



HOW TO PARTICIPATE IN VIRTUAL TOWN OF ERIE MEETINGS

To help control the spread of the COVID-19 virus, the Town of Erie will conduct Board of Trustee, Planning Commission and other board or commission meetings virtually, encouraging public participation as usual. These efforts will keep the community, elected officials, staff and residents safe while continuing to conduct important Town business.

The Town will be using a virtual meeting format for the Board of Trustee and Planning Commission meetings until further notice. This means no members of staff, the Board, the Commission, or the public will be present in the Board Room. The public may, however, participate virtually, and the instructions below are provided to describe the various ways in which the public may participate in virtual public meetings.

TO COMMENT IN ADVANCE

- Use the Agenda Center on the Town of Erie website to review agendas and staff reports.
 - For all agenda items, content will be posted about 4 days in advance
- Board of Trustee meetings:
 - To submit written comment, click this link: townclerk@erieco.gov
 - Public comment (for items not on the agenda) may be submitted until noon on the day of the meeting
 - For public hearings related to development or zoning, public comments may be submitted until noon the day before the meeting.
- Planning Commission meetings:
 - To submit written comment, click this link: planning@erieco.gov
 - Public comment (for items not on the agenda) may be submitted until noon on the day of the meeting
 - For public hearings related to development or zoning, public comments may be submitted until noon the day before the meeting.

TO COMMENT DURING THE LIVE MEETING BY WEB OR PHONE

- Join the live meeting through the web link available on the Town's website on the following pages:
 - [Events & Meetings Calendar](#)
 - Find the meeting you wish to attend and select "More Details"
 - The link to join the meeting will be provided no later than 15 minutes prior to the meeting in the "link" section of the event details
 - [Agenda Center Meeting Calendar](#)
 - Find the meeting you wish to attend and select "Meeting Details"
 - The link to join the meeting will be provided no later than 15 minutes prior to the meeting in Meeting location section
- Join the live meeting through the web link or phone number provided during the meeting (visible to both the live stream and Comcast Channel 8 viewers)
- Attendees of the meeting can see and hear the meeting participants/presenters
- Attendees of the meeting do not have video capability and remain muted until called upon by the meeting host
- When public comment is invited, attendees will be called upon by name or the last four digits of their phone number and unmuted by the Town Clerk/Planning Commission Secretary. (For example, the Mayor or Town Clerk may say: "Now is the time for public comment. Caller

ending in “1234” you know have 3 minutes to speak.”)

- Once the attendee’s comment time is up, the Mayor or Chair will thank them for their comments and they will again be muted
- If you wish to simply view the meeting, see below for other options

TO VIEW THE MEETING LIVE OR LATER

- The meeting will be live streamed and archived for viewing here: [Watch Meetings](#)
- Channel 8 on your Comcast feed

HELPFUL TIPS FOR A GOOD VIRTUAL MEETING EXPERIENCE

- If joining through the web, log on 5 minutes before the start of the meeting, since some online products require downloads and installation.
- State your name and address when called upon to speak.
- Turn off nearby cell phones, if you are using a computer to connect.
- Please use a headset or earbuds.
- **Only** have the virtual meeting application open on your computer. If you are running other programs like email or have additional websites open in your browser, it will interfere with your ability to hear or see the information. Close all other applications and windows when participating.
- Please limit distractions when possible. Be aware of background noise.
- Video streaming is a relatively new technology. Some things to be mindful of when connecting with your computer/tablet or smart phone.
 - If your computer/tablet or smart phone is older than 2015 it is recommended that you use a landline/standard telephone to dial into the virtual meeting number to ensure that you can hear the meeting clearly.
 - Internet service minimum needs to be 40-50 Mbps for best results with a virtual meeting.
 - Depending on the Internet speed and service in your neighborhood, the most reliable way to participate in the meeting is to call the phone number provided, rather than joining the meeting through the web link.