

VILLAGE OF PLANDOME MANOR COVID-19 EMERGENCY RESPONSE PLAN

1. Village Operations

Village Office will be closed starting Tuesday March 17, 2020. Village staff and their hours will be reduced as directed by the Governor.

Phones and email will be monitored remotely during Village Office hours.

Contact Randi or Marie at **516-627-3701** or by email at **clerk@plandomemanor.com** and we will handle all non-emergency matters by phone and email.

If you are dropping off plans or applications, please use the mailbox to the right of the front door. Please phone or email the office to let us know that you have left something in the mailbox. Someone will get back to you to confirm receipt.

For building department matters please email our Superintendent of Buildings at **inspector@plandomemanor.com**

2. Meetings

Governor Cuomo has suspended the open meetings requirement to allow municipal bodies to function without creating community risk:

Suspension of law allowing the attendance of meetings telephonically or other similar service: Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed:

Future meetings of the DRB, BZA, Planning Board and Board of Trustees may be subject to cancellation or alternative meeting formats. Please check our website or phone the Village office for updates about these meetings.

Our IT Support Service company is in the process of setting up video conferencing capabilities for our meetings. The Village will take steps to allow public comment and questions to be submitted by email before and after meetings. All meetings will be recorded and transcribed as per the Governor's order to ensure a public record.

- 3. The Mayor and Board of Trustees will continue to monitor the situation with the input of local, state and federal officials. Please check the Village website for further updates.**

VILLAGE ELECTIONS HAVE BEEN CANCELLED FOR TOMORROW AND WILL BE HELD ON APRIL 28, 2020