

## NOTICE OF PUBLIC HEARING

**NOTICE IS HEREBY GIVEN** that a joint public hearing pursuant to Article 18-A of the New York General Municipal Law and Section 103-a of the Public Officers Law will be held by the Jefferson County Industrial Development Agency (“JCIDA”) and Jefferson County Local Development Corporation (“JCLDC”) on Thursday, March 30, 2023 at 9:00 a.m., local time, at the JCIDA Offices, 800 Starbuck Avenue, Watertown, New York, 13601 in connection with the following matter:

JCIDA and JCLDC will jointly review and consider proposed written procedures governing member and public attendance consistent with Section 103-a of the Public Officers Law, which in relevant part permits public bodies such as JCIDA and JCLDC to authorize their members to attend meetings by videoconference from locations that are not open to the public (“private locations”), when necessitated by “extraordinary circumstances.”

Representatives of JCIDA and JCLDC will be at the above-stated time and place to present copies of their proposed teleconferencing policies and hear and accept written and oral comments from all persons with views in favor of, opposed to or otherwise relevant to the Agency's proposed videoconferencing policy.

This public hearing will be conducted via live on the Jefferson County website at <https://www.jcida.com/about-us/jcida/>. Any individuals seeking to participate and provide comment will also be provided with a video conference link at: <https://us02web.zoom.us/j/84355250468?pwd=R0t4VjRpdGJBZDJrL2JQYVVjKytDdz09>  
Meeting ID: 843 5525 0468  
Password: 011440

JCIDA and JCLDC also encourage any interested parties to submit written comments to the Agency, which will be included within the public hearing record. Any written comments may be sent to: Jefferson County Industrial Development Agency, Attention: David J. Zembiec, 800 Starbuck Avenue, Suite 800, Watertown, New York 13601 and/or [dzembiec@jcida.com](mailto:dzembiec@jcida.com).

Dated: March 22, 2023

JEFFERSON COUNTY INDUSTRIAL  
DEVELOPMENT AGENCY

JEFFERSON COUNTY LOCAL  
DEVELOPMENT CORPORATION

## **Jefferson County Local Development Corporation Public Meeting Videoconference Policy**

The Jefferson County Local Development Corporation (the "Corporation") hereby establishes this policy to allow for attendance by members of the board and members of the public via videoconference at any open meeting of the board of directors or any committee or subcommittee meeting and is established in accordance with the laws of 2022 of the State of New York within the Public Officers Law a.k.a. Open Meetings Law. <https://opengovernment.ny.gov/open-meetings-law>

This internal Corporation policy sets forth the options for attendance at public meetings of this public body either in person, via videoconference at a public location, or via videoconference at a non-public location due to "extraordinary circumstances" being experienced by a member who still wishes to attend.

This policy defines these "extraordinary circumstances" by which a member may participate in a meeting of the board or committee via videoconferencing in a non-public venue and establishes the procedures for notifying the Corporation staff in order to verify the extraordinary circumstance and sets forth a method for updating the public on opportunities to attend via videoconference.

1. Open Meeting Law states that a quorum of the board must be present in-person at a predetermined time and public location wherein the meeting will be conducted. Any member attending via videoconference in a predetermined and noticed public location may count toward quorum.
2. Any member attending via videoconference in a non-public setting under "extraordinary circumstances" will not be counted toward a quorum, but may nevertheless participate and vote. Any member attending via videoconference in a public setting under "extraordinary circumstances" will be counted toward a quorum, and may participate and vote.
3. When participating under "extraordinary circumstances" by which a member of the public body may request participation via videoconferences, they must notify the Corporation staff by phone or email as soon as the circumstance is presented. The staff will present the information to the chair of the board and the administrative director for final determination.
4. Extraordinary circumstances allowed by this Corporation are:
  - a. Physical Disability whereby they are unable to meet in a physical location.
  - b. Illness whereby they are under direct orders from a doctor not to attend in-person meetings.
  - c. Caregiver responsibilities whereby they are the only option for attending to the physical care of a minor or other dependent or family member.
  - d. Work-related restrictions whereby their place of business does not allow for participation at in-person meetings outside the parameters of their business location. Written policy for the employer or place of business must be signed by the member and on file with the Corporation.

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- e. When inclement weather creates hazardous travel conditions.
  - f. Other significant or unexpected, unforeseen factors or events which preclude attendance must be presented to the Corporation staff within a reasonable amount of time before the meeting in order to approve a videoconference option and to give notice to the public for a videoconference option.
5. Public Notice of an Open Meeting will be posted online in the Corporation's website and on the public bulletin boards at the physical location.
  6. Pre-established meetings will provide for meeting notice at least 72 hours prior to meeting to announce the time and physical or virtual locations whereby the public can attend and it must account for ADA accommodations or compliance for public attendance.
  7. In the event a member is allowed to participate via videoconference under "extraordinary circumstances," Corporation staff shall post a public notice on the website with a link to the same videoconference service by which the member will be participating as soon as reasonably possible.
  8. Any member of board or committee participating via videoconferencing must be able to be seen, heard and identified, as well as all members attending in person. Members of the public attending in person or via videoconference will also be asked to identify themselves for the purpose of notation of the minutes.
  9. Minutes of the meeting will delineate the attendance of each member and by what means they are attending, either in person or via videoconference and under which "extraordinary circumstance."
  10. Any meeting of the Corporation or committee that is conducted with members via videoconference will be recorded and saved for five (5) years.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2023