A GUIDE TO ATTENDING A CHATHAM BOROUGH MAYOR AND COUNCIL MEETING

MAYOR and BOROUGH COUNCIL
Bruce A. Harris, Mayor
James J. Collander, Council President
Victoria Fife, Council Member
Robert A. Weber, Sr., Council Member
Thaddeus J. Kobylarz, Council Member
Carolyn Dempsey, Council Member
Jocelyn Mathiasen, Council Member

MEETINGS OF THE MAYOR AND BOROUGH COUNCIL
Meetings are held on the 2ND and 4TH Monday of each month at 7:30 p.m. in Borough Hall, 54 Fairmount Avenue. If Monday is a holiday, the meeting is held on the following Tuesday.

Please refer to the calendar posted on the Borough website for current meeting dates.

The public should enter Borough Hall through the Police Department entrance and take the elevator to the upper level floor.

MEETINGS ARE BROADCAST LIVE AND MAY ALSO BE VIEWED ON DEMAND THROUGH THE CHATHAM BOROUGH WEBSITE
Borough Council meetings are broadcast live on Cablevision Channel 21 and FIOS Channel 32.

Please refer to the TV Schedule posted on the borough website for rebroadcast times and days. Meetings are also available to view on demand through the website.

MEETING AGENDAS
The Mayor and Council meeting agenda is posted on the Borough website the Friday before the meeting. There are opportunities for public comments during the meeting as noted on the agenda on the following page.

CHATHAM BOROUGH OPERATES UNDER THE “BOROUGH PLAN” OF GOVERNMENT
The “Borough Plan” provides for a mayor and six council members. The Mayor and six (6) Council Members, elected at large in the Borough, constitute the governing body of the Borough of Chatham and are referred to as the “Governing Body” or “Mayor and Council.”

The 6-member Borough Council is the legislative body of municipal government. The Council is responsible for enacting local ordinances and, through the passage of resolutions, adopts the municipal budget, awards contracts for public works, approves appointments made by the Mayor, and makes appointments as provided by law.

The mayor presides at Borough Council meetings and has no vote except in the case of a tie. The Mayor may veto legislation adopted by the Council, but the Council may override the veto by a two-thirds vote.

A quorum of the full membership of the Governing Body must be present for the Governing Body to meet and conduct municipal business.
MEETING AGENDA ORDER OF BUSINESS

1. Call to Order
2. Salute to the Flag
3. Moment of Silence
4. Statement of Adequate Notice
   The New Jersey Open Public Meetings Act (commonly known as the “Sunshine Law”) requires the Statement of Adequate Notice to be read at the commencement of every meeting. This noticing statement advises that citizens have been given adequate notice to attend the meeting and observe the business proceedings.
5. Roll Call [Four or more members of the Governing Body constitute a quorum]
6. Proclamations, Commendatory Resolutions [if requested]
7. Resolution to Adopt Council Meeting Minutes
8. Recusals to be entered on to the record
9. Discussion Items
10. Meeting Open to the Public for Public Comments
   This is an opportunity for the public to comment on any matter or concern and public comments are always welcomed. To ensure that every citizen is treated courteously and has an opportunity to speak, the Mayor will recognize the individual and ask them to come forward to the podium. Before making a comment, the person should state their name and address for the record.
   Please note that Public Comments do not follow a question and answer format; however, a member of the Governing Body may offer a brief response when it is helpful to do so.
11. Ordinances for Second Reading, Public Hearing & Adoption
   An ordinance is a local law adopted by the Council and cover a wide range of topics, including traffic and parking laws on Borough roads and streets, land use regulations, and tree protection and preservation among other things.
   Ordinances require a public hearing, which is advertised and published in advance of the scheduled meeting to inform the public and any interested party.
   The Mayor will open the public hearing for the pending ordinance. To ensure that every citizen is treated courteously and has an opportunity to speak, the Mayor will recognize the individual and ask them to come forward to the podium. Before making a comment, the person should state their name and address for the record.
   At the close of the public hearing, the Council can take further action on the ordinance. Once the ordinance is adopted, it is signed into law by the Mayor and attested to by Borough Clerk.
12. Council Reports
13. Mayor’s Report
14. Administrator’s Report
15. Consent Agenda
   The Consent Agenda includes resolutions that are routine and may be enacted on by one motion and vote of the Council. A Council Member may remove a resolution from the Consent Agenda for discussion and a separate vote.
16. Ordinances for First Reading (Introduction)
   An ordinance is a local law adopted by the Council and cover a wide range of topics, including traffic and parking laws on Borough roads and streets, land use regulations and tree protection and preservation among other things.
   The Governing Body introduces a new ordinance by scheduling it for a “first reading.” The first reading allows the Governing Body to fully discuss the merits of the proposed ordinance. After introduction, the ordinance is typically scheduled for a “second reading and public hearing” at the next meeting.
17. Resolution for Closed Session (if needed)
18. Adjournment