

Village of Altamont Planning Board
Special Meeting - Remote
August 24, 2020

Deborah Hext, Chairman
Stephen Caruso, Board Member
John Hukey, Board Member
Barbara Muhlfelder, Board Member
Dan Hitt, Board Member

Dean Whalen, Village Liaison

Guests: 1

Chairperson Hext opened the meeting at 7:00 p.m. on August 24, 2020 and welcomed everyone. Meeting was held online using Zoom Video Communications due to the Coronavirus. She introduced herself as Deb Hext, Chairperson of the Board, and asked Members of the Planning Board to introduce themselves, as follows: Barbara Muhlfelder, Dan Hitt, John Hukey, and Stephen Caruso. She said we also have with us Secretary of the Planning Board, Ginger Hannah and Board Liaison, Dean Whalen.

Chairperson Hext said there is one item on the Agenda, and that is the approval of the meeting procedure document. The Board had a lengthy discussion about each bullet. Amendments were made as follows:

- Section 1 – Regular Meetings, bullet #2 – These meetings shall commence at 7:00 p.m. and will be held in the Community Room at Village Hall. - Added “unless otherwise posted”.
- Section 2 – Special Meetings, bullet #3 – Notice may be given by telephone, in person, or in writing at least 24 hours in advance unless an emergency exists. - Eliminate this bullet.
- Section 5 – Agendas, bullet #5 - Information provided to the Planning Board by members of the public must be received by the Secretary of the Board no later than the Wednesday prior to the date of the meeting if it is to be considered by the Board. All written materials for Board consideration must be submitted by mail, hand-delivered, or email to the Secretary of the Board. Notwithstanding the foregoing, written comments may be received by the Planning Board up to and during a duly noticed public hearing. This bullet was changed by Village Counsel prior to the meeting to read as noted.
- Section 9 – General Rules of Procedures, bullet #1 – The Chairperson presides at the meeting. In the Chairperson’s absence, the _____ presides. – Add “member with seniority”.
- Section 10 – Guidelines for Public Comment, bullet #3 – Speakers must step to the front of the room. – Add “microphone in the”.

Motion was made by Board Member Muhlfelder to Adopt the Procedure Document for Planning Board Meetings as discussed, including amendments to Sections 1, 2, 5, 9 and 10. Seconded by Board Member Hukey. **Roll Call: All in favor.**

Copy of amended Rules of Procedure for Planning Board Meetings included with official minutes.

Board Member Hukey made a motion to adjourn the meeting. Board Member Muhlfelder seconded the motion. **Roll Call: All in favor.** Meeting adjourned at 7:55 p.m.

Respectfully Submitted,

Ginger Hannah
Secretary to the Planning Board

**VILLAGE OF ALTAMONT
RULES OF PROCEDURE
FOR PLANNING BOARD MEETINGS**

SECTION 1. REGULAR MEETINGS:

- The Planning Board shall hold regular meetings on the fourth Monday of each month, as needed.
- These meetings shall commence at 7:00 p.m. and will be held in the Community Room at Village Hall **unless otherwise posted.**
- Any deviation of the foregoing paragraph must be determined by the Planning Board.

SECTION 2. SPECIAL MEETINGS:

- Special meetings of the Planning Board are all those Board meetings other than regular meetings.
- A special meeting may be called by the Chairperson.
- Notice of Special Meeting shall be provided to the public in accordance with the requirements of the Public Officers Law.

SECTION 3. QUORUM:

- A quorum of the Planning Board must be present to conduct business.
- A quorum of the five-member Board is three.
- In the absence of a quorum, a lesser number may adjourn and compel the attendance of absent members.

SECTION 4. EXECUTIVE SESSIONS:

- Executive sessions will be held in accordance with the Public Officers Law § 105.
- All executive sessions will be commenced in a public meeting.

SECTION 5. AGENDAS:

- The agenda of every meeting of the Planning Board will be prepared by the Secretary of the Board at the direction of the Chairperson.
- The Chairperson is responsible for having an item placed on the agenda.
- When possible, items for the agenda shall be given to the Secretary of the Board by the Thursday before the meeting.
- The agenda will be prepared no later than the Friday before the day of the meeting.\
- **Submission of public comment on a specific application must be submitted to the Secretary of the Board during the duly noticed public hearing period. All materials for the Board must be submitted by mail, hand delivered, or emailed to the Secretary of the Board.**
- Application for special use permit and preliminary site plan approval and required information shall be submitted to the Building Inspector at least 10 business days prior to the date of the regular meeting of the Planning Board.

SECTION 6: VOTING:

- Pursuant to Village Law, each member of the Planning Board has one vote.
- A vote upon any question will be taken by “in-favor” and “opposed”.
- When taking votes, the Secretary of the Board must record in the minutes for each Planning Board member whether they voted “in-favor”, voted “opposed”, “abstained” from voting, or were absent. Abstentions and absences are neither positive nor negative votes; they are simply no vote at all.
- For the purposes of determining whether a matter passed, the Secretary of the Board must tally the number of “in-favor” votes.
- Unless otherwise specified by state law, a majority (three) of the totally authorized voting power of the Board must vote “in-favor” for the matter to pass.

SECTION 7: MINUTES:

- Minutes shall be taken by the Secretary of the Board.
- Minutes must consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon, and vote thereon.
- Minutes must be taken at executive session of any action that is taken by formal vote and must consist of a record or summary of the final determination of the action, and the date and vote thereon. The summary need not include any matter which is not required to be made public in accordance with applicable law.
- Minutes must include the following:
 - 1) Name of the Board;
 - 2) Date, place, and time of the meeting;
 - 3) Notation of whether a board member is present or absent, and the Board member's time of arrival or time of departure if different from the time the meeting was called to order and adjourned;
 - 4) Name and title of other Village officials and employees present and the approximate number of attendees;
 - 5) Record of communications presented to the Board;
 - 6) Record of reports made by Board or other Village personnel;
 - 7) Time of Adjournment;
 - 8) Signature of Secretary of the Board or person who took the minutes if not the Secretary of the Board.
- Minutes may contain a summary of the discussion leading to an action taken but are not required to include verbatim comments unless a majority of the Board resolves to have the Secretary of the Board do so. Minutes shall be approved by the Planning Board at the next Planning Board meeting. The minutes may be amended upon Board approval.

SECTION 8: ORDER OF BUSINESS:

- Call to order;

- State where the emergency exits are located;
- Old business;
- New business;
- Approval of previous meeting's minutes;
- Adjournment

SECTION 9: GENERAL RULES OF PROCEDURE:

- The Chairperson presides at the meeting. In the Chairperson's absence, the **member with seniority** presides.
- The presiding officer may debate, make motions, and take any other action that other Board members may take.
- Board members are not required to rise but must be recognized by the presiding officer before making motions and speaking.
- A member, once recognized, may not be interrupted when speaking unless it is to call him/her to order. If a member is called to order, they must cease speaking until the question of order is determined. If the member is in order, he/she may proceed.
- A member may not be limited in the number of times he speaks on a question.
- Motions require a second.
- Motions to close or limit debate require two-thirds vote.

SECTION 10: GUIDELINES FOR PUBLIC COMMENT:

- The public may speak only during a duly noticed public hearing.
- Speakers must be recognized by the presiding officer.
- Speakers must step to **the microphone in** the front of the room.

- Speakers will be asked if they would like to give their name, address and organization, if any.
- The presiding officer sets the limit, not to exceed 5 minutes unless otherwise allowed by a majority of the Board.
- Speakers may not yield any remaining time they may have to another speaker and each speaker has only one opportunity per topic to speak.
- Board members may, with the permission of the presiding officer, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
- All remarks must be addressed to the Board as a body and not to individual Board members or the audience.
- Speakers must observe the commonly accepted rules of courtesy, decorum, dignity and good taste. Speakers are encouraged not to read submitted written communications verbatim but should summarize their contents.

SECTION 11: GUIDELINES FOR USE OF RECORDING EQUIPMENT:

- All members of the public and all public officials are allowed to tape or video record public meetings.
- Recording is not allowed during executive sessions.
- The recording must be done in a manner which does not interfere with the meeting or set-up of meeting and staff.
- The Chairperson may make the determination that the recording is being done in an intrusive manner, taking into consideration, but not limited to, brightness of lights, distance from the Planning Board, size of the equipment, the amount of noise generated by the activity, and the ability of the public to still participate in the meeting.
- If the Chairperson determines that the recording is interfering with the meeting, the Chairperson may request that the individual alter his behavior to eliminate the interference. If the Chairperson's request is not complied with, the Chairperson may have the individual removed from the meeting room.

SECTION 12: ADJOURNMENT:

- Meetings must be adjourned by motion.

SECTION 13: AMENDMENTS TO THE RULES OF PROCEDURE:

- The foregoing procedures may be amended from time to time by the majority vote of the Board.