



**FOR THE PUBLIC**  
**Meeting Guidance and Instructions**  
**Central Pine Barrens Joint Planning and Policy Commission Meeting**  
**Wednesday, November 18, 2020 at 2:00 PM and**  
**Public Hearing on Lewis Road at 3:00 PM**  
**Remote via Zoom Application**

Due to the COVID-19 pandemic and pursuant to the Governor of the State of New York's Executive Order 202.1, as extended through subsequent Executive Orders, and Article 7 of the Public Officers Law, the November 18, 2020 Commission Meeting will be conducted remotely via the Zoom application. A weblink to view the meeting has been publicized and members of the public will be able to listen and view the meeting using their own technology, such as a phone or computer, if their equipment has audio and/or video capabilities.

This document provides guidance on attending remotely, public participation and comments, computer hardware and software requirements to attend the meeting, and accessing the meeting.

**Attending the Meeting Remotely**

The Commission meeting will start promptly at 2:00 p.m. All attendees (especially those who wish to provide public comment during the Lewis Road Public Hearing) are advised to connect to Zoom by 1:45 p.m. and ensure that you are properly named in the Zoom App. This will help ensure that all attendees are readily able to access the meeting and are properly identifiable in order to be able to be unmuted and/or video enabled during the public comment period of the public hearing.

Zoom meeting information including the Meeting link, Meeting ID, password, and call-in phone numbers are provided below. There is no need to sign into a Zoom account. No registration required. Click on the link below to access the meeting:

**Zoom Meeting Link**

<https://us02web.zoom.us/j/85229860527?pwd=MEQ0cHBVMjJqK2xNMWpaa0NtSXJ0UT09>

Meeting ID: 852 2986 0527  
Passcode: 254836

One tap mobile  
+13126266799,,85229860527#,,,,,0#,,254836#

**Dial by your location**

+1 312 626 6799  
+1 301 715 8592

The Commission meeting will start promptly at 2:00 p.m. and standard public business will be conducted, including reading of public comments, approval of minutes and any general business, until approximately 2:30 to 2:45 p.m. At that time, preparations for the Lewis Road Public Hearing will commence with the public hearing beginning at 3:00 p.m.

After the public hearing, any remaining Commission business that needs to be conducted will be addressed, including the reading of any additional public comments, and the meeting will be adjourned.

**Regular Meeting at 2:00 P.M. - Public Comments**  
**(Not on the Lewis Road Public Hearing)**

- In the Public Comment portions of the meeting, held at the beginning and end of the meeting, the public is invited to:
  - listen to the meeting via telephone
  - listen to the meeting via computer and view the meeting if they have the equipment
  - submit written comments to be read during the two Public Comment portions of the agenda
- No verbal comments will be received during the regular meeting agenda Public Comment portions
- To submit comments to the Commission in advance of the meeting you may submit comments via email to [info@pb.state.ny.us](mailto:info@pb.state.ny.us) or regular mail to the Commission office.
  - Comments received by 12:00 Noon on November 18, 2020 will be read in the first Public Comment portion.
  - Comments received after 12:00 Noon and 15 minutes before the end of the meeting will be read in the closing Public Comment portion.
  - Emailed comments should indicate the agenda item of interest or “**General Public Comment**” in the Subject Line of the email. Comments received for the Public Comment portion of the Commission meeting should not pertain to the Lewis Road public hearing. Details on providing public comment on the Lewis Road Public Hearing are identified below.
  - Send comments via regular mail to:

Central Pine Barrens Commission  
624 Old Riverhead Road  
Westhampton Beach, NY 11978
- Comments will be read out loud by the moderator during the Public Comment portions of the meeting (*These do not pertain to comments received on the Lewis Road public hearing*).
- Audio of public attendees will be muted and video disabled during the regular portion of the meeting. This is to save bandwidth and ensure audio and visual quality for the meeting.

## **Lewis Road Public Hearing at 3:00 P.M. – Comments**

### *Commission and Applicant:*

- The Applicant will be given 15 minutes for a presentation, additional time (10 minutes) for Commission Q&A. Thereafter, the public will be invited to provide comment.

### *Sign Up to Provide Verbal Comments during Public Hearing:*

- Speakers who wish to provide verbal comments on Lewis Road during the hearing are requested to first send an email to [info@pb.state.ny.us](mailto:info@pb.state.ny.us) with their name, affiliation (if appropriate) and phone number. Add “**Lewis Road Comments**” in the email Subject Line. Please also indicate if you will be calling in via Zoom app or Zoom conference call.
- Requests to speak during the hearing will be accepted until 12:00 Noon on November 18, 2020.
- Speakers will be placed in the order in which their request was received on a first come, first served basis.
- If you would like to sign up to comment, but do not have email, please call the Commission office at 631-288-1079 to add your name, phone number, and affiliation to the list of speakers. During the hearing, you will use one of the phone numbers provided by Zoom to connect to the hearing.

### *Making Verbal Comments during Hearing:*

- When you connect to Zoom:
  - Zoom App – Please be sure to clearly identify yourself in the Zoom App so that we can easily unmute and allow you to turn on your video feed if you wish to provide public comment. If your full name does not automatically pop up (e.g. if you are listed by a device name such as “Galaxy 4563” or only your first name such as Lisa, you can rename yourself in the upper left hand participant’s window by right clicking on yourself (you should be at the top of the list) and dragging down to rename.
  - Zoom Conference Call In - For the hearing, you may use one of the phone numbers provided by Zoom to connect to the hearing. Please be sure you previously provided the phone number you will be calling from (and be sure to call in on that number) so that we can clearly identify you in advance of your comment period time slot and unmute you in order for you to provide comment.
- Speakers using a computer will have their audio muted upon arrival and video will be disabled until it is your turn to speak. This is to save bandwidth and ensure audio and visual quality for the meeting. Once your comment period has ended, you will once again be muted and video disabled. However, during the hearing you may listen to and view the hearing via your computer audio and video.
- **Each speaker will have five (5) minutes to comment, including the public, representatives of organizations, and elected officials (other than Commission members).** A signal will be provided to the speaker in the last 15 seconds to wrap up.
- Anyone who has not spoken by the end of the meeting and requests to speak (via chat hand-raising feature in Zoom) will be given five (5) minutes to comment. Attendees on the telephone without Zoom features will be unmuted one at a time and people who have comments will be given five (5) minutes to comment.

### *Making Written Comments:*

- Written comments received on Lewis Road will be acknowledged and identified by sender but not read aloud during the hearing. Nevertheless, they will be added to the hearing record.
- The written comment period is to be determined.

*Hearing Transcript and Recording:*

- A stenographer will be present during the Zoom meeting to prepare a hearing transcript that will then be posted on the Commission website when it is available.
- The hearing will be recorded on Zoom and posted on the website.

**Prerequisites for Attending a ZOOM Virtual Meeting and Public Hearing**

The following are the prerequisites for utilizing the Zoom platform and for accessing the meeting to help ensure your familiarity with Zoom, determine needed equipment, and test video and audio in order to ensure you are successfully able to access and view the Commission meeting.

If you do not have a computer or are unable to access Zoom, you may call in via telephone to listen to the meeting (and provide public comment during the Lewis Road Public Hearing with advanced registration).

**Computer Hardware and Software:** The following are the Account, hardware and software needs in order to attend this virtual Zoom meeting:

- **Software**
  - Zoom Desktop Client (Computer) or Zoom App
- **Hardware:**
  - Desktop Computer (w/a Tower)
    - A USB web camera\* with microphone (camera not required if you do not have one)
    - Speakers
    - Downloaded Software – Zoom Desktop client.
  - Laptop
    - Equipped w/camera and microphone
  - OR
    - Hardwired USB web camera w/ microphone
    - Downloaded Software - Zoom Desktop client and. App
  - Smart phone with Zoom App.
- **Testing Software and Hardware:** Familiarize yourself with Zoom and test your audio and video by following the live links below.
  - Join a Test Meeting:  
<https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-Test-Meeting>
  - Test Video:  
<https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video->
  - Test Audio:  
<https://support.zoom.us/hc/en-us/articles/201362283-Testing-Computer-or-Device-Audio>

## Accessing the Commission Zoom Meeting

### *Zoom Meeting Access Options:*

There are two ways to access the Commission meeting:

1. **Call in using one of the phone numbers provided via Zoom.**
2. **Video and Audio Access:** Click on the Zoom meeting link to access the meeting. No registration is needed.
  - **Smartphone** – you will automatically have visual and audio access (please keep video off).
  - **Computer access** (rather than smart phone) there are two options for accessing audio that will be displayed in the Audio Conference options:
    - Clicking the **Computer Audio** tab allows access to audio through your computer and wireless. Please note however this can be less reliable in conveying meeting audio especially if you are accessing the meeting via wireless internet as it impacts the bandwidth.
    - Clicking the **Phone Call** tab will display the call in information for calling into the via land line or cell phone the meeting. This method of accessing the audio provides a specifically assigned Participant ID which ties you to your Zoom web log in. **This method is encouraged for all attendees to help improve audio and visual meeting quality for all attendees by reducing the utilized bandwidth.**

### *Log In Time and Waiting Room:*

- Please connect to Zoom at 1:45 p.m. in order to test your systems, prepare for the meeting, and organize attendees.
- When you join the meeting, you will be placed in the waiting room.
- The host will admit each attendee individually. The host will enable the waiting room automatically, which disables the setting for allowing attendees to join before host.

### *Audio and Video Accessibility*

- All public attendee's audio will be automatically be muted and video turned off upon entry into the Zoom meeting and will be temporarily enabled only when providing comment during the public hearing.

## Agenda Items

- The agenda and project materials available to the public will be posted on the Commission's website in the "Public Information" section and along with the agenda in the "Calendar" section of the website at <https://pb.state.ny.us/>.

## Recording and Meeting Minutes

- The meeting will be recorded in Zoom and posted on the Commission website. Meeting minutes will be taken as normal practice.

## Questions Day of

- Questions or troubleshooting during the meeting please email: [info@pb.state.ny.us](mailto:info@pb.state.ny.us)