



**FOR THE PUBLIC**  
**Meeting Guidance and Instructions**  
**Central Pine Barrens Joint Planning and Policy Commission Meeting**  
**Wednesday, April 21, 2021 at 2:00 PM**

**Remote via Zoom Application**

**Zoom Meeting Link and Information**

<https://us02web.zoom.us/j/81713056433?pwd=Vmt0aCt6dVNTV2lrb0grdWdpWWM0Zz09>

**Meeting ID: 817 1305 6433**

**Passcode: 272442**

**One tap mobile**

**+13126266799,,81713056433#,,,\*,272442#**

**Dial by your location**

**1 312 626 6799**

**1 346 248 7799**

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 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 PM. All attendees (especially those who wish to provide public comment during the Public Sections) are advised to connect to Zoom by 1:45 PM 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 periods.

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

The Commission meeting will start promptly at 2:00 PM and standard public business will be conducted, including reading of public comments, approval of minutes and any general business.

## **Regular Meeting at 2:00 PM - Public Comments**

- 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 first Public Comment portion of the agenda
  - offer verbal comments via Zoom
  
- Verbal comments will be received via Zoom for a maximum of 2 minutes per person during the two Public Comment portions of the agenda and the same person can speak on the same topic twice
  
- 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 the meeting date will be read to the extent possible in the first Public Comment portion. Comments will be provided to the Commission.
  - Emailed comments should indicate the agenda item of interest or “**General Public Comment**” in the Subject Line of the email.
  - Send comments via regular mail to:
    - Central Pine Barrens Commission
    - 624 Old Riverhead Road
    - Westhampton Beach, NY 11978
  
- 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.

## **Prerequisites for Attending a ZOOM Virtual Meeting**

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 two Public Comment portions of the meeting and the public hearing.

**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 PM 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 section.

### **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 Commission 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)