

**Jeffery Joyner**, Chair \* **David Rowley**, Vice Chair \* **Jeffrey Lord**, Treasurer \* **Craig Gelbsman**, Secretary  
**Tom Armao** \* **Patricia Kennedy** \* **Cheryl Robinson** \* **Andrew Marietta** \* **James Seward**

**Jody Zakrevsky**, CEO \* **Joseph Scott**, Bond Counsel \* **Kurt Schulte**, Counsel \* **Meaghan Marino**, Dir. of Finance and Administration

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*The Mission of Otsego Now is to transform Otsego County's economy so that it can provide a prosperous livelihood for all its residents by attracting and retaining business investment from established and growing firms that will bring high-paying skilled jobs to our community.*

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## **COIDA SPECIAL BOARD AGENDA THURSDAY, OCTOBER 13<sup>TH</sup>, 2022**

- ROLL CALL
- CHAIR'S REMARKS
- NEW AND UNFINISHED BUSINESS
  - Approving Resolution – ESD Grant Agreement – AA609 Railyards Redevelopment
  - Public Hearing Resolution – Remote Access Policy
- PUBLIC COMMENT PERIOD
- ADJOURNMENT

**APPROVING RESOLUTION  
GRANT AGREEMENT – ESD  
ONEONTA RAIL YARDS REDEVELOPMENT, PROJECT NO. AA609**

A special meeting of County of Otsego Industrial Development Agency (the “Agency”) was convened in public session in the office of the Agency located at 189 Main Street, Suite 500 in the City of Oneonta, Otsego County, New York on October 13, 2022 at 8:00 o’clock, a.m., local time.

The meeting was called to order by the (Vice) Chairman of the Agency and, upon roll being called, the following members of the Agency were:

**PRESENT:**

Jeffery Joyner	Chairman
David Rowley	Vice Chairman
Craig Gelbsman	Secretary
Jeffrey C. Lord	Treasurer
Tom Armao	Member
Patricia Kennedy	Member
Cheryl Robinson	Member
Andrew Marietta	Member
James Seward	Member

**ABSENT:**

**AGENCY STAFF PRESENT INCLUDED THE FOLLOWING:**

Jody Zakrevsky	Chief Executive Officer
Meaghan Marino	Finance and Administrative Director
Kurt D. Schulte, Esq.	Agency Counsel

The following resolution was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, to wit:

Resolution No. 1022-\_\_

**RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF A CAPITAL GRANT AGREEMENT WITH EMPIRE STATE DEVELOPMENT IN CONNECTION WITH THE UNDERTAKING OF THE ONEONTA RAILYARDS REDEVELOPMENT, PROJECT NO. AA609.**

WHEREAS, County of Otsego Industrial Development Agency (the “Agency”) is authorized and empowered by the provisions of Chapter 1030 of the 1969 Laws of New York, constituting Title 1 of Article 18-A of the General Municipal Law, Chapter 24 of the Consolidated Laws of New York, as amended (the “Enabling Act”) and Chapter 252 of the 1973 Laws of New York, as amended, constituting Section 910-a of said General Municipal Law (said Chapter and the Enabling Act being hereinafter collectively referred to as the “Act”) to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing of manufacturing, warehousing, research, commercial and industrial facilities, among others, for the purpose of promoting, attracting and developing

economically sound commerce and industry to advance the job opportunities, health, general prosperity and economic welfare of the people of the State of New York, to improve their prosperity and standard of living, and to prevent unemployment and economic deterioration; and

WHEREAS, to accomplish its stated purposes, the Agency is authorized and empowered under the Act to acquire, construct, reconstruct and install one or more “projects” (as defined in the Act), or to cause said projects to be acquired, constructed, reconstructed and installed, and to convey said projects or to lease said projects with the obligation to purchase; and

WHEREAS, by resolution adopted by the members of the Agency on August 25, 2016 (the “Acquisition Resolution”), the Agency determined to (1) assist in the development of approximately 79 acres of land in Otsego County, such land being more particularly described by tax identification numbers 299.11-2-3.4; 299.11-2-4; and 299.11-2-3.1 (the “Property”), (2) acquire and further develop the Property, (3) make an investment of Agency funds in an amount not to exceed \$275,000 (the “Agency Investment”) by drawing on the Agency’s line of credit with Community Bank, account number C-14-11-196270 (the “Line of Credit”) and (4) enter into a lease/leaseback transaction with a local development corporation to-be-created pursuant to Section 1411 of the New York State Not-For-Profit Corporation Law (the “Corporation”) to facilitate the cost-efficient development of the Property; and

WHEREAS, the Corporation was formed by the Otsego County Capital Resource Corporation (the “County CRC”) for the purpose of undertaking a project (the “Project”) consisting of the following: the development of a commercial/industrial park containing approximately 80 acres of land and located on the Property and known as the Oneonta Rail Yards (together with any improvements constructed thereon and any machinery and equipment located thereon, collectively, the “Project Facility”), and other directly and indirectly related activities; and

WHEREAS, the Corporation commenced the undertaking of the Project, and in connection with the commencement of the Project, the Agency acquired a leasehold interest in the Project Facility in order to facilitate the undertaking of the Project; and

WHEREAS, in connection with the Agency’s leasehold interest in the Project Facility, the Agency is undertaking certain portions of the Project consisting of the preliminary planning related to the Project, including the engineering, strategic planning, and environmental investigation costs (the “Planning Costs”) related to expanding and activating a rail-supported business park on the Property; and

WHEREAS, the Agency has been awarded a grant in the amount of \$150,000 (the “ESD Grant”) from the New York State Urban Development Corporation d/b/a Empire State Development (the “ESD”) to assist in undertaking the Project and the Planning Costs; and

WHEREAS, in connection with the receipt of the ESD Grant, the ESD has requested that the Agency enter into a capital grant agreement (the “Grant Agreement”); and

WHEREAS, pursuant to Article 8 of the Environmental Conservation Law, Chapter 43-B of the Consolidated Laws of New York, as amended (the “SEQR Act”) and the regulations (the “Regulations”) adopted pursuant thereto by the Department of Environmental Conservation of the State of New York (collectively with the SEQR Act, “SEQRA”), the Agency is required to make a determination with respect to the environmental impact of any “action” (as defined by the SEQR Act) to be taken by the Agency; and

WHEREAS, pursuant to SEQRA, the Agency has examined the Grant Agreement and the Project Planning Costs in order to make a determination as to whether the Planning Costs are subject to SEQRA,

and it appears that the Planning Costs constitutes a Type II action under SEQRA; and

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY AS FOLLOWS:

Section 1. Based upon an examination of the Planning Costs, the Agency hereby determines that the Planning Costs constitute a “Type II action” pursuant to 6 NYCRR 617.5(c)(27), and therefore that, pursuant to 6 NYCRR 617.6(a)(1)(i), the Agency has no further responsibilities under SEQRA with respect to the Request.

Section 2. All action taken by the Chief Executive Officer of the Agency with respect to the Project is hereby ratified and confirmed.

Section 3. The receipt of the ESD Grant and the execution and delivery of the Grant Agreement are hereby approved. A copy of the Grant Agreement and related materials is attached as Schedule A to this Resolution.

Section 4. The Agency is hereby authorized to accept the ESD Grant and to do all things necessary or appropriate for the accomplishment thereof, and all acts heretofore taken by the Agency with respect to the Project, the Planning Costs, and the ESD Grant are hereby ratified, confirmed and approved.

Section 5. The Chairman (or Vice Chairman) of the Agency, with the assistance of Agency Counsel and/or Special Counsel, is authorized to negotiate and approve the form and substance of the Grant Agreement.

Section 6. (A) The Chairman (or Vice Chairman) of the Agency is hereby authorized, on behalf of the Agency, to execute and deliver the Grant Agreement, and, where appropriate, the Secretary (or Assistant Secretary) of the Agency is hereby authorized to affix the seal of the Agency thereto and to attest the same, all in the forms thereof as the Chairman (or Vice Chairman) shall approve, the execution thereof by the Chairman (or Vice Chairman) to constitute conclusive evidence of such approval.

(B) The Chairman (or Vice Chairman) of the Agency is hereby further authorized, on behalf of the Agency, to designate any additional authorized representatives of the Agency.

Section 7. The officers, employees and agents of the Agency are hereby authorized and directed for and in the name and on behalf of the Agency to do all acts and things required or provided for by the provisions of the Grant Agreement, and to execute and deliver all such additional certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing Resolution and to cause compliance by the Agency with all of the terms, covenants and provisions of the Grant Agreement binding upon the Agency.

Section 8. This Resolution shall take effect immediately.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

Jeffery Joyner	VOTING	_____
David Rowley	VOTING	_____
Craig Gelbsman	VOTING	_____
Jeffrey C. Lord	VOTING	_____
Tom Armao	VOTING	_____
Patricia Kennedy	VOTING	_____
Cheryl Robinson	VOTING	_____
Andrew Marietta	VOTING	_____
James Seward	VOTING	_____

The foregoing Resolution was thereupon declared duly adopted.

STATE OF NEW YORK        )  
  ) SS.:  
COUNTY OF OTSEGO        )

I, the undersigned Secretary of County of Otsego Industrial Development Agency (the “Agency”), DO HEREBY CERTIFY that I have compared the foregoing annexed extract of the minutes of the meeting of the members of the Agency, including the Resolution contained therein, held on October 13, 2022 with the original thereof on file in my office, and that the same is a true and correct copy of said original and of such Resolution contained therein and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all members of the Agency had due notice of said meeting; (B) said meeting was in all respects duly held; (C) pursuant to Article 7 of the Public Officers Law (the “Open Meetings Law”), said meeting was open to the general public, and due notice of the time and place of said meeting was duly given in accordance with such Open Meetings Law; and (D) there was a quorum of the members of the Agency present throughout said meeting.

I FURTHER CERTIFY that, as of the date hereof, the attached Resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Agency this \_\_\_\_ day of October, 2022.

\_\_\_\_\_  
Secretary

(SEAL)

EXHIBIT A  
ESD GRANT AGREEMENT MATERIALS  
- SEE ATTACHED -

**PUBLIC HEARING RESOLUTION  
REMOTE ACCESS POLICY**

A special meeting of County of Otsego Industrial Development Agency (the “Agency”) was convened in public session in the office of the Agency located at 189 Main Street, Suite 500 in the City of Oneonta, Otsego County, New York on October 13, 2022 at 8:00 o’clock, a.m., local time.

The meeting was called to order by the (Vice) Chairman of the Agency and, upon roll being called, the following members of the Agency were:

**PRESENT:**

Jeffery Joyner	Chairman
David Rowley	Vice Chairman
Craig Gelbsman	Secretary
Jeffrey C. Lord	Treasurer
Tom Armao	Member
Patricia Kennedy	Member
Cheryl Robinson	Member
Andrew Marietta	Member
James Seward	Member

**ABSENT:**

**AGENCY STAFF PRESENT INCLUDED THE FOLLOWING:**

Jody Zakrevsky	Chief Executive Officer
Meaghan Marino	Finance and Administrative Director
Kurt D. Schulte, Esq.	Agency Counsel

The following resolution was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, to wit:

Resolution No. 1022-\_\_

**RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER OF COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY (THE “AGENCY”) TO HOLD A PUBLIC HEARING REGARDING A PROPOSED REMOTE ACCESS POLICY OF THE AGENCY.**

WHEREAS, County of Otsego Industrial Development Agency (the “Agency”) is authorized and empowered by the provisions of Chapter 1030 of the 1969 Laws of New York, constituting Title 1 of Article 18-A of the General Municipal Law, Chapter 24 of the Consolidated Laws of New York, as amended (the “Enabling Act”) and Chapter 252 of the 1973 Laws of New York, as amended, constituting Section 910-a of said General Municipal Law (said Chapter and the Enabling Act being hereinafter collectively referred to as the “Act”) to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing of manufacturing, warehousing, research, commercial and industrial facilities, among others, for the purpose of promoting, attracting and developing economically sound commerce and industry to advance the job opportunities, health, general prosperity and economic welfare of the people of the State of New York, to improve their prosperity and standard of living, and to prevent unemployment and economic deterioration; and



WHEREAS, to accomplish its stated purposes, the Agency is authorized and empowered under the Act to acquire, reconstruct, renovate and install one or more “projects” (as defined in the Act), or to cause said projects to be acquired, reconstructed, renovated and installed, and to convey said projects or to lease said projects with the obligation to purchase; and

WHEREAS, under Section 858 of the Act, the Agency has the power to make certain appointments and approve certain administrative matters; and

WHEREAS, under Section 103-a(2)(b) of the Public Officers Law of the State of New York (the “Remote Access Law”), the Agency further has the power to adopt written (the “Remote Access Policy”) authorizing and governing the use of videoconferencing to conduct its meetings ; and

WHEREAS, pursuant to Section 103-a(2)(a) of the Remote Access Law, prior to the Agency adopting the Remote Access Policy, the Agency, among other things, must hold a public hearing pursuant to Section 103-a(2)(a) of the Remote Access Law with respect to the use of videoconferencing; and

WHEREAS, the members of the Agency desire to approve the adoption of a Remote Access Policy; and

WHEREAS, the Agency further desires to provide for compliance with the provisions of Section 103-a(2)(a) of the Remote Access Law with respect to the Remote Access Policy;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY, AS FOLLOWS:

Section 1. The Agency hereby authorizes the Chief Executive Officer of the Agency, after consultation with the members of the Agency and Agency Counsel, (A) to establish the time, date and place for a public hearing of the Agency to hear all persons interested in the Remote Access Policy (the “Public Hearing”); (B) to cause the Public Hearing to be held in the County of Otsego, New York, and to cause notice of such Public Hearing to be given to the public by publishing a notice or notices of such Public Hearing (1) in a newspaper of general circulation available to the residents of the governmental units where the Agency is located, (2) on public bulletin boards in at least four prominent places within the County of Otsego, and (3) on the Agency’s website; (C) to conduct such Public Hearing; (D) to cause a report of the Public Hearing fairly summarizing the views presented at such Public Hearing (the “Report”) to be prepared; and (E) to cause a copy of the Report to be made available to the members of the Agency.

Section 2. The Chairman, Vice Chairman and/or Chief Executive Officer of the Agency is hereby authorized and directed to do such further things or perform such acts as may be necessary or convenient to implement the provisions of this Resolution.

Section 3. All action taken by the Chief Executive Officer of the Agency in connection with the Public Hearing with respect to the Remote Access Policy prior to the date of this Resolution is hereby ratified and confirmed.

Section 4. This Resolution shall take effect immediately.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

Jeffery Joyner	VOTING	_____
David Rowley	VOTING	_____
Craig Gelbsman	VOTING	_____
Jeffrey C. Lord	VOTING	_____
Tom Armao	VOTING	_____
Patricia Kennedy	VOTING	_____
Cheryl Robinson	VOTING	_____
Andrew Marietta	VOTING	_____
James Seward	VOTING	_____

The foregoing Resolution was thereupon declared duly adopted.

STATE OF NEW YORK        )  
  ) SS.:  
COUNTY OF OTSEGO        )

I, the undersigned Secretary of County of Otsego Industrial Development Agency (the “Agency”), DO HEREBY CERTIFY that I have compared the foregoing annexed extract of the minutes of the meeting of the members of the Agency, including the resolution contained therein, held on October 13, 2022 with the original thereof on file in my office, and that the same is a true and correct copy of said original and of such resolution contained therein and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all members of the Agency had due notice of said meeting; (B) said meeting was in all respects duly held; (C) pursuant to Article 7 of the Public Officers Law (the “Open Meetings Law”), said meeting was open to the general public, and due notice of the time and place of said meeting was duly given in accordance with such Open Meetings Law; and (D) there was a quorum of the members of the Agency present throughout said meeting.

I FURTHER CERTIFY that, as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Agency this \_\_\_\_\_ day of October, 2022.

\_\_\_\_\_  
Secretary

(SEAL)

## AGENCY MEETING POLICY

SECTION 1. PURPOSE AND SCOPE. Article 7 of the Public Officers Law (the “Open Meetings Law”) contains various provisions providing that, among other things, every meeting of a public body shall be open to the general public (the “Open Meetings”). Section 103-a of the Open Meetings Law (the “Remote Access Law”) further provides that a public body may use videoconferencing to conduct an Open Meeting in certain limited circumstances to be outlined and governed by written procedures. The purpose of this Policy is to set forth procedures to implement the Remote Access Law as it applies to Open Meetings conducted by \_\_\_\_\_ (the “Agency”).

SECTION 2. DEFINITIONS. All words and terms used herein and not defined in the Open Meetings Law and the Remote Access Law shall have the meanings assigned to them in the Article 18-A of the General Municipal Law of the State of New York (the “Act”), unless otherwise defined herein or unless the context or use indicates another meaning or intent. The following words and terms used herein shall have the respective meanings set forth below, unless the context or use indicates another meaning or intent:

“Immediate Family Member” shall mean a spouse, parent, sibling, child, domestic partner, or individual for whom the member is the designated guardian.

“In-Person Meeting” shall mean any Open Meeting of the Agency which is not a Remote Access Meeting.

“Meeting Notice” shall mean the public notice required to be published by the Agency regarding any Open Meeting pursuant to Section 104 of the Open Meetings Law and Section 103-a(2)(f) of the Remote Access Law.

“Non-Public Location” shall mean any remote location from which a member of the Agency participates in a meeting that is (a) not open to the public; and (b) not required to be disclosed in the Meeting Notice.

“Open Meetings Law” shall mean the open meetings law, being Article 7 of the Public Officers Law.

“Public Location” shall mean (a) the Offices of the Agency located at \_\_\_\_\_; or (b) any other physical location that is (1) open to the general public, and (2) identified on the Meeting Notice.

“Remote Access Law” shall mean Section 103-a of the Open Meetings Law.

“Remote Access Meeting” shall mean any Open Meeting of the Agency where a member of the Agency participates in the Open Meeting using videoconferencing from a Non-Public Location.

“Remote Connection” shall mean the process of connecting multiple Public Locations using videoconferencing.

“Sponsoring Municipality” shall mean the \_\_\_\_\_, the municipality for whose benefit the Agency was created.

SECTION 3. GENERAL RULE. (A) All meetings of the Agency, including public hearings held by the Agency, will be Open Meetings.

(B) Members of the Agency shall be physically present at the Public Location(s) identified in the Meeting Notice unless such member is unable to be physically present due to extraordinary circumstances as identified in Section 4 of this Policy.

(C) A majority of the whole number of the members of the Agency shall be physically present at the Public Location(s) identified in the Meeting Notice to establish a quorum. The Agency must satisfy this quorum requirement whether it conducts an In-Person Meeting or a Remote Access Meeting.

(D) Members of the public shall be permitted to attend, listen and observe all Open Meetings at the Physical Location(s) identified in the Meeting Notice unless the in-person participation requirement is suspended pursuant to Section 103-a(3) of the Remote Access Law.

(E) If the Agency conducts a Remote Access Meeting pursuant to this Policy, except in the case of executive sessions, members of the public shall be permitted to attend and observe the meeting using a videoconferencing service which permits the public to see, hear and identify the members of the Agency attending said meeting.

(F) If the Agency conducts a Remote Access Meeting pursuant to this Policy, the Agency shall use the videoconferencing technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA) pursuant to Section 103-a(5) of the Remote Access Law.

(G) Nothing herein shall prohibit the Agency from holding meetings entirely by videoconference, with no in-person requirement, during a state of emergency declared by the Governor of the State of New York pursuant to Section 28 of the Executive Law or by the appropriate officials of the Sponsoring Municipality pursuant to Section 24 of the Executive Law if the Agency determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Agency to hold an In-Person Meeting.

SECTION 4. REMOTE ACCESS MEETINGS. (A) The Agency may, at its discretion, conduct a Remote Access Meeting and permit a member or member(s) to participate in the meeting from a Non-Public Location using videoconferencing provided that (a) a quorum of members are present in the identified Physical Location(s); and (b) the member is unable to be physically present at such meeting due to extraordinary circumstances including, but not limited to:

- (1) disability;
- (2) illness, including but not limited to compliance with applicable quarantine requirements;
- (3) the death of an Immediate Family Member;
- (4) caregiving responsibilities for an Immediate Family Member;

- (5) any other significant or unexpected factor that may preclude physical attendance; and
- (6) other significant or unexpected factors or events which shall be identified by the Agency in subsequent amendments to this Policy.

(B) A member who wishes to participate in a meeting by videoconference must provide advance notice and justification for such member's absence to the extent possible to both the Chairperson and the Chief Executive Officer of the Agency. The Chairperson and the Chief Executive Officer of the Agency may require any member requesting to participate in a meeting by videoconference to provide documentation, to the extent possible, supporting such request and may publicly confirm that such documentation was received without publicly stating the contents of such documentation.

**SECTION 5. PUBLIC PARTICIPATION.** Members of the public shall only be permitted to participate in meetings of the Agency where (a) the Agency invites public comment, or (b) public comment is required by law. Where the public is permitted to participate, the Agency shall permit public comment pursuant to the operating rules on the attached Appendix A. If public participation is permitted at a Remote Access Meeting, the Agency shall ensure that members of the public have equal opportunity to participate in real time in such meetings whether attending in-person or remotely via videoconference.

**SECTION 6. REMOTE ACCESS MEETING MINUTES.** If the Agency conducts a Remote Access Meeting, the minutes of such meeting shall (a) include which, if any, members participated remotely, (b) be available to the public within two weeks from the date of such meeting, and (c) be posted on the Agency's website within two weeks from the date of such meeting. For purposes of this requirement, (I) unabridged video recordings or unabridged audio recordings or unabridged written transcripts may be deemed to be meeting minutes; and (II) this requirement shall not require the creation of minutes if the Agency (or committee) would not otherwise take them.

**SECTION 7. MEETING NOTICE.** The Agency shall give notice to the public and the news media of all meetings of the Agency pursuant to the requirements of Section 104 of the Open Meetings Law and Section 103-a(2)(f) of the Remote Access Law. The Meeting Notice shall include the following information:

- (a) the date and time the meeting is scheduled;
- (b) the Public Location where the meeting will be held;
- (c) the Public Location(s) where members will be participating using Remote Connection;
- (d) whether any members will be participating using Remote Access;
- (e) where the public can view and/or participate in such meeting whether in-person or remotely;  
and
- (f) where required documents and records will be posted or available.

**SECTION 8. MEETING RECORDS.** The Agency shall ensure that (a) each meeting shall be streamed on its website in real time, (b) each meeting shall be recorded, (c) such recordings are posted or linked on the public website of the Agency within five business days following such meeting, and (d) such recordings remain so available for a minimum of five years thereafter, pursuant to Section 103-

a(2)(g) of the Remote Access Law and Section 857 of the Act. The Agency shall further ensure that recordings of any Remote Access Meetings are transcribed upon request.

SECTION 9. POSTING. This Policy shall be conspicuously posted on the Agency's website.

APPENDIX A

PUBLIC COMMENT OPERATING PROCEDURES

1.	<p>The public comment section of the meeting:</p> <p>(a) shall be permitted only to the extent that it supports the Agency in conducting public business; and</p> <p>(b) is designed to provide an opportunity for those members of the public attending the meeting to make comments to the Agency, it is not intended to be a question and answer period or for members of the public to interact with members of the Agency.</p>
2.	<p>If a member of the public wishes to make a comment, please raise your hand before speaking.</p>
3.	<p>The (Vice) Chair will recognize members of the public in the order in which they raise their hands, and will invite them to speak in the order they are recognized.</p>
4.	<p>Please do not make any comments prior to being recognized by the (Vice) Chair.</p>
5.	<p>Upon recognition by the (Vice) Chair, please first provide your full name and address, and then proceed with your comment.</p>
6.	<p>The (Vice) Chair will limit your comment to five (5) minutes before moving on to any other individuals wishing to make comments.</p>
7.	<p>If you wish to provide further comment, you may contact the Agency outside of this meeting at the address or phone number of the Agency:</p> <p>[AGENCY SPECIFIC]</p>