Robbinsville Township Planning Board
Remote Public Meeting Procedures
During a Governor-Declared State of Emergency

Meetings

In-person public meetings remain the default during a declared emergency. Room capacity restrictions pursuant to Federal and/or State guidelines shall be followed for in-person meetings. A hybrid public meeting model shall be employed as necessary. In addition to physical access to public meetings, various virtual platforms like Zoom, WebEx, Teams, YouTube and Facebook Live may be the electronic communication platforms used for the public's remote access options for public meetings. The hybrid-meeting model, with two online communication platforms, is made available to provide many opportunities for the public's participation in the Robbinsville Township Planning Board ("Board") business without physical attendance during a declared state of emergency requiring physical distancing limitations.

Notice of Meetings

Public meetings of the Board continues to be carried out virtually. Supplemental meeting notices, which include clear and concise instructions for accessing the meetings remotely, means for making public comment and where relevant documents, if any, can be found, are advertised on the Board website, posted on the bulletin board located in the foyer of the Administrative Wing of the regularly operating municipal building and on the main doors of the municipal building – viewable from the outside. Information may also be acquired by emailing BoardSecretary@robbinsville.net.

Technology & Procedural Matters

Remote Meeting Platform

If there is an emergency, various electronic communication platforms like Zoom, shall be available for every public meeting. The access phone number and computer link for the specified meeting will be available, at a minimum, one week prior to the public meeting. Members of the public attending the meeting remotely may make public comment via virtual platforms during the meeting. Comments sent via the virtual platform or by email will be accepted and will be made part of the record/minutes.

Public Comments Submitted Prior to Meeting

The public may submit questions or comments via e-mail to BoardSecretary@robbinsville.net no later than 4:00 p.m. on the day of the scheduled Planning Board meeting. The public may also submit public comments in written letter form via mail or drop off to the municipal building located at 2298 Route 33, Robbinsville, New Jersey 08691 during business hours no later than 4:00 p.m. the day of the scheduled Board meeting.

Previously submitted public comment shall be read aloud and addressed during the public meeting that will be heard to all remote participants and the public. However, if comments are similar, then they may be summarized together. A three (3) minute time limit will be placed on the reading of each written comment. Each comment will be read from the beginning until the time limit is reached. The Board may pass over duplicate written comments; however, each duplicate comment will be noted for the record with the content summarized.

Public Comments & Conduct from Remote Participants

If an emergency situation exists, and a virtual meeting is called, the procedures and requirements for making public comment, along with an explanation of the audio muting function of the virtual platform being used, will be announced by the Board Secretary at the beginning of the remote public meeting. The Board will facilitate a dialogue with all commenters to the extent permitted by virtual technology.

All participants must keep their microphones muted and their video cameras off until directed otherwise. The Board Secretary will also engage the virtual meeting mute function until such time for public comments. Prior to the in-person members of the public engaging in public comment, all remote participants will be unmuted, invited to turn on their cameras, and asked to state his/her name and home address before making comment. The Board Secretary will manage the order of the remote participants' comments.

If a member of the public becomes disruptive during a remote public meeting, including during any period for public comment, the Board Secretary shall mute or continue muting the disruptive member of the public and warn that continued disruption may result in their being prevented from speaking during the remote public meeting or removed from the remote public meeting. Disruptive conduct includes sustained inappropriate behaviors such as, but not necessarily limited to, shouting, interruption, and use of profanity. Time permitting, the disruptive individual shall be allowed to speak after all other members of the public have been given the opportunity to speak. Should the person remain disruptive, the individual may be muted or kept on mute for the remainder of the remote public meeting, or removed from the remote public meeting.

Presentations or Documents

All documents made available to the public in hard copy format will be available prior to the meeting for download on the Board website. Documents, the Meeting Agenda and Remote Meeting Instructions may also be made available by emailing BoardSecretary@robbinsville.net.

Adopted October 28, 2020 (Resolution PB2020-21)