="#">GoTo Meeting</a>	\$18 per month per organization, free 14-day trial	Screen sharing, conference calling, video conferencing, mobile conferencing, meeting recording and transcription, conference room equipment, and more.	Yes	Group and private	Yes, in chat	Up to 250	GoToMeeting is comparable to Zoom in terms of price and product details. GoToMeeting has a feature which allows for a host or someone joining a meeting to receive a phone call, rather than dialing in.
Remote Meeting Software	<a href="#">RevMaker</a>	\$79 per month, free trial offer	Webinar software which includes reporting/analytics, social media promotion, polls/voting support, live chat, on-demand webinars, Q&A, screen-sharing, 24/7 live rep support and online support.	Yes	Group and private	Yes	1-1000+	Comparable to Zoom but includes additional produce features (alerts/notifications, event management, on-demand webinars, reporting/analytics, and social media promotion)
Remote Meeting Software	<a href="#">Microsoft Teams</a>	Starts at \$5 per month, per user. Free versions available and free trial offer	Cloud-based solutions designed for business communications to help teams manage chat, meet, file sharing, team discussions and more.	Yes	Group and private	Yes, a variety of	1-1000+	Video conferencing capabilities are comparable to products such as zoom. Where Zoom offers electronic hand raising, Microsoft does not, but does include mobile access, which Zoom does not.
Remote Meeting Software	<a href="#">Adobe Connect Learning</a>	Starts at \$50.00 per month, per user. There is not a free version of Adobe Connect Learning. Adobe Connect Learning does not offer a free trial.	Virtual classrooms with on-demand content regardless of what mobile device they use. Additional features include: synchronous learning, training companies, built-in course authoring, video conferencing and student portal.	Yes, formatted like a class	Group and private	Yes in class	Up to 200	If what you are looking for is software simply to facilitate videoconferencing, this may not be worth the cost.

# Making The Record

- I have confirmed with the Town's Counsel that tonight's meeting has been convened in accordance with the Governor's March 13, 2020 Executive Order 202.1, which suspends certain provisions of the Open Meetings Law to allow a municipal Board to convene a meeting via videoconferencing. In accordance with the Executive Order, the public has been provided with the ability to view tonight's work session meeting and a transcript will be provided at a later date. I have done a roll call of the Board Members and there is a quorum present for this meeting. I have also confirmed with the Town Clerk that this meeting has been duly noticed. We have fulfilled our legal notice requirements by posting Notice on the Town's bulletin boards, faxing to the library and news organizations, etc, posting notice on the Town's home page of its website and listing on the Town's Facebook Page.

# It Does Work!

- But, we will now discuss questions and practical considerations.

# Must all board members attend a public meeting using the same method?

- In theory, one member of the board could attend in person (but in person attendance by the public would be in violation of EO 202.10), another over the phone and the rest via videoconferencing.

# Can board members participate via videoconferencing and the public by phone?

- EO 202.1 does not require both the public and the board to attend via the same medium, so long as the public has the opportunity to view or listen to the meeting.

# Can the public demand to attend the videoconferencing location?

- EO 202.1 allows public bodies to meet and take action without permitting public in-person access to meetings

# Must the location of each board member be announced?

- Board members do not have to announce their location as the public is not permitted to attend the meeting or any individual meeting location in-person.

# Must board members videoconference or call-in to a virtual meeting from a location within the municipality?

- Board members can videoconference or call-in to a virtual meeting from anywhere.

# Must the board convene in public session before going into executive session?

- EO 202.1 did not relax any requirements with respect to Executive Sessions.
- If the board wants go into an executive session, a board member must make a motion during an open meeting to enter into Executive Session.

# Can votes be taken over the phone or videoconference ?

- If a quorum is present, board members may vote and take action on any agenda item.
- A quorum is established by a majority of board members participating via telephone or videoconference. For clarity of the record, roll call voting is recommended.

# Does the public have to be allowed to speak at a public meeting?

- There is no requirement in the Open Meetings Law that the public be allowed to speak at a public meeting.

# What is meant by a Transcript?

- The Governor's office has advised that the intent is to prepare a "word for word" transcript, but it does not have to be prepared by a stenographer or professional transcriptionist.
- Both Zoom and WebEx have a transcription feature that, in our opinion, would satisfy the requirement.

# When must the Transcript be provided?

- EO 202.1 states the transcript must be provided at a later date, which is not defined.
- The obligation to provide the transcript must be balanced with the need to provide municipal services with a reduced workforce and limited resources.
- Does not replace the requirement to provide Minutes within 2 weeks of a meeting (OML Section 105)

# Participation in Public Hearings

- Can a public hearing be held via telephone or videoconferencing?
- What must be provided in the public notice?
- How can the public participate in a public hearing?
- How can applicants participate?

# Executive Order 202.15

- Any local official, state official or local government or school, which, by virtue of any law has a public hearing scheduled or otherwise required to take place in April or May of 2020 shall be postponed, until June 1, 2020, without prejudice, however such hearing may continue if the convening public body or official is able to hold the public hearing remotely, through use of telephone conference, video conference, and/or other similar service.

# Can a public hearing be held via conference call or videoconferencing?

- Public hearings can be held by conference call or by videoconferencing.
- The public must be able to listen to or view the meeting and participate in the hearing.
- Videoconferencing is the best option for municipal boards as it provides a virtual “meeting place” for board members and the public.
- Under EO 201.10 board members and any member of the public are barred from gathering to conduct or attend a meeting.

# Making The Record – Public Hearing & Comment

- A link has also been provided so the public can view the meeting and I am advised that link is active and working. Furthermore, a video of this meeting will be made available on public access TV and the Town's web site. Finally, the Town Board is conducting three (3) public hearings tonight and the public will have an opportunity to comment during the hearing by 1) sending an email to [publiccomment@mynewcastle.org](mailto:publiccomment@mynewcastle.org); 2) using the chat function on Zoom to type and send a comment; 3) using the chat function on You-Tube; or 4) for those participating via zoom, you can speak by typing in the chat window that you wish to speak and then your audio will be activated.

# What must be provided in the public notice?

The Notice of Meeting should provide the following information:

- State that it is conducting the meeting in that manner pursuant to Governor Cuomo's Executive Order 202.1;
- Provide the date and time of the meeting;
- State in-person attendance will NOT be permitted;
- Provide the conference call number or videoconference link;
- Explain how the public can submit comments;
- State that the conference call or videoconference will be recorded and a transcript of the meeting will be made available at a later date; and
- If a meeting will be streamed live over the internet, the public notice for the meeting shall inform the public of the internet address of the website streaming such meeting.

# Sample Notices

- New Castle Agenda - Public Meeting Access Instructions
- Notice of Change in Public Meeting Location
- Rye Brook ZBA Agenda Notice of Virtual Meeting
- Village of Rye Brook Zoning Board of Appeals Notice of Hearing
- Town of Bedford Zoning Board of Appeals Notice on Special Permit Application
- Town of Bedford Public Notice - Public Hearing on Proposed Local Law



## TOWN OF NEW CASTLE

200 South Greeley Avenue, Chappaqua, New York 10514 • (914) 238-4771 • Fax (914) 238-2537 • [cpapes@mynewcastle.org](mailto:cpapes@mynewcastle.org)

Town Clerk/Receiver of Taxes  
**Christina Papes**  
(914) 238-7269

Deputy Receiver of Taxes  
**Patricia Antonucci**  
(914) 238-4773

Deputy Town Clerk  
**Mary Deems**  
(914) 238-7271

Instructions for the public to access Town Board meeting remotely:

The Town of New Castle Town Board will not be meeting in person. In accordance with the Governor's Executive Order 202.1, until further notice, meetings will be held via videoconferencing. The Town of New Castle has organized an interactive Town Board Work Session and Public Hearings for 7:00 PM on Tuesday March 24th, 2020. You will have an opportunity to see and hear the meeting live and provide your comments via the chat session that will be part of the meeting. The Town will continue to hold public hearings. Comments for the public comment session or public hearings can be 1) sent in advance of the meeting or during the meeting to [publiccomment@mynewcastle.org](mailto:publiccomment@mynewcastle.org) or 2) written in the chat section of the Zoom meeting. To the extent one does not have access to the internet, comments can also be made by no later than 4pm of the day of the meeting to the Town Clerk at 914-238-7271.

If you have a computer, tablet or smartphone, you can register, log in and see the video and hear the audio of the live session. Zoom's chat facility will be available during the public hearing portions of the meeting. We'll provide brief instructions on using chat during the meeting.

We will also have a dial-in number for you to call if you don't have a computer, or have problems with your computer's audio.

Make sure:

1. Register in advance for this webinar:  
[https://zoom.us/webinar/register/WN\\_L9fva6MCTmiwNow8fYPI3g](https://zoom.us/webinar/register/WN_L9fva6MCTmiwNow8fYPI3g).  
You will need to provide your name and email address when registering so we can send a confirmation email to you containing the web address and phone number for joining the webinar.
2. On Tuesday evening, log in with your computer and, if needed, your telephone. You'll be placed on hold until the meeting starts.

The meeting will also be live-streamed on <https://youtube.com/c/ncccmg> if you're having problems with Zoom.

## NOTICE OF CHANGE IN PUBLIC MEETING LOCATION

**PLEASE TAKE NOTICE**, that effective immediately and based upon notices and health advisories issued by Federal, State and Local officials related to the COVID-19 virus, the Town Board will not hold in-person meetings. Until further notice, all future Town Board meetings (including public hearings) will be held via videoconferencing, as permitted by the NYS Open Meetings Law. Due to public health and safety concerns, the public will not be permitted to attend at the remote locations where the Town Board members will be situated. The public, however, will be able to fully observe the videoconference meeting and comment at appropriate times. To the extent internet access is not available, the public can attend via telephone by dialing (insert number). The Town Board's agenda is available online in advance of meetings at (insert link) and the public can email written comments or questions by 5pm on the day of the meeting addressed to [townboard@mynewcastle.org](mailto:townboard@mynewcastle.org). Any member of the public who has questions should contact the Town Administrator in advance of the meeting at 914-238-4742 or [jslapino@mynewcastle.org](mailto:jslapino@mynewcastle.org). Anyone having difficulty connecting to the meeting should contact \_\_\_\_\_ for IT assistance during the meeting.

**PLEASE TAKE FURTHER NOTICE**, that any Executive Session of the Board will be initiated with the Board first convening on the public videoconferencing site, adopting a motion to go into Executive Session and then returning to the public videoconferencing site once the Executive Session has concluded.

**PLEASE TAKE FURTHER NOTICE**, that the Town Board Work Session of Tuesday March 17, 2020 at 6:30pm can be accessed at \_\_\_\_\_.



Village of Rye Brook  
Agenda  
Zoning Board of Appeals Meeting  
Tuesday, April 7, 2020 at 8:00 PM  
Village Hall, 938 King Street

**ANNOUNCEMENT:** Due to public health and safety concerns related to COVID-19, the Zoning Board of Appeals will not be meeting in-person. In accordance with the Governor's Executive Order 202.1, the April 7, 2020 the Zoning Board of Appeals meeting will be held via videoconferencing, and a transcript will be provided at a later date. The public will have an opportunity to see and hear the meeting live and provide comments.

The public can watch the live meeting on Cable TV, online from the Public Meetings link on the Village website ([www.ryebrook.org](http://www.ryebrook.org)), and through the Zoom App. If any interested members of the public would like to provide comments on an application, comments can be called in during the meeting at +1(929) 205-6099, Meeting ID: 597 818 681 or provided through the written chat section of the Zoom meeting. Comments can also be emailed before and during the public hearing to Michael Izzo, Village Building Inspector, at [mizzo@ryebrook.org](mailto:mizzo@ryebrook.org). Please check the Village website for updates.

**INSTRUCTIONS TO ACCESS THE VIRTUAL MEETING:** If you have a computer, tablet or smartphone, you can register, log in and see the video and hear the audio of the live session. You can access the Zoom meeting at <https://zoom.us/j/597818681> and clicking on "Join a Meeting", and enter Meeting ID 597 818 681 (no password required). You can also call in to the ZOOM meeting at +1(929) 205-6099, when prompted, enter 597 818 681#.

On the evening of April 7, 2020, 5 minutes before 8:00 p.m., log in with your computer, smartphone or telephone. You will be placed on hold until the meeting starts. Questions about accessing the Zoom videoconference should be emailed to [amarshall@ryebrook.org](mailto:amarshall@ryebrook.org).

## NOTICE OF HEARING ON APPLICATION

Notice is hereby given that the undersigned has filed an application to appear before the Zoning Board of Appeals of the Village of Rye Brook.

Application # 20-006

Applicant: Alexander Klein & Sandy Klein  
50 Winding Wood Road  
Rye Brook, New York 10573

Applicant Proposes to: Install sports court in front yard.

At the premises known as 50 Winding Wood Road in the Village of Rye Brook, New York, situated on the corner of Winding Wood Road South and Winding Wood Road North, designated and shown on the most current tax map as Parcel ID# 135.34-1-10, the applicant does hereby request a variance(s) from the following applicable section(s) of the Zoning Ordinance:

§250-37.C. The maximum allowable Total Impervious Coverage for this property is, 7,045 square feet. The existing non-conforming Total Impervious Coverage is, 7,281 square feet. The proposed sports court will result in a Total Impervious Coverage of 7,660 square feet. Therefore a Total Impervious Coverage variance of 615 square feet is requested.

A Public Hearing on said application will be held before the Village Zoning Board of Appeals on Tuesday, April 7, 2020, at 8 o'clock p.m.

Due to public health and safety concerns related to COVID-19, the Zoning Board of Appeals will not be meeting in-person. In accordance with the Governor's Executive Order 202.1, the April 7, 2020 Zoning Board of Appeals meeting will be held via videoconferencing, and a transcript will be provided at a later date. The public will have an opportunity to see and hear the meeting live and provide comments.

The public can watch the live meeting on Cable TV, online from the Public Meetings link on the Village website ([www.ryebrook.org](http://www.ryebrook.org)), and through the Zoom App. If any interested members of the public would like to provide comments on an application, comments can be called in during the meeting at +1(919) 205-6099, Meeting ID: 597 818 681 or provided through the written chat section of the Zoom meeting. Comments can also be provided via email before and during the meeting to Michael Izzo, Village Building Inspector, at [mizzo@ryebrook.org](mailto:mizzo@ryebrook.org). Please check the meeting Agenda posted on the Village website for further instructions to access the virtual meeting and for updated information.

Plans and other materials associated with the proposed application may be reviewed and downloaded via the Public Meetings link from the Rye Brook website.

## AMENDED PUBLIC NOTICE

**NOTICE IS HEREBY GIVEN**, that the Board of Appeals of the Town of Bedford will hold a public hearing on the following:

Request of: **600 Bedford Road LLC (Owner)**  
**Splash Bedford Hills, LLC (Applicant)**  
**600 Bedford Road**  
**Bedford Hills, NY 10507**

A Special Use Permit in accordance with Article VIII Section 125-68 of the Town of Bedford Zoning Ordinance to permit the operation of an automotive service station providing express oil change and customer self-serve vacuums which is classified as a "public garage" under the Town of Bedford Zoning Code. The applicant seeks a variance of: Article VIII Section 125-68 C. (1) to permit an existing front yard setback of 35.13 feet (Bedford Road) and an existing front yard setback of 24.96 feet (Valerio Court) to the building where all structures are required to be 45 feet from the road right-of-way, for property located on **600 Bedford Road Bedford Hills, NY 10507** Designated as Section 72.5 Block 1 Lot 40 on the Tax Map of the Town of Bedford in the RB Zoning District. Said hearing will take place on **Thursday, the 9<sup>th</sup> day of April 2020, at 7:30 P.M.**

Based upon notices and health advisories issued by Federal, State and Local officials related to the novel COVID-19 virus, as permitted under the Governor of the State of New York's Emergency Order Number 202.1, due to public health and safety concerns, the public will not be permitted to attend the public meeting in person at any of the remote locations where the Board of Appeals will be situated, or in any other location. The public will have an opportunity to see and hear the meeting live and provide comments via the Zoom videoconference meeting. A live webcast of the meeting can also be viewed at: <http://bedfordny.igm2.com/Citizens/Default.aspx>.

**INSTRUCTIONS TO ACCESS THE VIRTUAL MEETING:** If you have a computer, tablet or smartphone, you can register, log in and see the video and hear the audio of the live session. You can access the Zoom videoconference meeting through the ZOOM meeting website at <https://zoom.us/j/8086378136> and clicking on "Join a Meeting", and enter meeting 808 637 8136 (no password required). You can also call in to the ZOOM meeting at 1-646-558-8656, when prompted, enter 8086378136. On the evening of April 9, 2020, 5 minutes before 7:30 p.m., log in with your computer or your telephone. You will be placed on hold until the meeting starts. The Zoom chat facility will also be available during the public hearing portions of the meeting to submit written comments regarding the application.

Comments during the public hearing can be (1) sent by email to [acostello@bedfordny.gov](mailto:acostello@bedfordny.gov); and (2) made by speaking or chat through the Zoom videoconference of the meeting. Comments can also be emailed in advance of the meeting to the Board of Appeals Secretary at [acostello@bedfordny.gov](mailto:acostello@bedfordny.gov). The Board of Appeals agenda is available online in advance of meetings at [www.bedfordny.gov](http://www.bedfordny.gov), click on <https://bedfordny.gov/meetings-agendas/>. The proposed application can be viewed through the agenda and the agenda will also provide further information relating to how to view and access the meeting. If anyone has questions before the meeting about accessing the Zoom videoconference please email the Board of Appeals Secretary at [acostello@bedfordny.gov](mailto:acostello@bedfordny.gov) or call at 914-830-3574.

At this hearing all persons in favor of or in opposition to the above application will be heard. Applicants or their representative must be present on the Zoom videoconference and be prepared to make a presentation via the Zoom videoconference. Presentations from all Applicants will be limited to 15 minutes. Others wishing to speak can have 5 minutes but can also submit written comments as directed above. The Applicants can then have 5 minutes of rebuttal.

**NOTICE OF TOWN OF BEDFORD TOWN BOARD**  
**PUBLIC HEARING ON PROPOSED LOCAL LAW TO AMEND**  
**TOWN CODE CHAPTER 47 – CONSULTANT’S FEES**

**PLEASE TAKE NOTICE** that based upon notices and health advisories issued by Federal, State and Local officials related to the COVID-19 virus, a public hearing will be held with respect to the adoption of a Local Law amending of the Town of Bedford Town Board Chapter 57 relating to Consultant’s Fees and Escrow Accounts on Tuesday, April 7, 2020 at 7:10 p.m., via videoconferencing, as permitted by the NYS Open Meetings Law. As permitted under the Governor of the State of New York’s Emergency Order Number 202.1, due to public health and safety concerns, the public will not be permitted to attend the Town Board meeting in person at any of the remote locations where the Town Board members will be situated, or in any other location. The public will have an opportunity to see and hear the meeting live and provide comments via the Zoom videoconference meeting.

**PLEASE TAKE FURTHER NOTICE** that the Town Board’s agenda is available online in advance of meetings at [www.bedfordny.gov](http://www.bedfordny.gov), click on <https://bedfordny.gov/meetings-agendas/>. The proposed Local Law to amend Chapter 47 of the Town Code can be viewed through the agenda and the agenda will also provide further information relating to how to view and access the meeting.

**PLEASE TAKE FURTHER NOTICE**, that comments for the public comment session or public hearings can be (1) sent in advance of the meeting or during the meeting to [lfumagalli@bedfordny.gov](mailto:lfumagalli@bedfordny.gov); (2) through the Zoom videoconference of the meeting. To the extent one does not have access to the internet, comments can also be made by no later than 4pm of the day of the meeting to the Town Clerk at 914-**INSERT PHONE NUMBER**.

**INSTRUCTIONS TO ACCESS THE VIRTUAL MEETING:** If you have a computer, tablet or smartphone, you can register, log in and see the video and hear the audio of the live session. You can access the Zoom meeting as follows: **INSERT HOW THE PUBLIC CAN ACCESS THE MEETING INCLUDING ZOOM MEETING ID NUMBER AND PHONE NUMBER IF APPLICABLE**. On the evening of April 7, 2020, 5 minutes before 7:00 p.m., log in with your computer and, if needed, your telephone. You’ll be placed on hold until the meeting starts. The Zoom chat facility will also be available during the public hearing portions of the meeting to submit written comments regarding the Local Law. If anyone has questions about accessing the Zoom videoconference they should call the Town Clerk at 914-**INSERT PHONE NUMBER**.

# How can the public participate in a public hearing?

- Interested members of the public can provide comments by calling in to the remote meeting or utilizing available chat functions on the videoconferencing program.
- The public body should also allow the public to submit comments via email before and during the meeting to a designated individual who will track the comments and read them into the record.
- Key take away: The public must be permitted to provide verbal comments during the public hearing.

# How can applicants participate?

- Level of participation depends on whether the public body proceeds via telephone conference call or videoconferencing.
- Some videoconferencing services allow participants to upload and share documents with everyone in the virtual meeting.
- At a minimum, the public body should make sure that all application materials are available online to ensure members of the public have an opportunity to view the application.

# Resolutions

- Don't forget to file your resolutions with the municipal clerk!

# LEGAL DISCLAIMER

- The information provided in this document does not constitute legal advice or establish an attorney-client relationship with Keane & Beane, P.C. or any of its individual attorneys. The information contained in this document is meant only to provide an overview of the function and role of the zoning board of appeals.
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# Thank you!

# Questions ?

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**Nward-willis@kblaw.com**

**Drew Victoria Gamils, Esq.**  
**Dgamils@kblaw.com**

**Kristen O'Neill**  
**Assistant Director, Committee on Open Government**  
**Kristin.Oneill@dos.ny.gov**