

HOUSING AUTHORITY of the TOWN OF BOONTON

RESOLUTION #2106 A RESOLUTION BY THE BOARD OF COMMISSIONERS TO AMEND THE RULES ON THE REMOTE MEETING PROCEDURES

In accordance with N.J.A.C. 5:39-1(h) the Boonton Housing Authority (the "Authority") hereby adopts the following remote meeting procedures.

I. MEETINGS OPEN TO THE PUBLIC

The public shall be invited to attend all remote public meetings at no cost. Notice providing the date, place and time of all remote meetings shall be listed on the Authority's website and shall include a link to access the remote public meeting.

The notice shall also provide that the public may participate in the meeting during "public comments" portion of the agenda.

The Board shall provide the public with similar access to the meeting as members of the Board, the Authority Staff and any individuals seeking approval of the Board. If the meeting is held by audio and video, the public must be permitted to participate via both audio and video. An in-person meeting of the Board shall not exclude members of the public from attending in person.

II. AGENDA AND DOCUMENTS

Forty-eight hours prior to the meeting, the Agenda of the meeting shall be available for download on the Authority's website through an internet link either on the meeting notice or near the posting of the meeting notice on the Authority's website.

In addition, any presentation or documents that would otherwise be viewed or made available to members of the public at an in-person meeting shall be made visible on a video broadcast of the remote public meeting or made available on the Authority's website for download in advance of the meeting through an internet link appearing either on the meeting notice, or near the posting of the meeting notice both on the website and at the building where the meeting would otherwise be held.

III. PUBLIC PARTICIPATION

In addition to the foregoing, the notice of the meeting shall also advise members of the public that they may submit written comments or questions to the Board by mail or email addressed to: info@boontonhousing.org

All such written comments or questions must be submitted forty-eight hours before the meeting, in which event they shall be read aloud and addressed during the meeting in a manner audible to all meeting participants and the public. The reading of all written comments shall be subject to the same time limitations imposed on in-person participation. Each comment shall be read from the beginning until the time limit is reached. The Board may pass over duplicate comments however, each duplicate comment shall be noted for the record with the content summarized. If

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the Board elects to summarize certain duplicative comments it must not summarize certain duplicative comments while reading others individually.

The public shall also be permitted to make public comments during the designated time on the meeting Agenda. Any existing time limitation shall be applicable. The Board shall facilitate a dialogue with the commenter to the extent permitted by the electronics communication technology employed.

IV. STANDARDS OF CONDUCT

Members of the public shall address the Board only when they are recognized by the Chair or his/her designee. They shall not speak out of turn or disrupt the meeting. Disruptive conduct includes sustained inappropriate behaviors such as but not limited to shouting, interruption and use of profanity. They shall abide by the time limitations imposed by the Authority for in-person meetings

In the event a member of the public becomes disruptive during the meeting, the Chair or his/her designee shall mute or continue muting the disruptive member of the public and warn that continued disruption may result in their being unable to participate in, or attend the meeting.

If the member of the public persists in disturbing the meeting after being given a warning he or she may be muted while other members of the public continue with public comments or questions. If time permits, the disruptive individual shall be permitted to speak after all other members of the public have finished. Should said person remain disruptive, he/she may be muted for the remainder of the meeting or removed from the public meeting.

V. COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT ("OPMA")

In addition to providing the date, time and place of the meeting in accordance with the Open Public Meetings Act, the remote meeting notice must state:

- 1) How to access the meeting;
- 2) The means for making public comment (included in a link in the notice); and
- 3) Where relevant documents will be made available (included in a link in the notice).

VI. ELECTRONIC NOTICE

The Board shall also provide an electronic notice of the remote public meeting, the means for making public comment and where relevant documents may be made available.

The aforesaid electronic notice shall be:

- 1) Posted on the Authority's website; and
 - 2) Posted on the main access door of the building where the meeting was scheduled to be held
- Notice must be visible from outside of building and also posted on any handicap entrance, visible from outside building.

Where the Board expects to continue remote public meetings, the annual notice must be revised

at least seven days before the next meeting and contain clear and concise instructions for accessing the meeting, the means for making public comment and where relevant documents will be made available. In addition to the notice required by OPMA, the annual notice shall be posted on the Authority's website and posted on the door where the meeting is usually held and on any handicap accessible entrance. Notice must be viewable from outside.

Where an in-person meeting has been changed to a remote meeting, the Board shall issue adequate and electronic notice for the meeting with access instructions and means for public comment as described above.

VII. STATEMENT OF ADEQUATE NOTICE

At the commencement of every remote public meeting of a local public meeting, the chair or his/her designee shall cause to be entered into the minutes a statement to the effect that:

- 1) Both adequate and electronic notice of this meeting has been provided, specifying the time, place and manner in which such notice was provided; or
- 2) That only electronic notice of the meeting has been provided, specifying the time, place and manner in which such notice was provide and that discussion and effectuation of public business shall be limited only to those matters:
 - a. necessary for the continuing operation of government and which relate to the applicable emergency declaration; or
 - b. requiring decision during the remote public meeting due to imminent time constraints; or
- 3) That adequate notice and electronic notice was not provided, in which case such announcement shall state:
 - a. the reason or reasons why the matter or matters discussed are of such urgency and importance as contemplated under N.J.S.A. 10:4-9(b)(1), and the nature of the substantial harm to the public interest likely to result from a delay in the holding of the meeting;
 - b. that the remote public meeting will be limited to discussion of and acting with respect to such matters of urgency and importance;
 - c. the time, place, and manner in which notice of the meeting was provided; and
 - d. either that the need for such meeting could not reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided, in which event, such announcement shall specify the reason why such need could not reasonably have been foreseen; or that such need could reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided, but such notice was not provided, in which event the announcement shall specify the reason why adequate notice and/or electronic notice was not provided.

VIII. STATEMENT REGARDING PUBLIC COMMENT

At the commencement of each meeting the Chair or his/her designee shall read the following statement:

The Authority welcomes comments from the pubic which will be addressed under Item_ of the

Agenda. Members of the public shall be free to speak on any subject on or off the Agenda. [As is the case for in-person meetings all speakers will be limited to ____ minutes.] Members of the public shall be muted until public discussion, at which time they may ask to be recognized.

Please do not speak out of turn or disrupt the meeting. Disruptive conduct includes sustained inappropriate behaviors such as but not limited to shouting, interruption and use of profanity. The Chair or his/her designee shall mute or continue muting any disruptive member of the public and warn him or her that continued disruption may result in their being unable to participate in or attend the meeting.

If the member of the public persists in disturbing the meeting after being given a warning, he or she may be muted while other members of the public continue with public comments or questions. If time permits, the disruptive individual shall be permitted to speak after all other members of the public have finished. Should said person remain disruptive, he/she may be muted for the remainder of the meeting or removed from the public meeting.

At the conclusion of comments from those attending remotely, the Board will address comments or questions which were submitted in writing forty-eight hours before the meeting. All submissions shall be read aloud and addressed during the meeting in a manner audible to all meeting participants and the public. The reading of all written comments shall be subject to the same time limitations imposed on in-person participation. Each comment shall be read from the beginning until the time limit is reached. The Board may pass over duplicate comments however, each duplicate comment shall be noted for the record with the content summarized. If the Board elects to summarize certain duplicative comments it must not summarize certain duplicative comments while reading others individually.

EXECUTIVE OR CLOSED SESSION

Upon adoption of motion to enter into closed or executive session, the Chair or his/her designee shall terminate the participation of all meeting attendees who are not authorized to attend that portion of the meeting. They shall be readmitted at the conclusion of the closed session. Alternatively, the Board may establish a separate nonpublic conference line or platform employed for this purpose.

Approved by: James A. Plaisted Date: December 23, 2020
James Plaisted, Chairperson