

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 99-20

WHEREAS, on March 9, 2020, Governor Murphy issued Executive Order 103 declaring a state of emergency as a result of the coronavirus disease 2019 (“COVID-19”) pandemic; and

WHEREAS, on March 16, 2020, Governor Murphy issued Executive Order 104, which announced aggressive social distancing measures as a result of the COVID-19 pandemic, which included encouraging employees to tele-work if feasible and limiting large social gatherings and in-person meetings such as those conducted by local government entities; and

WHEREAS, local and county government entities, such as the Morris County Park Commission (the “Commission”), have continued to conduct public meetings during the COVID-19 pandemic remotely so as to continue the effective administration of government and to enable the general public to continue to participate in government decision making without unduly compromising public health, safety, and welfare; and

WHEREAS, the New Jersey Department of Community Affairs, Division of Local Government Services (“DLGS”) issued remote meeting guidance in March 2020 to provide a list of possible solutions available for local government entities to host remote meetings in compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6 to -21 (“OPMA”); and

WHEREAS, DLGS has promulgated emergency regulations, codified at N.J.A.C. 5:39-1.1 to -1.7 (the “DLGS Regulations”), which establish standard protocols for remote public meetings held by local government entities during a Governor-declared public health emergency, state of emergency or state of local disaster emergency, including minimum procedures to be followed to provide reasonable notice and to allow public input; and

WHEREAS, on September 24, 2020, DLGS issued Local Finance Notice 2020-21, expanding on the DLGS Regulations; and

WHEREAS, to allow the Commission to continue to conduct public business, and to allow the public to attend Commission meetings remotely, consistent with and in compliance with Executive Order 104, the OPMA, and the DLGS Regulations, the Commission wishes to establish standard protocols for remote public meetings as set forth in this Resolution; and

WHEREAS, the Commission has decided to adopt the following standard protocols and procedures for conducting remote public meetings, including minimum procedures to be followed to provide reasonable notice and to allow public input. **NOW, THEREFORE,**

BE IT RESOLVED BY THE MORRIS COUNTY PARK COMMISSION that:

1. The aforesaid recitals are incorporated herein as though fully set forth at length.
2. The following procedures and requirements are hereby adopted for the Commission’s remote meetings:
 - (a) The Commission’s public notice of each meeting conducted remotely shall contain the dial-in conference number and/or web address and all other information (e.g., meeting ID, password) necessary for members of the public to participate in and access the meeting remotely. The Commission presently uses Cisco Webex (“Webex”) video conferencing to conduct its remote public meetings, which accommodates at least 50 public participants in addition to those required to conduct the meeting. Members of the public wishing to comment during the public portion of meetings or during a public hearing may press the “Raise Hand” button on Webex or dial *3 to raise their hand. A representative of the Commission (“Facilitator”) will keep members of the

public muted, except when they are selected to speak during the public portion of the meeting or during any public hearing.

(b) Members of the public may submit written comments in advance of a meeting, which will be read during the public portion of the meeting. Written public comments submitted prior to the meeting must identify the name and address of the commenter. No anonymous comments will be accepted. Written comments may be submitted via e-mail with the subject line "Public Comment" to PublicMeeting@MorrisParks.net or by mail addressed to: David D. Helmer, Executive Director, Morris County Park Commission, P.O. Box 1295, Morristown, NJ 07962-1295. All comments must be received by 3:00 p.m. the day of the meeting.

(c) Public comments submitted prior to the meeting shall be read aloud by an authorized representative of the Commission during the public meeting in a matter audible to all meeting participants. Written comments received prior to the meeting will be read after all those members of the public attending the meeting wishing to provide comment have had the opportunity to do so. The same time limit of five (5) minutes shall apply to each of the public comments received prior to the meeting. Each written comment shall be read from the beginning, until the time limit is reached. If duplicative written comments are received, the name of each commenter will be noted for the record, and the contents may be summarized.

(d) The Commission will not accept comments made through the Webex "chat" feature during remote public meetings.

(e) The agenda for the meeting will be available on the Morris County Park Commission website www.morrisparks.net prior to the meeting.

(f) If any meeting includes a public hearing all material that will be considered by the Commission at the public hearing shall be posted on the Commission's website in a conspicuous location or as otherwise required by law.

(g) Immediately after calling the meeting to order, the designated meeting Facilitator shall ensure that the Webex link and dial-in number are working. If the Webex link or dial-in number are not working, and cannot be returned to working order in a reasonable period of time, the meeting shall be adjourned to another time.

(h) The Director shall announce at the beginning of the remote public meeting the procedures and requirements for making public comment. The Director will also explain that members of the public are muted until the meeting is opened for public comment.

(i) In the event the meeting is being recorded, the Director will advise the public at the beginning of the meeting.

(j) If any member of the public is attending remotely, he/she will be provided an opportunity to provide public comment of no greater than five (5) minutes (unless an alternative time limit is stated at the beginning of the public comment portion of the meeting at the sole discretion of the Committee President) in duration during the public comment portion of the meeting during the time in the meeting set forth on the agenda (this applies equally to written public comments submitted via email or through the mail). The designated meeting Facilitator will ask whether any member of the public has a comment. Members of the public wishing to comment during the public portion of meetings or during a public hearing may press the "Raise Hand" button on Webex or dial *3 to raise their hand. The Facilitator will recognize members of the public by name; dial-in callers will receive an announcement that their phone has been unmuted. Commenters must state their name and address for the record. At the conclusion of the comments, the commenter will be muted by the Facilitator. Once all members of the public who wish to make comment have

been heard and all written comments have been read, any Commission member or the Director may address any comments made.

(k) If any member of the public is attending remotely, and a closed session is called by the Commission as permitted by the OPMA, a separate call-in number or other electronic means of limiting remote participation shall be available so only the Commission and other persons needed for the closed session may participate. The Director shall clearly state at what point in the agenda the closed session will occur, the reasons for the closed session, the projected length of the closed session, whether formal action will be taken on any matter after the closed session, and that the public will not be able to hear the Commission or provide comment during the closed session. The Commission shall return to the public meeting following closed session to adjourn the meeting or take other action as necessary.

(l) Any member of the public who is attending remotely must participate in the meeting with appropriate decorum and act in a civil manner. Disruptive behavior will not be tolerated. The Commission reserves the right to exclude those members of the public who display conduct or make comments that are disruptive, which includes but is not limited to sustained inappropriate behaviors such as, shouting, interruption, or the use of profanity. Members of the public engaged in such conduct will receive a warning, and if the conduct continues, the person will be muted and his or her comments deemed concluded. If time permits, and after all other members have been given the opportunity to make comment and all comments submitted in writing before the meeting have been read, the disruptive speaker shall be given the opportunity to continue to comment and be permitted to utilize the unused five (5) minutes of time originally allotted to him or her. Should the commenter remain disruptive, he or she shall be placed on mute or in the discretion of the Director, removed from video and/or removed altogether from the meeting.

(m) Members of the public may also be immediately, and without warning, muted, removed from video and/or removed from the meeting altogether for conduct or comments that are harassing, demeaning, threatening, and/or offensive to any person's race, gender, color, age, national origin, religion, sexual orientation, gender identity or expression, and disability (list is representative, not exclusive).

(n) The Commission, in its discretion, may change the technology for conducting remote public meetings from Webex web conferencing to an alternate acceptable form of audio/video-conferencing technology, which accommodates at least 50 public participants in addition to those required to conduct the meeting.

3. Any prior ordinance or resolution controlling the decorum of the Commission's meetings continue to be in effect unless directly contradictory to the provisions in this Resolution.
4. A copy of this Resolution shall be posted on the Morris County Park Commission website.

BE IT FURTHER RESOLVED that a copy of this Resolution shall be entered into the permanent records of the Commission.

November 23, 2020

MORRIS COUNTY PARK COMMISSION



Stuart Lasser
President

 I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on November 23, 2020 at the Park Commission offices, 300 Mendham Road, Morristown, New Jersey.