

**Borough Planning Commission Meeting  
Myerstown Borough, Lebanon County  
101 S Railroad St  
Myerstown, PA 17067**

**Agenda 04/27/2020**

Myerstown Borough Planning Commission will meet in regular session on **Monday, April 27, 2020 at 7:00 p.m.**

In accordance with Governor Wolf's March 30<sup>th</sup> shutdown order, all Myerstown Borough facilities are closed to the public. **For the agenda items noted below, the Borough will be utilizing Zoom meeting.** The meeting will be streamed live on the Borough's YouTube channel: <https://www.youtube.com/channel/UCF8iU-C2fnr-GMMsCALxdsg>

Citizens and members of the public who wish to comment on items being discussed at the meeting may do so during the meeting by calling (717) 673-7755, or may send their comment in before the meeting by emailing [info@myerstownpa.org](mailto:info@myerstownpa.org).

**1. Call to Order**

- Time: \_\_\_\_\_ p.m.

**2. Roll Call**

Planning Commission Members:

- |   |   |
|---|---|
| <input type="checkbox"/> Gloria R. Ebling, Mayor, Chair | <input type="checkbox"/> Vince Podolski                           |
| <input type="checkbox"/> Michael D. Behm, Vice-Chair    | <input type="checkbox"/> N/A (5 <sup>th</sup> member seat vacant) |
| <input type="checkbox"/> Ronald L. Ream, Secretary      |   |

Appointed Officials:

- |   |  |
|---|--|
| <input type="checkbox"/> Thomas Harlan, Solicitor | <input type="checkbox"/> Michael R. McKenna, Manager/Secretary |
|---|--|

**3. Approval of Minutes**

- Council may approve minutes of the previous meeting held on January 27, 2020.  
 Motion by: \_\_\_\_\_  Second by: \_\_\_\_\_  Vote: Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abs \_\_\_\_\_  
 Discussion?

**4. Citizen and Visitor Comments**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Comment: \_\_\_\_\_

**NEW BUSINESS:**

- 5. The Planning Commission may discuss proposed amendments to the floodplain ordinance (Part 9 of the Zoning Ordinance).
    - Document for Review: Email from Pennsylvania Municipal League explaining floodplain map update and municipal requirements.
    - Document for Review: Myerstown Borough Floodplain Ordinance (Part 9 of the Zoning Ordinance) with comments and edits from Leslie Rhoads of the Pennsylvania Municipal League.
    - Document for Review: Proposed amendment to Part 14 of the Zoning Ordinance with comments and edits from Leslie Rhoads of the Pennsylvania Municipal League.
    - Document for Review: Floodplain Ordinance Review Checklist used by Leslie Rhoads of the Pennsylvania Municipal League for analyzing Myerstown's floodplain ordinance.
    - ACTION: The Planning Commission may recommend to Borough Council to amend the Zoning Ordinance to reflect revisions made by the Pennsylvania Municipal League to bring floodplain regulations into compliance with the National Flood Insurance Program's revised Flood Insurance Rate Map.
- Motion by: \_\_\_\_\_  Second by: \_\_\_\_\_  Vote: Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abs \_\_\_\_\_  
 Council Discussion?

6. Comments for the good of the Borough.

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7. **Adjournment**

Motion by: \_\_\_\_\_  Second by: \_\_\_\_\_  Vote: Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abs \_\_\_\_\_  
 Council Discussion?

Time: \_\_\_\_\_ p.m.

# How to Participate in a Zoom Video/Web Conference

## Methods of Participation

There are two ways to participate in a zoom meeting:

- 1) Participate through video conferencing with either a computer, tablet, or smartphone.

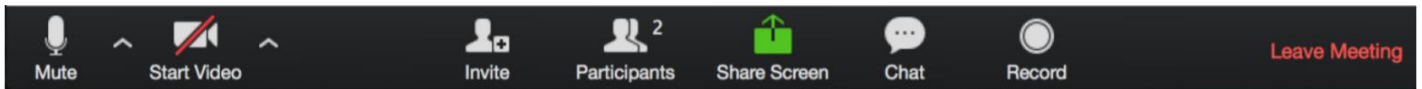
This option allows meeting attendees to use both audio and video to participate in the meeting. Attendees can see and hear the presenter or presenters, and they can also see and hear other attendees. Attendees themselves also have the option to be seen and heard.

- 2) Participate through telephone conferencing.

This option allows meeting attendees to use their telephone to participate in the meeting, similar to a conference call. Attendees can hear the presenter and other attendees but will not be able to see the presenter or other attendees. Attendees themselves only have the option to be heard, not seen.

## Host vs. Attendee

When you join a Zoom meeting hosted by another user, you are considered an “attendee”. The user who scheduled the meeting is considered the “host” will have “host controls”, including muting audio, using video, sharing your screen and more. Below is the ribbon that attendees will see at the bottom of their window.



## Joining a Meeting with Telephone Conferencing

Join a meeting with your telephone by calling the number provided by the meeting host, and entering the meeting ID, participant ID, and password.

Step 1: Dial telephone number provided by host

Step 2: When prompted, enter meeting number followed by the # sign

Step 3: When prompted for a participant ID followed by the # sign, simply press the # sign, as no participant ID is needed

Step 4: When prompted for a password followed by the # sign, enter the password provided by the host

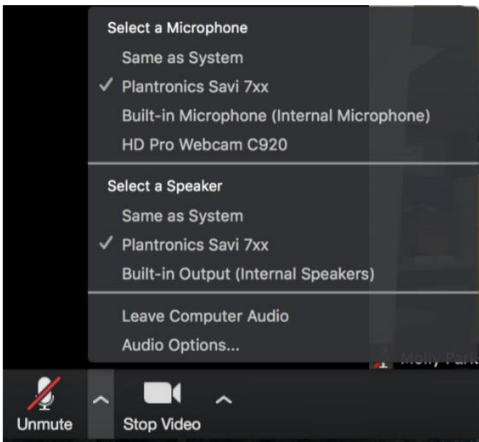
You will then be entered into the meeting.

## Joining a meeting with your smartphone, tablet, or computer

Join a meeting with your smartphone, tablet, or computer by clicking on a Zoom link provided by the meeting host. If you do not have Zoom downloaded on your device, follow the prompts to download and run Zoom. => click to join the audio conference. When you are in the meeting, you may click on the Start Video button to start your video.

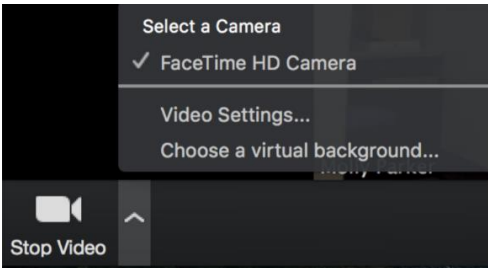
## Mute/Unmute & Audio Settings

You can mute and unmute your microphone. The host also has the ability to mute you. If you click on the arrow next to the mute button, you will have additional options for audio settings. You can change your microphone, leave the computer audio, or access the audio options.



## Start/Stop Video & Video Settings

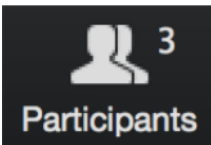
You can turn your camera on or off with the Start/Stop Video button. By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background (if enabled).



## Participants

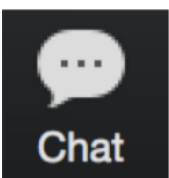
If you click on Participants, you can see who is currently in the meeting. The participants list also gives you the option to raise your hand or rename yourself.

- Raise Hand - notifies host and shows a prompt to simulate hand raise
- Rename - hover over your name to change it as it is seen in the participants list and video window



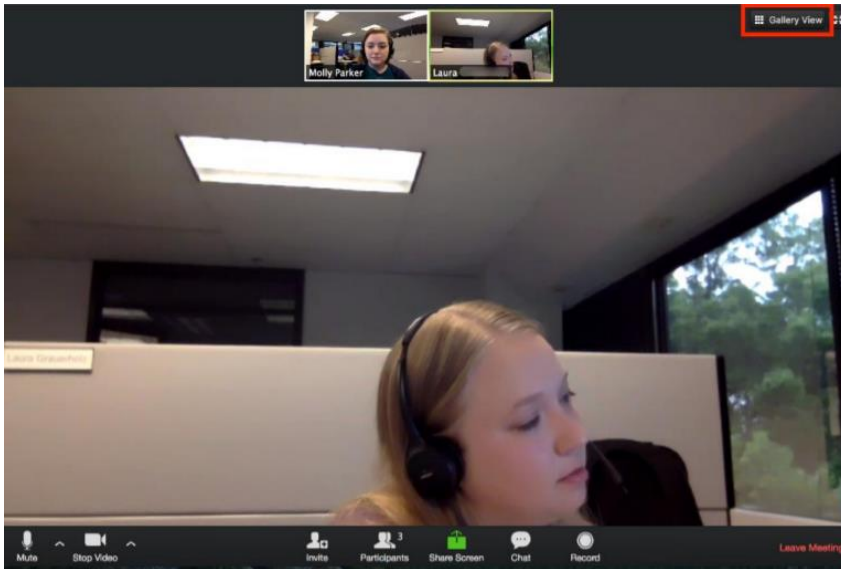
## Chat

Chat with individuals or everyone in the meeting. Click Chat to open up the chat window and chat with other participants or view chat messages. Select the drop down next to To: to change who you are chatting with.



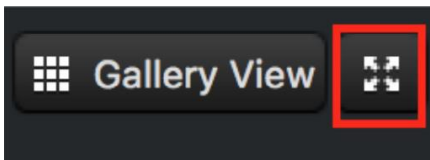
## Choose video layout

At the upper right of the Zoom window, you can switch between active speaker view and gallery view. You can also switch between a shared screen and the video by clicking on a button available in this location during a screen share.



## Enter/Exit Full Screen

At the top right of the Zoom window, you can enter or exit full screen mode. You can also exit full screen by clicking Esc.



## Pin video

Pin video makes a user the primary speaker for you, instead of switching between the active speaker video. You can pin a video by right-clicking on the video of the person you want to pin or double click on their video window.

## Leave Meeting

You can leave the meeting at any time by clicking on the Leave Meeting option at the lower right corner of the Zoom window.

## For More Information or Help

Contact Technical Support <https://support.zoom.us/hc/en-us/articles/201362003->

Zoom-Technical-Support Zoom Help Center <https://support.zoom.us/hc/en-us>

Getting Started <https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>

Tutorials <https://support.zoom.us/hc/en-us/sections/201740096-Training>

Mobile <https://support.zoom.us/hc/en-us/sections/200305413-Mobile>