



# | Village of Williamsville |

Office of Community Development

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FOR IMMEDIATE RELEASE

## Village of Williamsville to use ‘Zoom’ application to hold upcoming board meetings, budget hearing

### Public can access meetings virtually, by telephone

WILLIAMSVILLE, NY (April 6, 2020) – Until further notice, the Williamsville Village Board will be holding its meetings remotely through the use of the [“Zoom”](#) website application.

Due to the COVID-19 pandemic, municipal boards are currently permitted by state government to conduct virtual business meetings. Board members will not host or be present for in-person meetings to allow for social distancing requirements. Unless noted otherwise, all upcoming Village Board meetings will not be preceded by work sessions.

The first meeting to be held with the web-based format will be at 7:30 p.m. Monday, April 13. This meeting will include a public hearing on the village’s 2020-21 budget.

As a way to maintain community involvement and government transparency, the public will have access to these meetings by logging onto Zoom using a specific meeting link, or by calling into a conference phone number. While Zoom will allow users the capability of listening to the meeting and speaking during the public hearing, the call-in method will only permit listening.

Video and audio of the Zoom-based board meetings will be recorded and made available to the public on the village’s website, [www.WalkableWilliamsville.com](http://www.WalkableWilliamsville.com). The recorded meetings will be uploaded to the site on the day following the meeting.

### Budget posted to website; community can provide feedback

A figures sheet, a one-page summary and a press release regarding Williamsville’s 2020-21 budget are currently available for viewing and download on the village’s website.

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The Village Board is expected to approve the proposed budget during its meeting on April 27. Per state law, the village must approve a budget for its next fiscal year by each May 1.

Anyone with budget-related questions or comments can email Keaton DePriest, director of community development, at [kdepriest@village.williamsville.ny.us](mailto:kdepriest@village.williamsville.ny.us). All feedback will be forwarded to the Village Board for its review.

Additionally, the board will not close the public hearing on April 13; instead members plan to leave the hearing open until April 27 to allow more opportunity for the public to comment and review video of the meeting.

Feedback related to the budget may be emailed to DePriest until 8 p.m. Friday, April 24.

### Using Zoom to access the Village Board meeting

The public can access upcoming board meetings through Zoom, a video and audio conference application. The service can be used on a desktop or laptop computer, as well as on a tablet or smartphone.

Follow Zoom's directions to either create an account or use the application as a guest.

To access the board's live Zoom meeting of Monday, April 13, at 7:30 p.m., use the below in invite link and identification numbers:

<https://zoom.us/j/332723784?pwd=bUhwU2pqM2psV3phKzZ4L3MyZWxjZz09>

Meeting ID: 332 723 784

Password: 025261

The Village Board's Zoom meetings will be moderated by the director of community development. Rules will be noted by the moderator prior to the start of the meeting. No foul, derogatory or hateful speech will be tolerated.

Users must remain quiet when the meeting is being administered – similar to a regular meeting at Village Hall. The public hearing is the only time when users may speak to the board. Speakers will be selected by the moderator. If multiple users are seeking to speak, they will be placed in a virtual queue and will wait their turns to address the board.

“It is of the utmost importance that this virtual meeting remain organized,” DePriest said. “As such, we will use the same public hearing rules with Zoom that are used during regular meetings in the auditorium at Village Hall. Before commenting, users will have to state their names, and addresses. Also, each user will be limited to remarks of no more than three minutes during the public hearing.”

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### Listening to the Village Board meeting via the telephone

For people who may not have connection to the internet or may find it easier to use a telephone, the village is providing access to listen to the meeting through its conference phone. Users will not be able to speak using this method.

Below are the steps to call into the village's conference phone at 7:30 p.m. Monday, April 13:

1. Call Village Hall's general number at 716-632-4120
2. After reaching the menu that allows entry of an extension, enter 400
3. When prompted for a PIN, enter 4321
4. When prompted, the users must please state their names and addresses for the record
5. Users will then be part of the conference call with listening capabilities

Anyone with questions or concerns about this meeting format may contact DePriest by email or leave a message for him by calling Village Hall at 716-632-4120. Calls will be returned as soon as possible.

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