
Town of Skaneateles
Local Law 2 of the Year 2022
Authorizing the Use of Videoconferencing to Conduct Public Meetings

Section 1. Authority

This Local Law is enacted pursuant to the provisions of the New York Municipal Home Rule Law and Section 103-a of the New York Public Officers Law.

Section 2. Purpose

It is the purpose and intent of this local law to authorize the Town Board of the Town of Skaneateles (the "Town Board"), its committees and subcommittees, and any other public body of the Town of Skaneateles (the "Town") to use videoconferencing to conduct its meetings pursuant to the requirements of the New York Public Officers Law.

Section 3. Authorization to Use Videoconferencing

The Town Board hereby authorizes the use of videoconferencing by public bodies of the Town to conduct public meetings pursuant to Section 103-a of the New York Public Officers Law.

Section 4. State Environmental Quality Review Act (SEQRA)

The Town Board has considered the provisions of Article 8 of the Environmental Conservation Law ("SEQRA") and the regulations adopted thereunder at 6 NYCRR Part 617 and finds this Local Law to be a Type II Action as defined therein. Therefore, no further review is required under SEQRA.

Section 5. Severability

If a court determines that any clause, sentence, paragraph, subdivision, or part of this local law or the application thereof to any person, firm or corporation, or circumstance is invalid or unconstitutional, the court's order or judgment shall not affect, impair, or invalidate the remainder of this local law, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this local law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

Section 6. Effective date

This local law shall take effect immediately upon filing with the Secretary of State.

**RESOLUTION
OF THE TOWN BOARD
OF THE TOWN OF SKANEATELES**

Local Law Authorizing Use of Videoconferencing to Conduct Public Meetings

WHEREAS, pursuant to Municipal Home Rule Law Section 20(4), Board Member Legg has introduced for consideration Local Law No. 2 of 2022 entitled "A Local Law Authorizing the Use of Videoconferencing to Conduct Public Meetings" (the "Proposed Local Law"); and

WHEREAS, the purpose of the Proposed Local Law is to authorize the Town Board of the Town of Skaneateles (the "Town Board"), its committees and subcommittees, and any other public body of the Town of Skaneateles (the "Town") to use videoconferencing to conduct its meetings pursuant to Section 103-a of the New York Public Officers Law; and

WHEREAS, the Town Board desires to comply with the requirements of the State Environmental Quality Review Act ("SEQRA") and its implementing regulations set forth at 6 NYCRR Part 617 (the "Regulations"), with respect to adoption of the Proposed Local Law; and

WHEREAS, the Town Board has classified the Proposed Local Law as a Type II Action under SEQRA involving the "adoption of regulations, policies, procedures and local legislative decisions" as set forth in Section 617.5(c)(33) of the Regulations; and

WHEREAS, following publication of notice in accordance with all legal requirements, the Town held a public hearing concerning the Proposed Local Law on July 18, 2022 in satisfaction of the requirements of the New York Town Law and the New York Public Officers Law.

NOW, THEREFORE, BE IT RESOLVED that the Town Board hereby adopts the Proposed Local Law, and that henceforth it will be designated as Local Law No. 2 of 2022; and

BE IT FURTHER RESOLVED that the Town Clerk is hereby directed to file the Local Law with the Secretary of State pursuant to Municipal Home Rule Law Section 27 and to publish a summary or abstract of the Local Law pursuant to Town Law Section 265(2); and

BE IT FURTHER RESOLVED that the Local Law shall take effect immediately upon filing with the Secretary of State; and

BE IT FURTHER RESOLVED that the Town Board hereby adopts the annexed videoconference policy pursuant to Public Officers Law Section 103-a(2)(b); and

BE IT FURTHER RESOLVED that the Town Clerk is hereby directed to publish the Town's videoconference policy in a conspicuous location on the Town's website.

The adoption of the foregoing Resolution was moved by Councilor Legg, seconded by Councilor Tucker, and duly put to vote, which resulted as follows:

Janet Aaron	Voting	Aye
Courtney Alexander	Voting	Aye
Sue Dove	Voting	Aye
Chris Legg	Voting	Aye
Mark Tucker	Voting	Aye

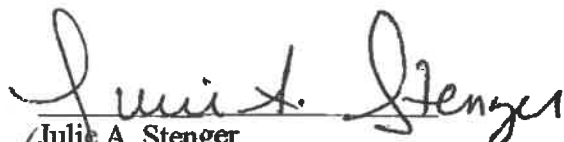
The resolution was thereupon declared duly adopted.

Dated: July 18, 2022

CERTIFICATION

I hereby certify that at the meeting of the Town Board of the Town of Skaneateles, Skaneateles New York on July 18, 2022 the adoption of the foregoing resolution was moved by Councilor Alexander, seconded by Councilor Legg and duly put to vote, which resulted as follows:

Supervisor Aaron	Aye
Councilor Alexander	Aye
Councilor Tucker	Aye
Councilor Legg	Aye
Councilor Dove	Aye


Julie A. Stenger
Town Clerk

Public Meeting Videoconference Policy

This policy applies to all meetings of the Town Board of the Town of Skaneateles and "Public Bodies" of the Town of Skaneateles as defined in Public Officers Law §103-a(1). For purposes of this policy, a "meeting" is a gathering of the members of a Public Body for the transaction of official business on behalf of the Town, for which a quorum of members must be present. For purposes of this policy, a "meeting conducted by videoconference" means any meeting in which one or more members of the Public Body participates via videoconference.

Member Remote Attendance. A Public Body may, in its discretion, use videoconferencing to conduct its meetings, provided that a minimum number of members are present to fulfill the Public Body's quorum requirement in the same physical location or locations where the public can attend. Members of a Public Body are required to be physically present at any meeting of such Public Body unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances arising out of one or more of the following:

- a. Disability;
- b. Illness;
- c. Caregiving responsibilities;
- d. Any other significant or unexpected factor or event which precludes a member's physical attendance at such meeting.

Such member must submit a notification in writing to the chairperson of the Public Body explaining the extraordinary circumstances which preclude their in-person attendance at least forty-eight (48) hours in advance of the meeting, or as soon as practicable.

Public Notice. If videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, where the public can view and/or participate in such meeting, where required documents and records will be posted or available, and identify the physical location for the meeting where the public can attend.

Public Attendance. Except for such meetings or portions of meetings that are permitted to be closed to the public pursuant to the Public Officers Law, Article 7, the public shall be permitted to attend any meeting at the publicly noticed physical location for such meeting. At any meeting being conducted via videoconferencing at which the public is permitted to participate, the public may also attend and participate via videoconferencing in real time. Public Bodies conducting meetings via videoconferencing shall ensure that, where the public is permitted to participate, the members of the Public Body 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.

Record of Remote Attendance. During the public meeting, the chair shall announce the name or names of those members participating remotely. The written explanation submitted by the member shall be made part of the record for such meeting, and posted on the Public Body's webpage for such meeting, provided that it may be redacted or summarized to protect any persons' medical information, personal information related to minors, and to protect any person's safety. Where a vote is taken, it shall be clearly recorded as to which members, if any, voted remotely.

Meeting Recordings. Each meeting conducted using videoconferencing shall be recorded and such recordings posted or linked on the Town's website within five (5) business days following the meeting, and shall remain so available for a minimum of five (5) years thereafter. Such recordings shall be transcribed upon written request. All transcription requests must be submitted to the Town Clerk's Office.

Disaster Emergency Exception. A Public Body may elect to waive in-person participation by its members during a state disaster emergency declared by the governor pursuant to section twenty-eight of the New York State Executive Law, or a local state of emergency proclaimed by the Town Supervisor pursuant to section twenty-four of the New York State Executive Law, if the Public Body determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Public Body to hold an in-person meeting.