

Village of Cayuga Heights Planning Board

Meeting: Monday May 23, 2022

Marcham Hall – 7:00 pm

Zoom Link -- See below

AGENDA

1. Call to Order
2. Review and Approval of April 25, 2022 Minutes
3. Review and Approval of May 10, 2022 Minutes
4. Public Comment
5. Videoconferencing for Conduct of Meetings
(See proposed resolution next page)
6. Site Plan Review – 211 North Sunset Drive
7. New Business
8. Adjourn

Zoom Link

Topic: Planning Board

Time: May 23, 2022 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/4118425407?pwd=TIJMaTVuc05wTHFxdG8zL0loRlMwZz09>

Meeting ID: 411 842 5407

Passcode: VCH836

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Meeting ID: 411 842 5407

RESOLUTION No. 351
AUTHORIZING THE USE OF VIDEOCONFERENCING FOR THE CONDUCT OF
PLANNING BOARD MEETINGS

WHEREAS, as of April 9, 2022, the previous videoconferencing provisions found in Public Officers Law § 103(c) were removed, and public bodies wishing to conduct meetings via videoconference must comply with the new requirements of Public Officers Law § 103-a; and

WHEREAS, Public Officers Law § 103-a(2) authorizes public bodies to conduct meetings using videoconference technology so long as a quorum of the public body is physically present at one or more of the locations where the public can also attend in person; and

WHEREAS, in order for public bodies to conduct meetings via videoconferencing, certain requirements of Public Officers Law § 103-a(2) must be satisfied; and

WHEREAS, among the requirements of Public Officers Law § 103-a(2) is that the public body must adopt a local law or a resolution after a public hearing authorizing the use of videoconferencing for itself and its committees or subcommittees; and

WHEREAS, the Planning Board of the Village of Cayuga Heights desires to authorize the use of videoconferencing for itself; and

WHEREAS, the Planning Board has conducted a public hearing to hear comments on the use of videoconferencing to conduct public meetings;

NOW, THEREFORE, be it resolved by the Planning Board of the Village of Cayuga Heights as follows:

1. The Planning Board of the Village of Cayuga Heights is hereby authorized to conduct meetings via videoconferencing in accordance with the requirements of Public Officers Law § 103-a(2), including, but not limited to:
 - A. A quorum of members of the Planning Board must be physically present at one of the meeting locations at which the public can attend in person unless the member is unable to be physically present due to extraordinary circumstances, which include disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting.

- B. Except in the case of executive sessions conducted pursuant to Public Officers Law § 105, the Planning Board shall ensure that members of the Planning Board can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon.
- C. The minutes of meetings involving videoconferencing must include which, if any, members participated remotely and must be made available to the public pursuant to Public Officers Law § 106.
- D. The public notice for the meeting must (i) inform the public (a) that videoconferencing will be used, (b) where they can view and/or participate in such meeting, and (c) where required documents and records will be posted or available, and (ii) identify the physical location(s) where members of the Planning Board will be participating in the meeting and where the public can attend the meeting in person.
- E. The Planning Board must record each meeting that uses videoconferencing and such recordings must be posted or linked to on the public body's website within five business days of the meeting. The recordings must remain available for a minimum of five years thereafter, and recordings must be transcribed upon request.
- F. At meetings where public comment or participation is authorized, members of the public must be able to participate in the proceedings via videoconference in real time.
- G. If the Planning Board broadcasts its meetings or conducts its meetings via videoconference, it must use technology that permits members of the public with disabilities to access the video in a manner consistent with the 1990 Americans with Disabilities Act (ADA).