

TOWN BOARD  
TOWN OF GERMANTOWN  
COLUMBIA COUNTY, NEW YORK

**RESOLUTION REVISING VIDEOCONFERENCING POLICY**

**BE IT RESOLVED** by the Town Board of the Town of Germantown that the following Videoconferencing Policy is hereby adopted as revised:

**VIDEOCONFERENCING POLICY  
TOWN OF GERMANTOWN  
COLUMBIA COUNTY, NY**

This Policy shall govern the use of videoconferencing for all public bodies of the Town of Germantown, including but not limited to the Town Board, Planning Board, Zoning Board of Appeals, Board of Assessment Review, and committees and subcommittees thereof (each referred to as a “public body,” and collectively “public bodies”).

1. A public body may, in its discretion, use videoconferencing to conduct its meetings pursuant to the requirements of this Policy 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. Notwithstanding anything herein to the contrary, non-public committees that are not required to have public meetings under the Open Meetings Law, such as advisory committees, may use videoconferencing to conduct its meetings without the need to meet the requirements of this policy.
2. Members of a public body shall be physically present at any such meeting unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances, including but not limited to disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting.
3. When there is any reasonable uncertainty as to whether a circumstance qualifies for remote attendance by a member of a public body, the Town Supervisor, or their designee, shall determine whether the event qualifies.
4. Except in the case of executive sessions, the public body shall ensure that members of the public body can be heard, seen and identified, while the meeting is being conducted.
5. The minutes of the meetings involving videoconferencing shall include which, if any, members participated remotely.
6. 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.

7. Each meeting conducted using videoconferencing shall be recorded and such recordings posted or linked on the Town's website within five business days following the meeting, and shall remain so available for a minimum of five years thereafter. Such recordings shall be transcribed upon request.
8. If videoconferencing is used to conduct a meeting, the public body shall provide the opportunity for members of the public to view such meeting via video, and to participate in proceedings via videoconference in real time where public comment or participation is authorized and shall ensure that videoconferencing authorizes the same public participation or testimony as in person participation or testimony.
9. The in-person participation requirements for members of public bodies shall not apply during a state disaster emergency declared by the governor or a local state of emergency proclaimed by the chief executive of Columbia County or the Town 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.
10. Open meetings of any public body that are broadcast or that use videoconferencing shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines.
11. The Town of Germantown shall continue to maintain its official website. This Policy shall be conspicuously posted on the Town's official website.
12. This Policy may be amended from time to time by resolution of the Town Board.

Introduced by \_\_\_\_\_  
Seconded by \_\_\_\_\_

This Resolution having been approved by a majority of the Board, the same was declared duly adopted.

---

Joyce Vale, Germantown Town Clerk