



**UNION COUNTY
IMPROVEMENT AUTHORITY**

Resolution No. 76-2020
Adoption Date 11/4/2020

No Sufficiency of Funds Required: B. Taylor
Form and Legality: D. Minchello

**RESOLUTION MEMORIALIZING STANDARD PROCEDURES AND
REQUIREMENTS FOR PUBLIC COMMENTS MADE DURING THE AUTHORITY'S
REMOTE PUBLIC MEETINGS**

WHEREAS, pursuant to the recently promulgated regulations set forth in N.J.S.A. 5:39-1.4(h), public bodies are required to adopt standard procedures and requirements for public comments made during a remote public meeting, or submitted in writing ahead of a remote public meeting.

NOW, THEREFORE, BE IT RESOLVED, that the Union County Improvement Authority ("Authority") hereby adopts the following procedures governing the public comment process for remotely held public meetings:

Section 1. The procedures and requirements for making public comment at remotely held public meetings of the Authority, along with an explanation of the audio muting function of the electronic communications platform being used, shall be announced at the beginning of each such meeting.

Section 2. For any meeting of the Authority that is remotely held pursuant to N.J.A.C. 5:39-1 *et seq.*, members of the public will generally be muted during the meeting to limit disruptions and background noise. However, members of the public will be permitted to make comments during the Public Comment portion(s) of the meeting as follows:

- (a) Either in advance of the Public Comment portion(s) or during such portion(s), members of the public may notify the Clerk of the Authority that they wish to make a comment. This may be accomplished by sending a message, preferably via the remote meeting platform (e.g. Zoom) or by email to info@ucia.org, containing the speaker's full name, address, and the topic of comment.
- (b) The host shall choose a speaker by unmuting them, advise them that they are unmuted and that they may address the Authority.
- (c) Each speaker shall state his/her full name and address for the record. Speakers are encouraged to be concise and speak clearly. Due to time constraints,

Commissioner	Motion	Second	Yes/Aye	No-Nay	Abstain	Absent
David Barnett		✓	✓			
Steve Hockaday	✓		✓			
Christopher Kolibas			✓			
Debra Marshall			✓			
Andrea Mojica			✓			
Ahmed Shehata			✓			
Scott Huff, Vice Chairman						✓
Sebastian D'Elia, Chairman			✓			



Resolution No. 76-2020
Adoption Date _____

No Sufficiency of Funds Required: G. Tarter
Form and Legality: D. Minchello

questions may be referred to the appropriate official(s) for follow-up after the meeting. Speakers should be prepared to provide contact information for the purpose of receiving possible follow-up responses to their comments.

(d) To the extent permitted by the electronic communications technology, as appropriate, the Authority shall attempt to facilitate a dialogue with the commenter.

(e) If a member of the public becomes disruptive during a Public Comment period, the Chairperson shall direct the host to mute the disruptive person. The disruptive individual shall be advised that continued disruptive conduct may result in the individual being (1) kept on mute until after all other members of the public have been given the opportunity to make comment, at which time such individual can proceed with comment, (2) kept on mute for the remainder of the remote public meeting, or (3) removed from the remote public meeting. Disruptive conduct includes sustained inappropriate behaviors such as, but not necessarily limited to, shouting, interruption, and use of profanity.

Section 3. For any meeting of the Authority that is remotely held pursuant to N.J.A.C. 5:39-1 *et seq.*, members of the public shall be permitted to submit comments in writing in advance of the remote public meeting as follows:

(a) Up-to-date instructions for sending in written comments shall be provided on the Authority's website prior to each remote public meeting. All such comments must be submitted via electronic mail in written letter form, and must be received by the Clerk of the Authority or their designee by 1:00 PM on the date of the remote public meeting.

(b) Written public comments, provided they have been submitted in accordance with the instructions provided in this Resolution and in the notice for the remote public meeting, shall be read aloud and addressed during the remote public meeting in a manner audible to all meeting participants and the public.

(c) Each written public comment shall be read from the beginning, until the time limit

Commissioner	Motion	Second	Yes/Aye	No-Nay	Abstain	Absent
David Barnett						
Steve Hockaday						
Christopher Kolibas						
Debra Marshall						
Andrea Mojica						
Ahmed Shehata						
Scott Huff, Vice Chairman						
Sebastian D'Elia, Chairman						



UNION COUNTY IMPROVEMENT AUTHORITY

Resolution No. 76-2020
Adoption Date _____

No Sufficiency of Funds Required: B. Taylor
Form and Legality: D. Minchello

is reached. The same time limits applicable to public comments made orally during a meeting shall also apply to the reading of written comments.

(d) The Authority shall have the discretion to pass over duplicate written comments; however, each duplicate comment shall be noted for the record with the content summarized.

(e) The Authority shall have the discretion to accept and read aloud text-based public comments received via Internet-accessible technology during a remote public meeting.

Section 4. This Resolution shall take effect immediately.

Commissioner	Motion	Second	Yes/Aye	No-Nay	Abstain	Absent
David Barnett						
Steve Hockaday						
Christopher Kolibas						
Debra Marshall						
Andrea Mojica						
Ahmed Shehata						
Scott Huff, Vice Chairman						
Sebastian D'Elia, Chairman						

