

# Public Meetings Online

During the COVID-19 state of emergency, Duryea Borough Council meeting will be held online only.

There will be no public gathering for these meetings

Next Duryea Borough Council Meeting is scheduled for Tuesday, November 10<sup>th</sup> @ 6:30pm

The Public work Session will begin at 6:30pm with the Council Meeting Immediately Following.

We will use the ZOOM platform to Attend **Council Meeting**:

Join Zoom Meeting (copy and paste the link or press CTRL and Click)

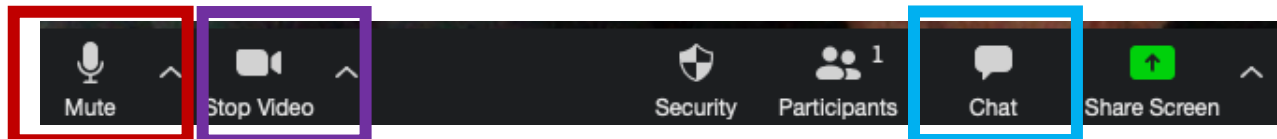
<https://us02web.zoom.us/j/82862010818?pwd=UVIXUjdIS1owa09FV0tNakdFMSt2QT09>

**Meeting ID:** 828 6201 0818 **Password:** 18642

Please consider setting the account up with your First and Last Name so we can identify you when joining. If you do not your name will be asked when you join. We will be monitoring the participant list and chat as issues arise

## ACCOUNT SETUP

- **USING DESKTOP or LAPTOP COMPUTER:** [www.zoom.com](http://www.zoom.com) You will create a FREE account using your personal email address. When prompted to install the application.



If wish you speak during the meeting and your computer does not have a microphone you will need to use the **CALL in NUMBER** below

- **MOBILE DEVICE: Apple iPhone or iPad or Android Device** using your device, for a better experience, download the Zoom App from the Apple Store or Google Play Store,



## • USER TIPS:

- You will be muted upon entry. The host will unmute you if you raise your hand or have a question in the chat. You will need to unmute yourself if you have a question. Please be patient when talking so not to speak over anyone. **(Red Box)**
- You can start and stop video using the correct button. This is personal choice to meetings attendees. **(Purple Box)**
- You can use the chat function to type questions for council and they will be addressed when the appropriate time comes. **(Blue Box)**

- **ON A MOBILE DEVICE** you can swipe LEFT or RIGHT in order to view different cameras or the AGENDA.
- **CALL in NUMBER:** If you wish to listen to this meeting you can call in using the following number and password:  
From your phone dial: **1-929-205-6099 when asked for a password press 18642**
  - You will be muted during the meeting. You will be unmuted during the public comment portions of the meeting. We ask that you only speak when it is "your turn at the podium."
  - If you wish to speak please say **"I would like to speak"** You will be recognized by the Council President if you wish to speak LIVE or if your question was emailed in prior to the meeting
  - We ask that you minimize any background noise so as to be clearly heard and not disturb or interrupt the other public speakers. If your phone has a mute feature, as a courtesy to others, please use it when not speaking.

- **PUBLIC COMMENT**

There are multiple ways to provide **Public Comment** at a Council meeting. Public comments at the start of the meeting are limited to the item(s) on the agenda, which is available at [www.duryearborough.com/MayMeetingAgenda](http://www.duryearborough.com/MayMeetingAgenda). Public comments at the end of meeting may be on any related Council matter. Comments are limited to 3 minutes per speaker.

- **STRONGLY ENCOURAGED & PREFERRED : Email prior to and during meeting –**  
[Jeffrey.bauman@duryearborough.com](mailto:Jeffrey.bauman@duryearborough.com) or [Carolyn.santee@duryearborough.com](mailto:Carolyn.santee@duryearborough.com)  
Please include your full name in your e-mail and indicate which agenda item or council related item you wish to comment on or have a question. It is requested that comments be submitted as early as possible. Allow for up to an hour for delivery delays as all inbound e-mail passes through spam and virus filters. Comments submitted by email will be read into the record at the live meeting.
- **Chat Section** of the Zoom Event (**BLUE BOX**)  
You may type your comments at any time; they will be released to the live meeting at the appropriate time. Note: Comments typed into the "chat" feature of Zoom will be included as part of the meeting; all comments will be published as part of the public record of the meeting.

Please note we will be taking this slow in order for people to follow along. We will be completing a ROLL CALL Vote on each Agenda Item. This will allow for proper record of council actions via a virtual platform.

Thank you for participating in this process. Feedback will be collected by emailing [Jeffrey.bauman@duryearborough.com](mailto:Jeffrey.bauman@duryearborough.com) Please let us know any feedback on the virtual meeting.