

**Village of Williamsville
5565 Main St., Williamsville, NY
Historic Preservation Commission
Meeting Agenda
February 28, 2023 at 6:30 p.m.**

This meeting is available via the following link: <https://us02web.zoom.us/j/83916197577>
Due to the request of an HPC member due to illness. This meeting will be recorded.

Roll Call:

Adoption of HPC minutes of 12-06-2022

Old Business

19 South Long St – Proposed Nomination (Public Hearing at 6:15pm)
5658 Main Street – Meeting House – Local Landmark Nomination, Interior
Williamsville Water Mill Historic District – Nomination Update
Landscape Elements - nomination update
Investigation of 100+ - 200 year old structures in Northeast Quadrant of Village
CLG reports and Audit – Update from Judy Kindron
Training Opportunities
Videoconferencing Meeting Requirements

New Business

Commission Nominations

Adjournment

Next Meeting Tuesday, March 28, 2023

Public Meeting Videoconference Policy

This policy applies to all meetings of the Board of Trustees of the Village of Williamsville and "Public Bodies" of the Village as defined in Public Officers Law §103-a(1). For purposes of this policy, a "meeting" is a gathering of the members of a Public Body for the transaction of official business on behalf of the Village, for which a quorum of members must be present. For purposes of this policy, a "meeting conducted by videoconference" means any meeting in which one or more members of the Public Body participates via videoconference.

Member Remote Attendance. A Public Body may, in its discretion, use videoconferencing to conduct its meetings, provided that a minimum number of members are present to fulfill the Public Body's quorum requirement in the same physical location or locations where the public can attend. Members of a Public Body are required to be physically present at any meeting of such Public Body unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances arising out of one or more of the following:

- a. Disability;
- b. Illness;
- c. Caregiving responsibilities;
- d. Any other significant or unexpected factor or event which precludes a member's physical attendance at such meeting.

Such member must submit a notification in writing to the chairperson of the Public Body explaining the extraordinary circumstances which preclude their in-person attendance at least forty-eight (48) hours in advance of the meeting, or as soon as practicable.

Public Notice. If videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, where the public can view and/or participate in such meeting, where required documents and records will be posted or available, and identify the physical location for the meeting where the public can attend.

Public Attendance. Except for such meetings or portions of meetings that are permitted to be closed to the public pursuant to the Public Officers Law, Article 7, the public shall be permitted to attend any meeting at the publicly noticed physical location for such meeting. At any meeting being conducted via videoconferencing at which the public is permitted to participate, the public may also attend and participate via videoconferencing in real time. Public Bodies conducting meetings via videoconferencing shall ensure that, where the public is permitted to participate, the members of the Public Body can be heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon.

Record of Remote Attendance. During the public meeting, the chairperson shall announce the name or names of those members participating remotely. The written explanation submitted by the member shall be made part of the record for such meeting, and posted on the Public Body's webpage for such meeting, provided that it may be redacted or summarized to protect any persons' medical information, personal information related to minors, and to protect any person's safety. Where a vote is taken, it shall be clearly recorded as to which members, if any, voted remotely.

Meeting Recordings. Each meeting conducted using videoconferencing shall be recorded and such recordings posted or linked on the Town's website within five (5) business days following the meeting, and shall remain so available for a minimum of five (5) years thereafter. Such recordings shall be transcribed upon written request. All transcription requests must be submitted to the Town Clerk's Office.

Disaster Emergency Exception. A Public Body may elect to waive in-person participation by its members during a state disaster emergency declared by the governor pursuant to section twenty-eight of the New York State Executive Law, or a local state of emergency proclaimed by the Town Supervisor pursuant to section twenty-four of the New York State Executive Law, if the Public Body determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Public Body to hold an in-person meeting.