

**NOTICE**  
**BOARD MEETINGS CONDUCTED VIA ZOOM**

This meeting of Old Bridge Municipal Utilities Authority is being held remotely pursuant to Executive Order 103 declaring a state of emergency as a result of the COVID-19 pandemic and Executive Order 104 which announced aggressive social distancing measures as a result of the pandemic. Old Bridge Municipal Utilities Authority has elected to conduct this meeting remotely in order to continue the effective administration and governance of the Authority with the participation of the public without unduly compromising public health, safety and welfare. This meeting is being held consistent with and in compliance with the provisions of the above referenced Executive Orders, the Open Public Meetings Act, N.J.A.C. 5:39-1.1 to 1.7. and the standard protocols established by the Authority for conducting remote public meetings

The following procedures and requirements for making public comment during this public meeting are as follows:

- (a) The Authority's public notice of each meeting conducted remotely shall contain the dial-in conference number and/or web address and all other information (e.g., meeting ID, password) that will be necessary for members of the public to participate in and access the meeting remotely. The Board of Commissioners presently uses "Zoom" audio/video to conduct its remote public meetings. Members of the public wishing to comment during the public portion of meetings or during a public hearing may press "\*9" for Zoom audio, or click on the appropriate "Zoom" video button to raise their hand. A representative of the Authority ("Facilitator") will keep members of the public muted, except when they are selected to speak during the public portion of the meeting or during any public hearing. Members of the public may also mute themselves or discontinue their video through the "Zoom" platform.
- (b) Members of the public may submit written comment in advance of a meeting, which will be read during the public portion of the meeting. Written comments shall contain the person's name and address and may be submitted via email to the Authority to [publiccommentsi@obmua.com](mailto:publiccommentsi@obmua.com) or by U.S. mail addressed to: Guy Donatelli, Executive Director, 15 Throckmorton Lane, Old Bridge, New Jersey 08857, ATTN: PUBLIC COMMENTS. For such advance comments to be read at the public meeting, emailed comments must be received at least 8 hours prior to the meeting. Mailed comments must be received by 4:00 p.m. the day before the meeting. Submission of public comments prior to the meeting must identify the name and address of the submitter. No anonymous comments will be accepted.
- (c) Public comments submitted prior to the meeting shall be read aloud by an authorized representative of the Board during the public meeting in a matter audible to all meeting participants. Written comments received prior to the meeting will be read after all those members of the public attending the meeting wishing to provide

comment have had the opportunity to do so. The same time limit of three (3) minutes shall apply to each of the public comments received prior to the meeting. Each written comment shall be read from the beginning, until the time limit is reached. If duplicative written comments are received, the name of each commenter will be noted for the record, and the contents may be summarized. After the comments received by email or in writing prior to the meeting are read, no other public comment will be permitted.

(d) The Board of Commissioners will not accept comments made through the “chat” feature available on Zoom remote meetings, text messaging or other platforms.

(e) The agenda for the meeting will be available on the Authority’s website: obmua.com. The agenda will be located in the “Official Notices” section of the Authority website prior to the meeting.

(f) If any meeting includes a public hearing, such as a rate hearing, all material that will be considered by the Board of Commissioners at the public hearing shall be posted on or linked to the homepage of the Authority’s website in a conspicuous location or as otherwise required by law. Written comments, as set forth above, will be accepted for such public hearings. If sworn testimony is to be taken during the public hearing, it shall be broadcast by both video and audio. Written public comments will not be considered where sworn testimony is required.

(g) Immediately after calling the meeting to order, the designated Facilitator shall ensure that the dial-in number or other means of conducting the meeting remotely is working. If the dial-in number or other means of conducting the meeting remotely is not working, and cannot be returned to working order in a reasonable period of time, the meeting shall be adjourned by the chair of the meeting to another time.

(h) If any member of the public is attending remotely, he/she will be provided an opportunity to provide public comment of no greater than three (3) minutes (unless an alternative time limit is stated at the beginning of the public comment portion of the meeting at the sole discretion of the Board Chair) in duration during the public comment portion of the meeting during the time in the meeting set forth on the agenda (this applies equally to written public comments submitted via email or through the mail). The designated Facilitator will ask whether any member of the public has a comment. If a member of the public provides an indication as set forth above that they wish to speak, then the designated Facilitator shall enable the person to speak. Such person shall set forth their name and address for the record. A member of the public wishing to speak during the public comment portion of the meeting will be identified by the last 4 digits of his or her phone number or by the name he or she has signed in with, at which time such member of the public will be unmuted. The Board Attorney shall inform the commenter when he or she has one (1) minute of time remaining to comment. At the conclusion of the commenter’s comments, he or she will again be muted. There will be no cross dialogue during the public comment portion of the meeting. Once all

members of the public who wish to make comment have been heard and all written comments have been read, any Commissioner or the Executive Director may address any comments made without cross dialogue.

(i) Any member of the public who is attending remotely must participate in the meeting with appropriate decorum and act in a civil manner. Disruptive behavior will not be tolerated. The Authority reserves the right to exclude those members of the public who display conduct or make comments that are disruptive, which includes but is not limited to sustained inappropriate behaviors such as, shouting, interruption, or the use of profanity. Members of the public engaged in such conduct will receive a warning, and if the conduct continues, the person will be muted and his or her comments deemed concluded. If time permits, and after all other members have been given the opportunity to make comment and all comments submitted in writing before the meeting have been read, the disruptive speaker shall be given the opportunity to continue to comment and be permitted to utilize the unused three (3) minutes of time originally allotted to him or her. Should the commenter remain disruptive, he or she shall be placed on mute or in the discretion of the Board Chair, removed from video and/or removed altogether from the meeting.

(j) Members of the public may also be immediately, and without warning, muted, removed from video and/or removed altogether from the meeting for conduct or comments that are harassing, demeaning, threatening, and/or offensive to any person's race, gender, color, age, national origin, religion, sexual orientation, gender identity or expression, and disability (list is representative, not exclusive).