
IN THE MATTER

Of

**LOCAL LAW 2022-___ CREATING
CHAPTER 29 ENTITLED “TOWN BOARD
POLICES” OF THE TOWN OF MANLIUS
TO IMPLEMENT VARIOUS TOWN
POLICIES AND PROCEDURES AND
PROCEDURES OF TOWN PUBLIC BODIES**

**RESOLUTION CALLING FOR
A PUBLIC HEARING**

The **TOWN BOARD OF THE TOWN OF MANLIUS**, in the County of Onondaga, State of New York, met in regular session at the Town Hall in the Town of Manlius, located at 301 Brooklea Drive in the Village of Fayetteville, County of Onondaga, State of New York, and virtually on the platform commonly referred to as Zoom, the Town Facebook page and YouTube on the ____th of _____, 2022, at 6:30 p.m.

The meeting was called to order by John T. Deer, Supervisor, and the following were present, namely:

John T. Deer	Supervisor
Sara Bollinger	Councilor
Elaine Denton	Councilor
Alissa Italiano	Councilor
Katelyn M. Kriesel	Councilor
William Nicholson	Councilor
Heather Allison Waters	Councilor

The following resolution was moved, seconded and adopted:

WHEREAS, during the COVID-19 pandemic, municipal public bodies were authorized by Executive Order to meet virtually to conduct business;

WHEREAS, the State Legislature passed and the Governor signed legislation that amends Public Officers Law Section 103-a and allows municipalities to continue to hold virtual meetings under certain circumstances;

WHEREAS, the Town of Manlius has used virtual meetings extensively over the past several years and the Town Board has invested resources, time and energy to make the virtual meeting platform easy to use and accessible to Board members and the public;

WHEREAS, the Town Board desires to continue to use virtual meetings to conduct business;

WHEREAS, a Local Law has been introduced before the Board, to wit: Local Law No. 2022- ____, creating Chapter 29 of the Town Code entitled “Town Board” as follows:

**LOCAL LAW 2022-___, A LOCAL LAW CREATING
CHAPTER 29 ENTITLED “TOWN BOARD POLICIES”
THAT IMPLEMENTS VARIOUS TOWN POLICIES AND
PROCEDURES FOR TOWN PUBLIC BODIES:**

**Be it enacted by the Town Board of the Town of Manlius, Onondaga County,
New York as follows:**

Chapter 29

TOWN BOARD POLICIES

Section 1. Legislative Intent

It is the intent of this local law to give the town’s public bodies (as that term is defined in Public Officers Law Section 102) the authority to participate in meetings via videoconferencing in a manner consistent with the town’s videoconferencing policy and the authority granted in Public Officers Law Section 103-a.

Section 2. Authority

This local law is adopted pursuant to Public Officer’s Law Section 103-a which expressly authorizes the town board to adopt a local law giving the town public bodies the authority to participate in meetings via videoconference from locations not accessible to the public so long as

a quorum of the public body participates from locations where the public may be physically present and other conditions are met.

Section 3. Videoconferencing for Public Meetings

The Town Board of the Town of Manlius hereby authorizes all members of the town's public bodies to participate in meetings using videoconferencing technology in a manner consistent with Public Officers Law Section 103-a and the town's videoconferencing policy adopted by the Town Board.

Section 4. Severability

If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person, firm or corporation, or circumstances, shall be adjusted by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgement shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this Local Law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

Section 5. Effective Date

This local law shall take effect immediately upon filing with the Secretary of State.

WHEREAS, the Town Board desires to hear from the public on the Application;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Manlius, County of Onondaga, State of New York, shall hold a Public Hearing on said proposed Local Law 2022-___, and that such Hearing shall be held in persona and virtually on the Internet platform commonly referred to as ZOOM, directions for attendance which will be on the Town's Website and such hearing shall take place on the ___th day of _____ 2022 at approximately 6:35 p.m. and be it further

RESOLVED, that the Town Clerk shall give notice of such Public Hearing by the publication of a notice in at least one newspaper circulated in the Town, specifying the time when and the place where such Public Hearing will be held and the instructions by which the public can access the virtual meeting, and in general terms, describing the proposed Local Law. Such notice shall be published once at least five (5) days prior to the Public Hearing.

I, ALLISON WEBER, Town Clerk of the Town of Manlius, **DO HEREBY CERTIFY** that the preceding Resolution was duly adopted by the Town Board of the Town of Manlius at a regular meeting of the Board duly called and held on the ___th day of _____ 2022; that said Resolution was entered in the minutes of said meeting; that I have compared the foregoing copy with the original thereof now on file in my office; and that the same is a true and correct transcript of said Resolution and of the whole thereof.

I FURTHER CERTIFY that all members of said Board had due notice of said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Manlius, this ___ th day of _____, 2022.

DATED: _____, 2022
Fayetteville, New York

Allison Weber
Town Clerk of the Town of Manlius
Onondaga County, New York

TOWN OF MANLIUS
VIDOECONFERENCING POLICY AND GUIDELINES

Adopted _____, 2022

Pursuant to Local Law 2022-____, the Town Board of the Town of Manlius supports and encourages the option of videoconferencing for all its public bodies, as that term is defined in Section 102 of the Public Officers Law.

The following meeting policies are hereby adopted by the Town Board:

1. A quorum of any public body must meet in a location that is accessible to the public before any other member can participate by videoconferencing.
2. Videoconference board participants shall always use the video function.
3. Videoconference board participants shall be in a well-lit room, so their face is clearly visible, sitting close enough to the microphone to be heard, and use their real full name in the “name” box.
4. The following justifications are acceptable reasons to participate by videoconferencing:
 - a. Illness;
 - b. Caregiving responsibilities;
 - c. Disability;
 - d. Infrequent out of town business obligations;
 - e. Other extraordinary circumstances as determined by a majority vote of the public body.
5. Minutes of the meeting must include who participated via videoconferencing;
6. If a member of a public body participates by videoconferencing, the public must also be allowed to participate via videoconferencing the same as they would be able to if attending in person.
7. A copy of this Policy shall be posted on the Town Website.
8. Other Open Meeting Law requirements including those regarding the posting of meeting notices, keeping of minutes, identifying, and maintaining documents used at the meeting, and going into executive session continue to apply.
9. The Town of Manlius Rules of Decorum shall apply to all participants, whether in person or by videoconferencing.