



## **West Vincent Township Board of Supervisors Virtual Meeting**

**Monday, April 6, 2020 7:00 p.m.**

### **NOTICE**

**NOTICE** is hereby given that due to the risks in regard to the COVID-19 virus, the West Vincent Township Board of Supervisors will be holding a regular business meeting on **Monday, April 6, 2020 at 7:00 PM virtually using the ZOOM meeting conference software.** The meeting will begin promptly at 7:00 PM. **The meeting agenda and information on how to join the meeting will be available on Friday, April 3, 2020 on the Township website.** The general public is welcome to join the meeting via a computer, laptop, tablet, cell phone or land line phone.

We encourage residents to provide public comment by submitting comments via email to [office@westvincenttp.org](mailto:office@westvincenttp.org) prior to the meeting to be read aloud. Participants attending the Zoom conference may provide public comment during the meeting. Those individuals with disabilities and ADA accommodations for effective participation in this meeting should contact [office@westvincenttp.org](mailto:office@westvincenttp.org) or call 610.458.1601 at least two days in advance of the meeting. An attempt will be made to make reasonable accommodations. This meeting is being conducted virtually as the Township has declared a State of Emergency on March 16, 2020 which is still in effect through April 6, 2020.

### **INSTRUCTIONS - HOW TO USE ZOOM**

- The Township will be utilizing the video/audio conferencing platform **ZOOM**, <https://zoom.us/>. Members of the Township Board will be able to hear and speak to each other for the entire meeting. Except for any closed session portions of the meeting, members of the public will be able to hear (and possibly see) members of the Township Board.
- In order to connect to the meeting through ZOOM a member of the public needs to do the following:
  - Install **Zoom Cloud Meeting App** on mobile device, iPad or computer
  - Use a land line or mobile device to call and participate by audio

**Use the Link and Meeting ID below to Join the meeting at 7:00 p.m.:**

**Join Zoom Meeting by Computer, iPad, or other device:**

<https://us04web.zoom.us/j/901968827>

Meeting ID: 901 968 827

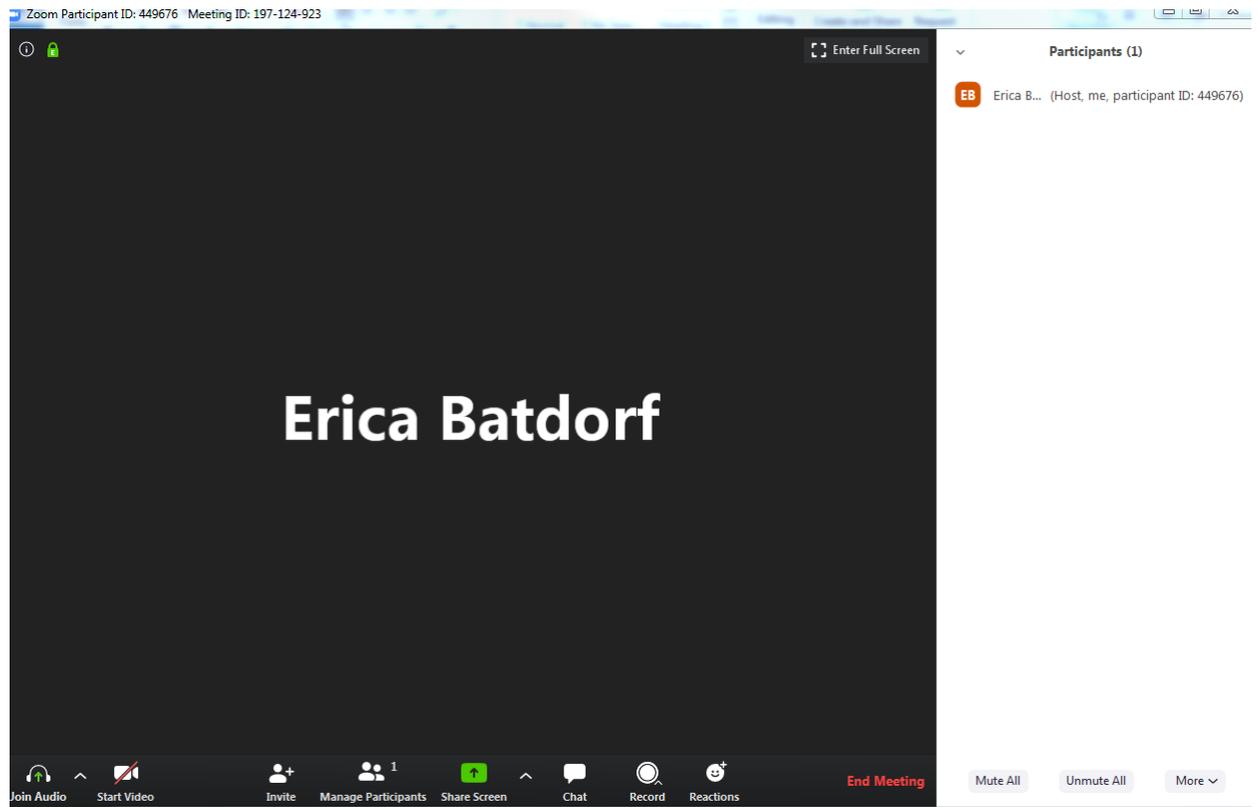
**By Telephone:**

+1-646-558-8656

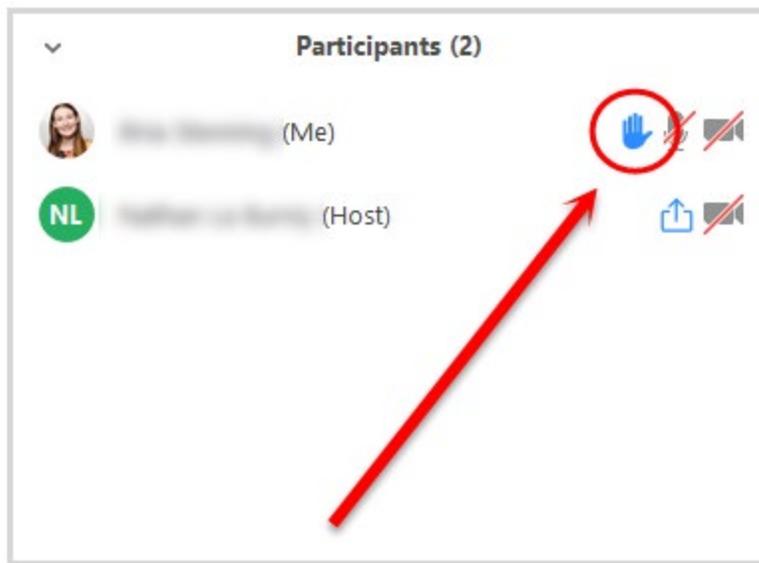
Meeting ID: 901 968 827

Find your local number: <https://us04web.zoom.us/j/901968827>

- **Once connected by computer, iPad, or other device**, you will see a screen with a bar of functions located at the bottom of your screen. By clicking **“Participants”** a chat feature with all participants in the meeting will populate to the right of your screen. You may raise your hand for a question, enter a question or comment into the chat, for the public to see or an individual. You will see who is participating by audio and video.



- **PUBLIC COMMENT during Virtual Meeting by mobile device, iPad, computer:**
  - Once connected to the meeting, members of the public wishing to participate in the virtual public comment via the chat feature should go to their control bar at bottom of their device and click **“participants”**. To speak, you may select the **“raise hand”** feature. The hand once raised, is **blue**.



- If you do not select the **“raise hand”** feature, the moderator will not know to call on you.
  - When public comment is permitted, members of the public that have “raised” their hand will be called one at a time, as would happen during an in-person meeting.
  - The moderator will determine the order of public speakers. When you are unmuted by the moderator, you will have three (3) minutes to share your comments with the Township Board.
  - At the conclusion of your comments or your three (3) minutes, you will be muted and then removed from the queue.
  - If you at some point during public comment you decide you no longer have a question, please remember to go back to your control bar to **“lower”** your hand so we do not call on you.
- **PUBLIC COMMENT during Virtual Meeting by mobile phone or land line phone:**
- If you call into the meeting, the moderator will take questions in this sequence: members who have raised hands, then members who have entered a question into the public chat, and then ask for questions for those individuals who have called into the meeting.

Participants may also choose to submit comments that can be read into the record. Comments can be submitted via e-mail to [office@westvincenttp.org](mailto:office@westvincenttp.org).

- **PATIENCE** – please know these are unprecedented times for all of us, and we are learning and adapting to this new virtual system just like you. **Your patience and cooperation as we work together to meet your needs, communicate, and conduct business is appreciated.** Thank you!