

**RESOLUTION AUTHORIZING POLICY RELATING TO  
PUBLIC COMMENT PERIOD DURING MEETINGS**

A regular meeting of County of Clinton Industrial Development Agency (the "Agency") was convened in public session in the offices of the Agency located at 137 Margaret Street, Suite 209 in the City of Plattsburgh, Clinton County, New York on August 10, 2020 at 12:00 o'clock p.m., local time.

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

PRESENT:

Trent Trahan	Chairperson
David Hoover	Vice Chairperson
Michael E. Zurlo	Secretary
Keith Defayette	Treasurer
John VanNatten	Member

Each of the members present participated in the meeting telephonically pursuant to Executive Order No. 202.1, as supplemented, issued by New York State Governor Andrew M. Cuomo, suspending provisions of Article 7 of the Public Officers Law that require public in-person access to public meetings and authorizing board members to participate in said meetings by conference call or similar service.

ABSENT:

Kim Murray	Assistant Secretary
Mark Leta	Member

AGENCY STAFF PRESENT INCLUDED THE FOLLOWING:

Renee McFarlin	Executive Director
Toni Moffat	Executive Assistant
Christopher C. Canada, Esq.	Agency Counsel
George W. Cregg, Esq.	Agency Counsel

The following resolution was offered by K. Defayette, seconded by J. VanNatten, to wit:

Resolution No. 08-20-07

**RESOLUTION AUTHORIZING PUBLIC COMMENT PERIOD POLICY FOR  
MEETINGS OF THE COUNTY OF CLINTON INDUSTRIAL DEVELOPMENT  
AGENCY.**

WHEREAS, County of Clinton 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 225 of the 1971 Laws of New York, as amended, constituting Section 895-f 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, meetings of the Agency include a public comment period that provides the public with an opportunity to express their views, comments or opinions with respect to projects involving the Agency; and

WHEREAS, while the members of the Agency recognize the importance of receiving comments from the public with respect to such projects at meetings of the Agency, the members likewise recognize the importance of holding meetings which effectively utilize the time of both the members and the public; and

WHEREAS, to this end, the members of the Agency desire to adopt a policy designed to maintain order and decorum during the public comment period at meetings of the Agency.

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

Section 1. The Agency hereby approves and confirms the Public Comment Period Policy (the "Policy") attached to this resolution as Exhibit A.

Section 2. The Agency hereby authorizes the Chairperson, Vice Chairperson and Executive Director of the Agency to take all necessary steps to implement the matters described in the Policy.

Section 3. 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:

Trent Trahan	VOTING	YES
David Hoover	VOTING	YES
Michael E. Zurlo	VOTING	NO
Kim Murray	VOTING	EXCUSED
Keith Defayette	VOTING	YES
Mark Leta	VOTING	EXCUSED
John VanNatten	VOTING	YES

The foregoing resolution was thereupon declared duly adopted.

[Remainder of page left blank intentionally]

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

I, the undersigned (Assistant) Secretary of County of Clinton 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 August 10, 2020 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"), except as modified by Executive Order 202.1, as supplemented, 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, either in-person or appearing telephonically in accordance with Executive Order 202.1, as supplemented, 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 10<sup>th</sup> day of August, 2020.

  
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(Assistant) Secretary

(SEAL)

## EXHIBIT A

### PUBLIC COMMENT PERIOD POLICY

The public comment period shall be reserved as an item of business on the agenda for all regular and special meetings of the County of Clinton Industrial Development Agency (the "Agency"). All comments to be made during the public comment period shall be subject to the following guidelines:

1. Prior to the start of the public comment period, persons wishing to address the members of the Agency will register on a sign-up sheet to be provided by staff of the Agency. Prior to beginning the public comment period, the Chairperson will collect the sign-up sheet and recognize speakers in the order that they registered. Speakers will be asked to identify themselves for the record.
2. Topics must be germane to the Agency.
3. Each speaker shall be limited to a maximum time of three (3) minutes. Each speaker will only be allowed to speak once during the public comment period. The Executive Director of the Agency (the "Executive Director") shall serve as time keeper and will promptly announce when the speaker's time has expired. The public comment period at any meeting of the Agency shall be limited to twenty (20) minutes in duration, subject to extension by the Chairperson at his or her sole discretion.
4. No time may be yielded or transferred from one speaker to another. Each speaker will be concise and avoid repetition. In order to avoid repetition and delay, groups of people supporting the same position are encouraged to designate a spokesperson for the group.
5. The public comment period is not intended to require the members or staff of the Agency to answer any questions. Members of the Agency may ask a speaker to clarify information in order to better understand the speaker's comments. The members of the Agency will not take action on an item presented during the public comment period. Upon completion of the public comment period and when appropriate, the members of the Agency may summarize the comments heard from citizens. If necessary, the item may be added to the agenda of a future meeting, thereby providing the staff an opportunity to research the item and provide data to the members of the Agency for consideration and review.
6. Speakers will address comments to the members of the Agency as a whole and not one individual member. Discussions between speakers and members of the audience will not be permitted during the public comment period.
7. Speakers who have prepared written remarks are encouraged to leave a copy of such remarks with the Executive Director. Speakers who have materials that they want distributed to the members of the Agency related to the item they plan to discuss during the public comment period shall provide ten (10) copies of those documents to the Executive Director prior to the start of the meeting.

8. Speakers shall be civil and courteous in their language and presentation. Insults, personal attacks, accusations, profanity, vulgar language, inappropriate gestures, or other inappropriate behavior will not be tolerated.

9. In order to provide for the maintenance of order and decorum in the conduct of the meeting, the Chairperson may declare "out-of-order" any person who fails to comply with this policy. The Chairperson shall caution any such person to abide by the provisions of this policy. Refusal to do so shall be grounds for removal of the speaker from the meeting.